



Members Present:

Dan Buonodono, John Oldham, Dean Feldpausch, Charlie Kidd, Amy Piper, David Smith, Ali Reza, John LeTournea, Karl Meier

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

Guests:

Food Assignment: Amita Das **Minutes Recorder:** David Smith

I. Review Action Items from Prior Meeting (Status as of 6/05/07 **C**–Completed, **O**–Open, **H**-Hold)

#	Date	DESCRIPTION	OWNER	TARGET	STATUS
1	5/1	Review OPS manual submissions	board	5/8/2007	
2	6/5	New brochure picture for PDD	board	7/3/2007	
3	6/5	send email to board to solicit ideas for the appreciation dinner	John	7/3/2007	
4	6/5	Send DEP to Dan	John	7/3/2007	
5	6/5	Resend John Hollenbeck’s blurb for the brochure	John	7/3/2007	
6	5/1	Our November meeting should have a non meal option.	Amita	11/2007	H
7	6/5	Send the Strategic Plan to Amy	Dan	7/3/2007	
8	6/5	Get a cost estimate for PDD Brochure	Dan	7/3/2007	
9	6/5	Edit PDD brochure	Dan	7/3/2007	
10	3/6	Develop a user guide for our Content Management System	Dave	4/3/2007	O
11	6/5	create user manual for PMI's technology	Dave	7/3/2007	
12	6/5	Dave fix board email to include Ali and John	Dave	7/3/2007	
13	6/5	Resend Google Docs instructions	Dave	7/3/2007	
14	6/5	Move PDD to top of frontpage	Dave	7/3/2007	
15	6/5	Follow up with Amita then Tenrox re: September	Dave	7/3/2007	
16	6/6	Organize a Michigan chapters conference Dave has put together a budget. Need to review with the Board	Dave/Pam		O
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
21	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
22	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

Agenda/Topic	DISCUSSION/CONCLUSIONS/SUMMARY
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Strategic Status Reports	<ol style="list-style-type: none"> 1. John <ol style="list-style-type: none"> 1. Region 4 meeting (5:30 – 5:53) <ol style="list-style-type: none"> i. John, Amy, Dave, Pam, and Arun attended. ii. Component mentor charter iii. Seeketu – Region 4 mentor iv. Chapters with branchers <ol style="list-style-type: none"> 1. Geographical branches 2. Virtual Branches <ol style="list-style-type: none"> 1. similar to localized Specific Interest Groups v. Willis Thomas from the Western Michigan Chapter <ol style="list-style-type: none"> 1. Collaborating with other professional organizations vi. Roundtables from Region 4 <ol style="list-style-type: none"> 1. How to run board meetings 2. Program meetings <ol style="list-style-type: none"> 1. Lower costs to increase attendance 2. Having Certificates of deposits to cover 1 years operating expenses 3. Running the chapter <ol style="list-style-type: none"> 1. Having dots on your nametag to show you are looking for / seeking a job vii. Western Michigan Website Demo <ol style="list-style-type: none"> 1. Judy Brennan 2. Region 4 committee to design their website 2. Officer Transitions 3. Atlanta Meeting October (5:59 – 6:01) <ol style="list-style-type: none"> i. Dave and Amy are interested 2. Stanley (6:01 – 6:06) <ol style="list-style-type: none"> 1. Strategic planning 3. Dan (6:06 – 6:09) <ol style="list-style-type: none"> 1. Transitioning to John this month 4. Amy (6:09 – 6:32) <ol style="list-style-type: none"> 1. Replacement for Professional Development 2. PDD (Monday October 8th) brochure <ol style="list-style-type: none"> i. Send to printer in mid August

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Other issues	1. Appreciation dinner (7:00 – 7:11) This will be discussed via email.
Next Meeting(s)	• August 7, 2007 @ 5:30 pm PTD Conference room? • Food Assignment: ????
Attachments:	