



Building professionalism in project management.™

**Project Management Institute
Michigan Capital Area Chapter**

Board of Directors

Meeting Agenda

Meeting Date: February 5, 2008

Location: PTD Conference Room, 4th Floor, 3001 Coolidge, East Lansing

Time: 5:30 – 6:30 PM

President's Corner- Amy Piper

- John steered the meeting in Amy's absence. He informed that Amy would return in April and chair the meeting in April.
- He also asked to consider having meeting in April later in the same week – April 08.

Communications- Amita Das

- Amita asked about any planned bonus program for February.
- She also requested from the board to plan names and topic of the speaker at least a month in advance.

Programs- Samuel Roberts

- Sam was not at the meeting

Logistics- Pam Sawatzki

- Pam talked about changing the venue for monthly meeting.
- Pam provided update and informed that there are currently 6-7 attendees are registered for the 2/19/08 dinner meeting.
- Board decided to keep offering a "No dinner" option where members will show up at 7:00 just for the program. Charges will be \$10.00 for members and \$15.00 for non-members.

Publicity- Charlie Kidd

- Charlie requested the board to send articles for newsletter by Sunday Feb 10, 08.
- Newsletter can be out by Monday Feb 11, 08.

Membership- John Oldham

- Provided update on Membership – currently we have 211 members and 147 PMPs.
- Informed that members can join free to the PMI international. It is a short period offer.

Professional Development- Marjorie Greer McIntyre

- Marjorie informed that our chapter has formed a PMP study group, which started with 15 attendees. Now we have only eight candidates left. The class is closed for new comers.
- She informed that she does not see commitment from people since this was a free class. In future, we will set cost for the class.
- Sam Roberts is helping her in PMP prep class.
- She informed that she is collecting names for the next class.
- Marjorie informed the board that Amy contacted James Brown as Keynote Speaker. Right now, he is asking \$5000 for speaking on PDD day, but she will talk to him about our budget.
- Karl informed that it is useful to check on other chapter for the speakers.

Finance- Alireza Namvar

- Ali provided a budget update
- Karl Informed Board to file tax for the 2007-2008 year.
- Ali informed that Amy needs to do PDD/Annual renewal of finance. She needs Balance sheet electronically.

Special Projects- Karl A. Meier

- Karl passed Operation manual to the Board for review. He received review comment from John and Amita.
- He will not be attending dinner meeting on Feb 19 evening.

Outreach: Arun Sampath

- Arun will recruit one volunteer for outreach program.
- He said as per John LeTourneau there are 40 project managers in MSU but they are not PMI member. If we can offer special/coupon to attend monthly meeting to attract them to come to the monthly meeting.
- Karl suggested offering 50% coupon.

Webmaster: Ashok Kumar

- Ashok was not at the meeting.