



PMI-MCAC Board of Directors Meeting Minutes for 4/03/2007

Members Present: Karl, Stanley, John, Pam, Arun, Charlie, Dan, Dave, Leo

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

Guests:

Food Assignment: Stanley Samuel **Minutes Recorder:** David Smith

I. Review Action Items from Prior Meeting (Status as of 4/03/07 **C**–Completed, **O**–Open, **H**–Hold) (7:10-7:19):

#	Date	DESCRIPTION	OWNER	TARGET	STATUS
1	4/3	review membership survey results. Create plan of action based on survey results and include it in transition plans for those board members transitioning this year	board	5/1/2007	
2	4/3	submit OPS manual updates	board	4/16/2007	
3	4/3	Find Dave Davis's presentation information and forward it to Pam	John	4/6/2007	
4	3/6	Send election info to Stanley	Dan	4/3/2007	C
5	3/6	Follow up with Stanley to see if he is doing elections	Dan	4/3/2007	C
6	1/2	Follow up with Amy on an EDS speaker, Linda, who can do a technical presentation.	Amita	2/6/2007	O
7	4/3	Find a bonus presenter for April	Amita	4/17/2007	
8	4/3	Find two presenters for May	Amita	4/17/2007	
9	4/3	Update the website with Dave Davis's presentation information	Amita	4/6/2007	
10	2/6	Check other PMI-MCAC chapters of a similar size advertising rates	Dave	3/6/2007	O
11	2/6	Resend instructions on how to sign up for Google and Google Docs	Dave	3/6/2007	C

12	2/6	Change board email forward to forward directly to users addresses	Dave	2/12/2007	C
13	3/6	Propose a purchase of a laptop and durable remote for chapter use.	Dave	4/3/2007	O
14	3/6	Send out a final survey reminder to our membership	Dave	3/12/2007	C
15	3/6	Develop a user guide for our Content Management System	Dave	4/3/2007	O
16	6/6 9/5	Organize a Michigan chapters conference Dave has put together a budget. Need to review with the Board.	Dave/Pam		O
17	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	H
18	2/6	Provide requirements for how volunteer information should be collected on our website.	Arun		O
19		Develop an outreach recommendation	Arun	4/3/2007	O
20	1/2	Create a proposal on how we will provide PMP Exam prep material for our members.	Amy	2/6/2007	O
21	4/3	send election process docs to Dave for posting on the website	Stanley	5/1/2007	
22	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
23	3/6	Assist Amy in creating the PDD brochure.	Charlie	June	O

AGENDA/TOPIC	DISCUSSION/CONCLUSIONS/SUMMARY
Strategic Status Reports	<ol style="list-style-type: none"> 1. President (John 5:39 - 5:43) Regional meeting John, Pam, Amy, Arun, David, and Amita will be attending. Each attending board member will be reimbursed a maximum of \$500 for their own expenses (not family member or guest

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	<p>expenses). Board members need to make their own reservations.</p> <p>2. Pastpresident (Stanley 5:43 - 6:05) Elections - How do we increase membership participation in the election process? What is the value of increasing voter turnout? Should we hold elections electronically this year? The bylaws allow for flexible voting. Electronic elections will be easy to hold through Symbiosis's survey tool.</p> <p>3. Membership (Dan 6:05 - 6:15) Survey Results - Dan handed out printed survey results and requested board members review the questions targeted to their area and include this information in our transition plans.</p> <p>4. Professionaldevelopment (John 6:15-6:17) Amy was in New York. She will be at the May16th Thumb chapter PDD.</p> <p>5. Finance (Karl 6:17 - 6:22) - Karl had a handout showing our expenses through February compared to our budget.</p> <p>6. Programs (John 6:22-6:34) Update - David L. Davis is going to be our main speaker for April 17 program meeting. He will be presenting on the topic "A Practitioner's Guide to Project Governance". We still don't have bonus speaker for the month April. Do you know anyone whom I can contact for the April bonus program. Brian Jennings is interested in presenting "Treating Your Job Search As A Project" in May month as main speaker.</p> <p>We need a bonus speaker for April. Maybe we should form a committee to get speakers or send out an email to our membership? We will try and have two speakers in May.</p> <p>7. Publicity (Charlie 6:40-6:50) The new newsletter format was successfully implemented. Some of the membership want articles by industry experts. This may be ok if the articles are screened to ensure they provide value. "What is your project?" - if implemented this column will be written by our membership, explaining their project.</p> <p>8. Communications (David 6:50 - 7:03) - In addition to the open action items ongoing work includes helping organize the Chapter 4 conference, working on our new website, and exploring Google features (listserv replacement, blog, Acteva replacement, Google Docs, Photos, web hosting, maps)</p> <p>Our website looks dated (2 years old) Western MI is paying someone to maintain their professional looking website. Job postings should be posted for 1 month unless the poster requests and extension.</p>

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	<p>Webmaster (Leo) - Leo has examined the content our website provides and proposed a new content structure.</p> <p>9. Logistics (Pam 7:03 - 7:06) - Pam does not have Dave Davis's presentation information.</p> <p>10. Specialprojects (John) Dean will not be running for the board next year and therefore will not be attending the conference. Dean has offered to help with PDD.</p> <p>11. Outreach (Arun) - Arun was disapointed in the lack of volunteers after his request at our last meeting. Arun will be forming a committee to explore our Outreach Goals and Opportunities.</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"> ● May 1, 2007 @ 5:30 pm PTD Conference room ● Food Assignment: Arun
Attachments:	<ul style="list-style-type: none"> ●