



Building professionalism in project management.

**Project Management Institute  
Michigan Capital Area Chapter**

## **Board of Directors Meeting Minutes**

**Meeting Date:** June 14, 2005  
**Location:** PTD Conference Room, 4th Floor, 3001 Coolidge, East Lansing  
**Time:** 6:30 – 7:30 PM

**Note:** This is the last meeting minutes for the Calendar Year 2004-2005

### **President's Corner- Dan Buonodono**

- Dan gave a certificate to John LeTourneau for his contributions as VP Programs in the MCAC Board in 2004/05.
- Dan reminded that the out-going Board members will need to do a **knowledge transfer** to the new Board members. Cathy has volunteered to be the VP Communications. Dan is following up with a few candidates to be the VP Outreach position. **Action Items:** (1) Dan will transition the President role to Stanley, (2) Stanley will transition the VP Communication role to Cathy, (3) Maureen will transition the VP Special Projects role to Dean and (4) Deb will transition the VP Membership role to Dan.
- Dan provided the Board with a high level task/timeline for developing the **MCAC Operations Manual**. The first task for the Board is to review the Great Lakes chapter Operations Manual; this is targeted to be completed by 08/15/2005. The target completion is mid Dec 2005. **Action Item:** Dan will email the link of the Great Lakes chapter Operations Manual to the Board.
- The Board agreed to schedule a **Strategic Planning Session** led by Neal Goldman in Mid-Nov 2005. Neal will help MCAC create a strategic plan for the next 2-3 years. **Action Item:** Stanley will email the minutes of the Strategic Planning meeting to Dean.
- Dan also mentioned that the **PMI Leadership Meeting** is scheduled for October 8 - 10 in Toronto. He recommended to the Board that, since this Leadership Conference was fairly close to Michigan, we should approve all Board members to attend. The Board concurred. Dan suggested that we all carpool to save cost.

### **Communications- Stanley Samuel (+ Webmaster – David Smith)**

- **MCAC New Website** – David mentioned that he has purchased the new hosting site from advances.com which is valid through 9/1/2006. David has given the hosting site details to Rich Firman. He also mentioned that this week Rich is on vacation and will follow up with Rich next week for the status. Per initial schedule the website completion is running late. The target completion is mid July 2005. The Board suggested that Rich should reword the EULA before they can accept these terms. **Action Item** – (1) The Board will review Rich Firman's EULA. (2) David will send an email to Rich asking him to change the EULA, since it was not acceptable to the Board. (3) David Smith is looking into the possibility of using a new mailing list service, instead of listserv. (4) David will upload the pictures of all the Board members into the new MCAC website. (5) David will evaluate the details of having the MCAC website more visible to a google search. (6) David will update all the new emails for the new Board members. (7) David will email the Look and Feel document to the Board for a review.
- **Open Action Items** - Stanley reviewed all open action items and closed all that were completed.

### **Programs- John LeTourneau**

- **Rush Night** – John convened the kickoff meeting today before the Board meeting. The meeting went well. Maureen took the notes. The next meeting is scheduled for 06/28/05. **Action Item:** John will email the meeting minutes of the Rush Night to all the volunteers.
- John also mentioned that he has SSI lined up for the Oct 2005 Main Program. For Nov 2005 Rajiv Das will be talking about Business Metrics.

**Logistics- Pam Sawatzki**

- **Venue for the dinner meetings** – The Park Lake Grill has been closed out; hence MCAC is forced to look for other alternatives. Pam provided some options, however nothing was finalized. She will continue her evaluation process in the next couple of weeks and provide feedback. **Action Item:** Pam will email her findings to the Board. A decision would be taken with an email vote.

**Publicity- Amita Das**

- The next newsletter is due in September 2005. Amita also mentioned that there are 4 new volunteers for the editorial board for the newsletter. **Action Item:** Stanley will email the new Board member details to Amita.

**Membership- Deb Mosher**

- Absent

**Professional Development- Amy Piper**

- Absent
- **Board Meeting Day:** Amy emailed her concerns to re-evaluate the meeting date. Amy has conflicts on the second Tuesday and first Monday of the month. No decision was taken by the Board.
- **PDD day** – Amy mentioned in her email that she has started some preliminary planning for the PDD.

**Finance- Karl Meier**

- Karl provided an update on the current financial status. The Board approved the report.

**Special Projects- Maureen Myers**

- **"Lugnuts game"** - Currently, 20 people have registered.

**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 on **August 2, 2005** at the PTD Conference Room at 530pm.