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**Project Management Institute
Michigan Capital Area Chapter**

Board of Directors Meeting Minutes

Meeting Date: April 7, 2004
Location: PTD Conference Room, 4th Floor, 3001 Coolidge, East Lansing
Time: 6:00 – 7:00 PM – Immediately following PDDay Meeting

Attending: Dan Buonodono, Pam Sawatzki, Deb Mosher, Cathy Pelham, Amy Piper, Karl Meier, Joe Gawle
Absent: Maureen Myers, Rick Cummings

President's Corner- Dan Buonodono

- Elections- According to the by-laws, elections are handled by the past president, Rick Cummings. Rick has already circulated instructions for the upcoming elections, and prepared a package for distribution to the membership. Joe Gawle was asked to send the package to the chapter membership on the listerv.
- Pam Sawatzki has agreed to run again for her position as VP Logistics.
- Karl Meier plans on running for a board position, but not as VP Programs
- Dan Buonodono is open to another term as President.
- Amy Piper is undecided at this time, will probably run again.
- Joe Gawle will not be running for a board position this time around.
- Cathy Pelham indicated she will not be able to finish her duties for the remainder of the term. The Board accepted her verbal notice of resignation. Dan will consider exercising his option to appoint an interim replacement to complete the remainder of the term.
- What actions/steps should we take regarding the CAPM? Currently, we just promote the PMP certification. After discussion of pros and cons, it was agreed Dan would contact John Mays for more information on what other chapter boards are doing in this regard and will report back at another meeting.
- Promotional Materials Update (Mouse pads, etc.) Dan raised the issue of whether additional supplies are needed yet? It was reported that we have adequate supplies for the time being- no re-order needed at this time.
- Strategic Plan Kickoff- Dan scheduled a special board of directors meeting for April 13, at PTD, to discuss options for moving action items in our strategic plan forward. Dan Buonodono will bring food/refreshments.
- Leadership Breakfast Meeting on April 13th, sponsored by the GLC- Dan will be attending, and will report on results.
- Board Meeting schedule, location- Tabled
- Educational Opportunities Web page- Karl Meier suggested we post relevant educational opportunities to our website. Maintaining the information would be an issue if adopted. No decisions made on this item.

Communications- Joe Gawle

- March Minutes sent by Email. An e-vote will be done by email to approve them.

Programs- Karl Meier

- Karl reported that speakers for the season's remaining program events are all scheduled and confirmed.

Logistics- Pam Sawatzki

- Pam reported on several alternative meeting locations for next season's programs. She will continue to assemble information for additional options and report at next meeting.

Publicity- Maureen Myers

- Absent

Membership- Deb Mosher

- Deb submitted the Membership Survey Final Report

Professional Development- Amy Piper

- Professional Development Day committee met just prior to this board meeting.

Finance- Rick Cummings

- Absent

Special Projects- Maureen Myers

- Absent

Meeting Adjourned 8:15 PM

(Meeting minutes prepared by Joe Gawle. Please notify Joe Gawle of changes, errors or omissions by email at gawlej@michigan.gov or by phone at 373-1428.