



Building professionalism in project management.™

Project Management Institute Michigan Capital Area Chapter

Board of Directors

Meeting Agenda

Meeting Date: May 6, 2008

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

Time: 5:30 – 6:30 PM (Actually 5:30 – 7:30)

President's Corner- Amy Piper

- **Amy chaired the meeting.**
- **Amy suggested publishing direction to the Clarion Hotel due to constructions near Dunkel road.**
- **Amy gave keys to the mailbox to Pam.**
- **She provided material for “performance Management” to renew the charter in February.**
- **Amy informed that it is necessary to attend the board meeting unless board excuses you.**
- **Our chapter should have a backup plan. In Ali's absence, Amy will fill out forms to change her name on the checkbook so that she can refund to the board member for the expenses.**
- **Amy asked board if we are willing to pay for the speaker in September. Board agreed.**
- **Amy informed that we usually pay approx. \$1500 and travel expenses for the named speaker – people who have presented or published project management articles etc.**

Past-President's Corner- John LeTourneau

- **John informed that a communication would be sent out to members about the online voting.**
- **John will also provide link to Survey Monkey to members to cast their vote. Election will be held for President, VP of logistic, Communications, Professional Development, Publicity, and Program positions.**
- **John also suggested sending a communication to the members to inform them about the open positions and election.**
- **Amy showed her concerned for the VP of logistic position.**
- **John asked for current resume and completed form from all the contestant.**
- **Board decided to use Survey Monkey for casting vote.**
- **Board should have awards for the best program of the year etc.**

Communications- Amita Das

- **Amita informed that she has corrected the names of the speakers for the May month on the PMI MCAC website.**
- **Amita suggested planning needs to be done ahead of the time so that a communication can be sent out in timely manner to members.**

Programs- Samuel Roberts

- Sam asked Amy if we are presenting any awards to the volunteers.
- John informed that instead of awards we provide PDUs, free meal, opportunity to attend speaker's presentation etc. to volunteers for their services for PDD day.
- Sam will prepare certificate for all the board members and Amy will sign them.

Logistics- Pam Sawatzki

- Pam asked if we can plan May monthly meeting dinner earlier than 6:30 PM, Board agreed to do it at 6:15 PM.

Publicity- Charlie Kidd

- Charlie suggested that we need articles or messages from President and Finance for the monthly newsletter.
- He showed his concern being not able to publish newsletter in time.
- He said we have to publish our newsletter before monthly meeting.
- Amy apologized for not providing articles for the president column in time. She also suggested providing information about membership in time not two days before monthly meeting.
- Board needs to provide articles to Charlie by May 7

Membership- John Oldham

- John informed that because of the title of May 20 program, we may expect number of attendees.
- No update on membership.
- Amy suggested getting people to come to our chapter – not to see bigger named speaker.

Professional Development- Marjorie Greer McIntyre

- Marjorie informed that we have five speakers for the PDD Day. She suggested that topics of all the speakers have to tie with title.
- John Oldham can help contact speakers if Marjorie needs help.
- Amy asked if Ali has sent money to James Brown yet.
- Marjorie informed that the PMP Exam Prep Study Group is starting next week.
- From the last PMP Exam Prep Study Group, one already passed the PMP exam.
- She has eight candidates confirmed for the class. Five more has to confirm.
- Marjorie suggested that we could publish testimonial from the successful candidates in our newsletter.

Finance- Alireza Namvar

- On Vacation

Special Projects- Karl A. Meier

- Karl discussed that it is not recommended to arrange Lognuts game as it requires certain number of people to attend.
- Amy responded that it was well attended previously.
- Amita will send out an email to members and non-members.

Outreach: Arun Sampath

- Arun informed that volunteers are coming in and signing up.
- We need to plan tasks for the volunteers.
- He suggested engaging some volunteers to help PMP study group.

Webmaster: Ashok Kumar

- Ashok was not at the meeting.