



PMI-MCAC Board of Directors Meeting Minutes for 5/01/2007

Members Present:

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

Guests:

Food Assignment: Arun Sampath **Minutes Recorder:** David Smith

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

#	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	C
	5/1	Review OPS manual submissions	board	5/8/2007	
2	4/3	submit OPS manual updates	board	4/16/2007	C
	5/1	scan Dan's OPS manual notes and email them to the board	John	5/7/2007	
	5/1	determine what we paid Tenrox in November 2004	Karl	6/5	
6	1/2	Follow up with Amy on an EDS speaker, Linda, who can do a technical presentation.	Amita	2/6/2007	C
	5/1	Our November meeting should have a non meal option.	Amita	11/2007	H
	5/1	send Stanley a reminder for the two Java developers	Dave	6/5/2007	
15	3/6	Develop a user guide for our Content Management System	Dave	4/3/2007	O
16	6/6	Organize a Michigan chapters conference	Dave/Pam		O
	9/5	Dave has put together a budget. Need to review with the Board.			

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
	5/1	Amy ask xxxx if he would like to be VP of membership. Dave ask xxxx if she would like to be VP of membership if xxx declines.	Amy / Dave	5/4/2007	
21	4/3	send election process docs to Dave for posting on the website	Stanley	5/1/2007	C
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
	5/1	Schedule an OPS manual review session	Stanley	5/14/2007	
23	3/6	Assist Amy in creating the PDD brochure.	Charlie	June	O
	5/1	Send a reminder to the board to submit newsletter articles	Charlie	5/4/2007	

AGENDA/TOPIC	DISCUSSION/CONCLUSIONS/SUMMARY
Strategic Status Reports	<p>1. President (John 5:35-5:58)</p> <ul style="list-style-type: none"> ○ Regional conference call <ul style="list-style-type: none"> most of the discussion focused on increasing program meeting attendance. Some ideas were allow registration for an entire program year, rotate meetings to different locations, have breakfast meetings, hold free meetings. Some board members wondered where chapter members are getting their PDUs from. Someone mentioned you can get very cheap PDUs by taking online courses. Our chapter has had two lunch and learns. One was well attended and one not very well attended. We discussed having meetings without food. This will lower the loss the chapter takes on each attendee, and may entice more people to attend. Amy mentioned the Grand Ledge Opera House has low cost for

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	<p>non profits. We decided to have the November 2007 meeting have a non meal option.</p> <ul style="list-style-type: none"> ○ Regional meeting - Amy, Arun, John, Pam, and Dave signed up. Participants can be reimbursed as expenses occur up to the maximum \$500. <p>2. Pastpresident (Stanley 5:58-6:22)</p> <ul style="list-style-type: none"> ○ Elections 3 members mentioned they are interested in running for board positions but have not submitted resumes yet. The open positions without interested parties are membership and special projects. Since the Membership position backs up the president, should it be a prior board member? We would like to get a member who attends program meetings to take the membership position. ○ OPS Manual The draft of the OPS manual is complete but needs to be reviewed by the board. Dan had notes on the entire document. Some sections may be missing from the OPS manual. The board will discuss the OPS manual at a special meeting. <p>3. Membership (Dan 6:22-6:24) Membership is back up to 219 from our drop to 212.</p> <p>4. Professionaldevelopment (Amy 6:24-6:32)</p> <ul style="list-style-type: none"> ○ Update on PDD we currently have about 2,000 in funding, Charlie is working on the Brochure, speakers are lined up for the event, as a cautionary note the State of Michigan will not be able to pay for employee attendance. ○ PMP Review Course - we have reworked material, the soonest the class will be offered is this fall. There was some discussion on paying the trainers. ○ Other PD event - coming after PDD and the PMP review course. <p>5. Finance (Karl 6:32-6:37)</p> <ul style="list-style-type: none"> ○ Normal update ○ \$25 cash/check discrepancy in March - Charlie, Dave, and Karl were all registering attendees. Someone probably marked a non attendant as paid. We lose money at our program meetings because dinner costs more than we charge attendees. <p>6. Programs (Amita 6:37-6:46) Tim Kroecker and Brian Jennings will be speaking in May. Discussion on max speaker reimbursement. Should it be \$500-\$800? Karl will lookup Tenrox reimbursement from November 2004.</p> <p>7. Publicity (Charlie 6:46-6:47) Articles due Sunday May 6th.</p>

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	<p>8. Communications (Dave 6:47 - 7:00) Laptop proposal - Authorization for Communications VP to spend \$600 for a laptop and PowerPoint remote. I was unable to get a laptop from Microsoft. I want to check with other vendors (HP, Dell) prior to purchasing.</p> <ul style="list-style-type: none"> ○ The advertising rates proposed by Dave may be too cheap. Maybe the rates should match the newsletter rates? Advertising - \$160 - \$210 / month on GLC, \$125 in Austin PMI Chapter, \$150-\$180 in the Chicagoland chapter. This was the proposal I made in February: Proposed allowing companies to be on the front page of our website for 2 months by submitting articles for \$100, allowing companies to advertise on our link page for 1 year for \$150, and allowing companies to be on a new 'partner' page for 1 year for \$100 The target revenue is \$500 to support the Chapter's technology needs. ○ Website -Looking for a new webmaster. Leo will continue in his current capacity but is busy with a new job and interested in resigning. I contacted a web design teacher at Waverly Highschool to see if their students were interested in redesigning our website. Stanley knows two people who may be interested in helping with the website. We may be able to use our scholarship money as an incentive to get students to develop <p>9. Logistics (Pam 7:00 - 7:02) Praise of Pam's work</p> <p>10. Specialprojects (Dean) no updates</p> <p>11. Outreach (Arun)</p>
Other issues	<ul style="list-style-type: none"> ● Board Appreciation - It was proposed board members are taken out to a dinner or catered event. ● Awards - Charlie has the award forms. Individual board members are responsible for providing the awards to chapter volunteers.
Next Meeting(s)	<ul style="list-style-type: none"> ● June 5, 2007 @ 5:30 pm PTD Conference room ● Food Assignment: Amita
Attachments:	<ul style="list-style-type: none"> ● Monthly financial statement from Karl ● OPS manual with comments from Dan