



Building professionalism in project management.

**Project Management Institute
Michigan Capital Area Chapter**

Board of Directors Meeting Minutes

Meeting Date: May 10, 2005
Location: PTD Conference Room, 4th Floor, 3001 Coolidge, East Lansing
Time: 5:30 – 6:30 PM

President's Corner- Dan Buonodono

- **PDD April 2006** – The Board agreed to initiate the PDD activities immediately preceding the Board Meeting on June 14, 2005. The PDD Meeting will be from 5:30-6:30pm, followed by Board Meeting from 6:30-7:30pm. Amy will take the lead on this task.
- **MI Regional Meeting on 05/21** - Stanley agreed to represent the chapter for this meeting.

Communications- Stanley Samuel

- **Open Action Items** - Stanley reviewed all open action items and closed all that were completed.
- **Listserv** – Stanley mentioned that the listserv is on the SOM. The Board decided to check on other options of listserv from the hosting service. This will be helpful if a VP Communications is selected who does not work for State of Michigan. **Action Item** – Webmaster will check on this functionality in the new hosting company.
- **Hosting Website Proposal** – The Board agreed that only the initially agreed scope will be implemented as part of Phase 1. This would include all the screens that are currently on the MCAC site, some may be in content management and others will be static. All enhancements will be implemented as part of Phase 2. Stanley mentioned that he is working with Rich and David, to check on the payment schedule, scope details and End User License Agreement (EULA). The Board agreed that all payment will be made after completion and signoff. **Action Item** – (1) Webmaster will purchase the hosting site from advances.com. He will coordinate with Rich Firman to make sure that it is purchased when Rich would start his development. (2) The Board will review Rich Firman's EULA.
- **Roles and Responsibilities of the Webmaster** – Stanley provided the Board with the proposed roles & responsibilities of the webmaster. The Board approved this document and suggested that they be added as part of the Chapter's Operations Manual, which will be done by the end of 2005.

Programs- John LeTourneau

- **May 17 Program Meeting** – Per Pam's email earlier today, 33 people have registered for the program. John agreed to bring the backup laptop. John mentioned that he is working with Symbiosis, since they are the sponsors for this program. **Action Item:** Stanley will email the listserv members about the new location. Pam will plan to leave a note at the Golden Rose, if possible, about the new location. Deb is trying to contact the 100th PMP for recognizing him during this meeting.
- **Rush Night** – John mentioned that he only had 4-5 volunteers for this program and is hoping to solicit more in the upcoming dinner programs and also through listserv email.
- John also mentioned that he has SSI lined up for the Oct 2005 Main Program. SSI will be finalizing on their topic of discussion. For Nov 2005 Rajiv Das will be talking about Business Metrics.

Logistics- Pam Sawatzki

- Absent.

Publicity- Amita Das

- Amita mentioned that she was finalizing the names of all the people who would need to be recognized during the chapter meeting.

Membership- Deb Mosher

- Absent

Professional Development- Amy Piper

- Amy mentioned that the scores for Neal Whitten were 4.92, which is very high!
- **PMP Prep Class** – Amy mentioned that Brian Jennings has started updating the curriculum for the classes in Fall. The Board agreed that John and Brian will be part of the committee to create this curriculum.

Finance- Karl Meier

- Karl provided an update on the current financial status. The Board approved the report.
- Karl mentioned that it is important for MCAC to make sure we have the PO # from any State of Michigan employee for a program attendance otherwise MCAC may not get paid.

Special Projects- Maureen Myers

- **"Lugnuts game"** - Currently, only 4 people have registered. The Board agreed to go forward with this program even if the turnout is low.
- **Election Process** – Maureen mentioned that she has sent the email to Stanley for listserv with the election details. She will be working on the election ballots with Kristen on May 17th, 2005. She also mentioned that if Stanley gets elected as President, we will have 2 open positions; VP Communications and VP Outreach. The Board will try to solicit volunteers for these two positions in the upcoming Program Meetings.

Carry Forward Action Items:

1. John will spearhead the creation of a member interest survey. He targets to do this over the summer.
2. Amy will frame an email to solicit volunteers for the next PDD Day.
3. When nominated, the VP Outreach will spearhead a committee to put a proposal for student scholarships.

NEXT MEETING:

The next Board meeting is scheduled for **14th June, 2005** at the PTD Conference Room at 6:30 PM. The PDD Meeting will precede at 5:30 pm on the same day and place.