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Project Management Institute
Michigan Capital Area Chapter

Board of Directors Meeting Minutes

Meeting Date: May 13, 2003

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

Time: 4:15 PM to 5:20 PM

Members Attending: Joe Gawle, Amy Piper, Karl Meier, Pam Sawatzki, Maureen Myers, Dan Buonodono,

Members Absent: Rick Cummings, Cathy Pelham, Ruth Mealy (Rick Cummings informed the Board of his absence in advance and arranged to have Maureen Myers chair in his place).

Communications:

- Meeting minutes from the April 8, 2003 Board of Directors Meeting were approved as earlier corrected and distributed by email.

President's Corner:

- Prompted by a request to post an announcement on the listserv from a chapter member who had recently established an independent consulting business, the board discussed the issue of using the listserv or other club resources in general for advertising. The board agreed that the listserv should not be used for such advertising purposes, but was open to supporting other more appropriate venues for 'networking' that would address the same needs. It was suggested, for example, that a new link could be created on the chapter website to post such announcements from the membership, or that a networking table could be set up at our monthly meetings to provide a place for such postings.

It was decided that, rather making a decision at this meeting, that this issue, networking for jobs and opportunities in general, should be discussed as part of our upcoming strategic planning meeting next month.

- Michigan PMI chapters leadership meeting- Rick Cummings received an invitation to attend the Michigan PMI Chapters Leadership meeting on Saturday, May 17, in Ypsilanti. Rick forwarded the invitation to the board because he was unable to attend.

The only other board member who could attend is Amy Piper, but only for part of the meeting. Maureen Meyers offered to talk to Deb Mosher to see if she could be persuaded to attend representing the chapter (Deb Mosher is a candidate for chapter Membership VP for the next term.)

- Strategic Planning Meeting- The board confirmed the plan to engage Christine Scheu, an MSU PhD student working at the Department of State with board member Joe Gawle, to facilitate the planning meeting on June 10. Amy Piper will make arrangements to secure a room at the Sheraton's restaurant on June 10, from 5:00 to 8:00 PM for the meeting. The board agreed to use chapter funds to cover the expenses for the planning session, including food.

Joe Gawle will arrange a pre-meeting with Christine Scheu, Maureen Myers, and Dan Buonodono in the near future to assist Christine in preparing herself for the meeting.

Joe Gawle will also arrange for Christine to participate in the PMI strategic plan audio conference on June 3, to provide her with additional background on PMI's strategic planning process at the international level.

Publicity:

- Dan Buonodono asked for nominations from the board for recognition awards to be made at the May program meeting. Dan will be preparing the certificates for the list of nominees.
- Dan Buonodono attended the Great Lakes Chapter Professional Development Day held recently at the MSU Management Center in Troy, Michigan. The event had 350 attendees, the limit, with over 50 more on the waiting list. The facility was an excellent venue for an event like this. Its program structure was similar to ours, but all local industry speakers were used- no nationally known paid speakers. Dan reported preferring our notes booklet as a handout, compared to the Great Lakes Chapter's use of a CD with all the presentations on it. He missed the paper document for making notes during the presentations. All in all, it was an excellent event, larger than ours, but that is to be expected given that chapter's large population base.

Professional Development:

- Amy Piper provided an overview of the Michigan Capital Area's Chapter PDDay, which was considered a resounding success. All the speakers had high ratings, except for the humor speaker during the lunch session. The event actually brought in a \$5,000 profit for the chapter's treasury. The PDDay committee has scheduled a formal lessons learned meeting on May 14 to resolve any remaining open items, and to document advice for the next session next year.

Programs:

- Karl Meier reported that the program and speaker for the season's last program meeting on May 20 is all arranged.

Logistics:

- Pam Sawatzki reported that as of this meeting date, 16 reservations were received for the May 20 meeting. Joe Gawle will be sending out a final listserv reminder to the membership on Wednesday, May 14. This should result in additional reservations by Tuesday.

Finance:

- No report as of meeting time; Ruth Mealy could not attend. (Post meeting note: Ruth Mealy distributed the financial report to the board by email on May 14.)

Special Projects:

- No report.

Meeting adjourned at 5:20 PM.

(Minutes prepared by Joe Gawle. Please forward corrections, comments by email to gawlej@michigan.gov , or call at 373-1428.)