



Building professionalism in project management

Project Management Institute
Michigan Capital Area Chapter

PMI-MCAC Board of Directors 3/7/2006 Meeting Minutes

Meeting: March 7, 2006 6:30 PM **Location:** PTD Conference Room, 4th Floor, 3001 Coolidge, East Lansing

President's Corner- Stanley Samuel

- The next Strategic Planning meeting will be held 3/18 at MSHDA, 735 E. Michigan Avenue 8-12. This second meeting will focus on tactical issues. Stanley will follow up with the facilitator to procure an agenda.
- Stanley will present PMI information to the SOM Management Information Systems Association on 3/15. The board determined that a reciprocal MISA presentation will not serve PMI-MCAC members, and would not fit a PM topic.
- The elections to be held in May are the responsibility of immediate past president, Dan Buonodono. Dan will contact Maureen for assistance. He will also provide a list of officer term-endings affected by elections.
- The Board discussed the LOGODOGZ ad. Stanley will contact the vendor to determine a count of sales, and if a prize had been awarded in their contest.

Communications- Cathy Pelham

- The February Board minutes were approved in a motion raised by Pam Sawatzki and seconded by Charlie Kidd.
- Dave and Cathy are reviewing the web site, and will present a proposal at the May meeting.

Webmaster- David Smith

- Dave updated the site to include html-editable areas (Officers, PDU Information, Professional Development, Join PMI-MCAC, About Us, and Job Opportunities.) The ability to add pages is also available.
- Dave will be converting the LOGODOGZ ad to remove animation.
- Dave provided statistics on the website. There was some concern that hits from search engines were very low.
- Dave is still waiting for officer bios for the site, and a photo from Charlie.

Programs- John LeTourneau

- John announced that Earl Joki and Kevin Meyer will swap scheduled presentations to cover Mr. Meyer's absence
 - 03/21/2006 - EDS' Implementation and Operation of Program Offices - Earl Joki
 - 05/16/2006 - Lansing Common Ground Festival - Kevin Meyer
- The 3/21 Bonus program will be a brainstorming session, led by Deb Mosher and John LeTourneau, to gather ideas for five project management article topics. These will be summarized and provided to Greater Lansing Business Monthly for their 2007 publication year. The topics should be business-oriented. Amy Piper suggested the Standish Group reports on PM would be a good start. Dan will bring in the flip-chart stand and flip-charts if available.
- John will contact Common Ground for the cost of a ticket to be raffled at the May 16th meeting.
- John will request a volunteer to coordinate the proposed CanAm Chapter meeting at the 3/21 program meeting. Without a volunteer, PMI-MCAC will pass on that opportunity.

Logistics- Pam Sawatzki

- Pam has asked the Clarion to provide a separate room for the bonus program, and a larger meeting room to accommodate increased attendance at program meetings.
- Pam will create badges for officers, who will be responsible for their badge.

Publicity- Charlie Kidd

- Charlie reminded Board members to get their material in for the [March newsletter by the 3/8 deadline](#).
- Charlie is responsible for the annual PMI-MCAC awards at the May 16th meeting. [He will](#) contact Dan for the process.

Membership- Dan Buonodono

- Dan noted the idea of differential rates for PMI-MCAC member vs. PMI member vs. non-member vs. student member identified by the Membership Committee. This is an issue to discuss at the 3/18 Strategic Planning meeting.
- Dan also pointed out the 2/25 deadline for first draft of assigned sections of the Operations Manual has been missed, and urged Board members to complete this task.
- Membership is currently at 214 members.

Professional Development- Amy Piper

- Amy discussed the next PMP Review course, and the lack of both updated course materials and instructors. She will ask for volunteers to form a committee to develop materials and to identify instructors for a fall class.

Finance- Karl Meier

- Karl provided a current Financial Statement
- Karl will pay a \$38.00 tax bill to cover newsletter advertising income. This bill would cost more to refuse than to pay.
- Karl will be filing 1099 forms for payees such as PDD speakers. This will require either an EIN or an SSN.

Special Projects- Dean Feldpausch

- No update.

Outreach- Judy Walsh

- No update.
- The Board will ask Judy to contact potential volunteers to acknowledge their offers, and asses their skills and interests.

ACTION ITEMS

Owner	Action Item	Target	Complete
All	Provide articles to Charlie for the March newsletter	3/8	
All	Create Operations Manual sections and provide to Dan	2/25	
All	Provide Bios to Dave		
Amy	Request volunteers for a PMP Prep class committee		
Charlie	Compile the March newsletter	3/8	
Charlie	Determine & procure annual awards	5/15	
Dan	Provide the flip-chart stand to John for the 3/21 bonus program	3/21	
Dave	Remove animation from the Logodogz link on PMI-MCAC site		
John	Partner with Deb to plan the 3/21 bonus program	3/20	
John	Contact Common Ground for the cost of a ticket to be raffled at the May 16 th meeting.		
John	Request volunteers to coordinate a CanAm Chapter meeting at the program meeting	3/21	
Judy	Contact potential volunteers to acknowledge their offers and assess their skills and interests.		
Karl	Pay the 2005 tax bill		
Karl	Provide 1099 forms to PDD speakers	3/31	
Pam	Create officer badges	4/18	
Stanley	Contact the Strategic Plan facilitator for an agenda	3/17	
Stanley	Contact Logodogz to determine if the contest winner has been awarded		

NEXT MEETING:

The next Board meeting is **March 28th from 6:30-7:30 at PTD**