



Building professionalism in project management

**Project Management Institute
Michigan Capital Area Chapter**

PMI-MCAC Board of Directors Meeting Minutes for 3/06/2007

PMI Monthly Board Meeting

Date: March 06, 2007

Members Present: Karl, Charlie, Dean, John, Amy, Pam, Arun, Amita, Dan, Dave
Location/time: PTD Conference Room, 4th Floor, 3001 Coolidge, East Lansing
Guests:
Food Assignment: Pam Sawatzki **Minutes Recorder:** David Smith

I. Review Action Items from Prior Meeting (6:58-7:15) (Status as of 3/06/07 C–Completed, O–Open, H–Hold):

#	Date	DESCRIPTION	OWNER	TARGET	STATUS
1	2/6	Send the spreadsheet to Dave for posting in Google Docs	John	3/6/2007	C
2	2/6	Send David Schafer's contact info to Arun.	John	3/6/2007	C
3	2/6	Check on component website for information related to creating a strategic plan	John	3/6/2007	C
4	3/6	Follow up with Jim Donovan on the Region 4 meeting	John	4/6/2007	
5	1/2	Notify the other chapters of our October 8 th 2007 PDD day and request they don't schedule PDDs near ours.	John	2/6/2007	C
6	2/6	Revise PMI MCAC brochure based on board member feedback	Dan	3/6/2007	C
7	3/6	Send election info to Stanley	Dan	4/3/2007	
8	3/6	Follow up with Stanley to see if he is doing elections	Dan	4/3/2007	
9	2/6	Update the pmi-mcac website with the upcoming speakers	Amita	3/6/2007	C
10	1/2	Follow up with Amy on an EDS speaker, Linda, who can do a technical presentation.	Amita	2/6/2007	O
11	2/6	Check other PMI-MCAC chapter's of a similar size advertising rates	Dave	3/6/2007	O
12	2/6	Resend instructions on how to sign up for Google and Google Docs	Dave	3/6/2007	O
13	2/6	Change board email forward to forward directly to users addresses	Dave	2/12/2007	O
14	3/6	Propose a purchase of a laptop and durable remote for chapter use.	Dave	4/3/2007	
15	3/6	Send out a final survey reminder to our membership	Dave	3/12/2007	
16	3/6	Develop a user guide for our Content Management System	Dave	4/3/2007	
17	6/6	Organize a Michigan chapters conference	Dave/Pam		O

	9/5	Dave has put together a budget. Need to review with the Board.			
18	3/6	Check on a room and food cost for two Saturdays during April – June for Amy’s PMP review course.	Pam	4/3/2007	
19	2/6	Contact David Schafer for integration of PMI-MCAC with University of Phoenix	Arun	3/6/2007	C
20	2/6	Provide requirements for volunteer wiki to be put on our website.	Arun		O?
21		Develop an outreach recommendation	Arun	4/3/2007	
22	1/2	Create a proposal on how we will provide PMP Exam prep material for our members.	Amy	2/6/2007	O
23	8/1	Put together the strategic plan initiatives into the PMI strategic plan document. Finish updates to the Operations Manual.	Stanley	3-4 months	O
24	3/6	Assist Amy in creating the PDD brochure.	Charlie	June	O

AGENDA/TOPIC	DISCUSSION/CONCLUSIONS/SUMMARY
Strategic Status Reports (5:50 – 6:50)	<p>A. President (John 4:45-5:54) Past President is handling officer elections this year. Amy has been nominated for President of our chapter. Dan handled elections in 2006. Maureen handled a few elections prior to 2006. John proposed we purchase a laptop for chapter use. Dave will research and make a proposal to the chapter.</p> <p>B. pastpresident (Stanley 5:54-5:56) The Final version of the Ops manual is being reviewed by the Ops Team. Hope to have the final review completed by mid March. I will then email the final version to Board for review. They will have about 4 weeks to review the sections allocated to each Board member. I will also be submitting a list of recommendations, which the current or the new Board can review and take suitable actions.</p> <p>During the 4 week review period of the Ops manual - the Board members will email me all the suggested changes. I shall compile them and submit to Board to review/accept/reject. We may need a separate meeting to have this discussion. The Ops Manual will need to be approved by the Board by last week of May 2007 or 1st week of June 2007. If no changes are made, I will propose to the Board to accept the Ops manual "As Is", then re-review the document in the next Board Year, under the leadership of VP Administration.</p> <p>C. Membership (Dan 5:56-5:58) Membership survey responses are at 20 out of roughly 521 members. Requested Dave send out a final reminder about the survey.</p> <p>D. Professionaldevelopment (Amy 5:58-6:12) Jim Donovan is concerned about the attendance for their first PDD in May. Amy will be in a panel discussion at their PDD. Amy is planning to have a PMP Review in the April to June timeframe. The class will probably be held over 2 Saturdays. Amy requested Pam check on a room & food costs. Amy is looking for two instructors for each day. Interested board members should email Amy.</p> <p>Amy requested Charlie’s help with the PDD brochure. Potential theme: “Troubled Projects, Get the Red Out”. Donna is getting sponsors. MSU has confirmed sponsorship. EDS is a potential sponsor.</p> <p>Amy is also thinking of having an “Micosoft Project Day” or an Exploring Different Tools day.</p>

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	<p>E. Finance (Karl 6:12-6:13) Revenue and Expense update The Board approved the tax forms Karl wrote up.</p> <p>F. Programs (Amita 6:15-6:26) Rich Sheridan from Menlow may present in April. Brian Jennings might present in May on using Project Management to assist in a job search. Amita will wrap up by April. If we need to hire speakers we typically pay travel costs + (\$500-\$1,500) Looking at other Chapter's speakers may be a good resource to find speakers.</p> <p>G. Publicity (Charlie 6:26-6:34) We are still having problems converting our ads from portrait to landscape to fit the newsletter format. We will use the old format if we can't resolve the issues.</p> <p>H. Communications (David 6:34-6:38) Website outage – Domain Transfer is going faster than expected. Still targeting Friday to be back 100% online. Membership Survey – 20 responses It was requested Dave develop a user guide for our Content Management System.</p> <p>I. Logistics (Pam 6:38-6:42) Pam won't be in town on the 20th. Dave volunteered to do registrations that day.</p> <p>J. Specialprojects (Dean 6:42-6:44) Working on developing an application for a scholarship. It was suggested Dean check with Pheonix PMI chapter because they have forms online. They may give out the rubric as well.</p> <p>K. Outreach (Arun 6:44-6:58) Arun has been researching Outreach at chapters across the country. Arun sees three potential ways for our chapter to proceed: 1) Focus on a particular market segment to outreach to. 2) Focus on corporations 3) Focus on community outreach Arun will develop a recommendation on how we should proceed.</p>
Other issues	<ul style="list-style-type: none"> • Strategic Plan (no discussion)
Summary of Issues	<ul style="list-style-type: none"> •
Next Meeting(s)	<ul style="list-style-type: none"> • April 3, 2007 @ 5:30 pm PTD Conference room • Food Assignment: Stanley
Attachments:	<ul style="list-style-type: none"> •