

PMI-MCAC Board of Directors Meeting Minutes from 08/01/2006



Meeting: August 1, 2006 5:30 PM **Location:** PTD Conference Room, 4th Floor, 3001 Coolidge, East Lansing

Attendees:

John Letourneau, Stanley Samuel, Dan Buonodono, Karl Meier, Charlie Kidd, Amy Piper, Cathy Pelham, Pam Sawatzki, Dean Feldpausch, David Smith, Udhi Udayan.

Guest: Jim Donovan

Next Meeting: September 5th, 5:30 pm, in PTD Conference Room

Action Items (IP-In-Progress, C–Completed, O–Open):

#	OPENED	DESCRIPTION	OWNER(S)	TARGET	STATUS
4	6/6/06	Develop budget recommendations for areas	All	9/1	O
5	6/6/06	Provide articles to Charlie for September Maximum Float by Friday 9/8.	All	9/1	O
44	8/1/06	Review the possibility of obtaining sponsorships for the monthly meetings	All		O
45	8/1/06	Review the possibility of using a portion of the net profit from last year's PDD to offer a grant to an initiative in a college or other non-profit organizations, that is appropriate to the chapter's mission.	All		O
7	6/6/06	Convene the PDD 2007 committee	Amy		O
8	6/6/06	Provide a notification for Lee Lambert's event to Communications for distribution to the ListServ	Amy		O
9	6/6/06	Request proposal from Tom Mattus defining his presentation	Amy		O
39	8/1/06	Get price quote from Western Michigan for their course material.	Amy		O
42	8/1/06	Send email to listserv seeking resources for PDD program	Amy		O

40	8/1/06	Provide links to training institutes to be displayed on the training page on the web site	Amy/Dave		O
30	8/1/06	Send justification/request document to the Board for attending the Global Congress in Seattle in October.	Amy/John/Dan/Cathy	8/15	O
3	6/6/06	Provide ops manual updates	Amy/Pam/Charlie	7/1	O
31	8/1/06	Contact Snider (dsnider@cablespeed.com) on Relay for Life Team event, to share information with the listserv members.	Cathy		O
43	8/1/06	Solicit articles from chapter members for the chapter newsletter.	Charlie		O
11	6/6/06	Revise Maximum Float from print format to on-line format	Charlie/Dave		O
21	6/6/06	Requirements for volunteer repository	Dave		O
37	8/1/06	Is there a limit on BCC recipients with the Google email?	Dave		O
38	8/1/06	Check out other possibilities for listserv hosting?	Dave		O
14	6/6/06	Organize a Michigan chapters conference	Dave/Pam	7/2007	O
17	6/6/06	Contact Teri Takai as possible speaker for November program meeting	John		O
28	8/1/06	Suggested changes to meeting format - finalize the recommendations and send to group before next meeting.	John	8/25	O
33	8/1/06	Follow up on 'volunteer' database being used at MSU.	John		O
27	8/1/06	John/Amy to receive the architects' conference web link from Jim Donovan. Jim will also be sending any limit on number of guest attendees from PMI-MCAC, if there is a fee for setting up booth, etc. Once information is received, send information to listserv members in case we have anyone from the Construction industry who would like to attend and obtain PDUs. The attendees might have	John/Amy		O

		to help out at the booth for 2 hrs and attend the seminar for 4 hrs.			
36	8/1/06	Put the information in Acteva for September meeting	Pam		O
41	8/1/06	Check availability of Harold Kerzner for October 2007 PDD.	Pam		O
29	8/1/06	Put together the strategic plan initiatives into the PMI strategic plan document.	Stanley		O
32	8/1/06	Send info about election results to listserv.	Stanley		O
34	8/1/06	Send job description summary for VP of Outreach. Distribute this to chapter members seeking volunteers to fill the position.	Stanley Udhi		O O
35	8/1/06	Finish updates to the Operations Manual	Stanley	3-4 months	O
26	8/1/06	Put food assignment on the agenda (Budget Less than \$100)	Udhi	8/18	O
13	6/6/06	Research availability of ListServ list management module from external sites	Dave		IP
1	6/6/06	Transition meetings John/Cathy, Cathy/Udhi	John/Cathy/Udhi	7/1	IP
23	6/6/06	Research alternate PDD venues (parking/food service)	Pam	9/1	IP
22	8/1/06	Contact TIER to make outstanding PDD payment	Stanley		IP
25	6/6/06	Review ops manual updates submittals	Stanley		IP
2	6/6/06	Review reports from Regional Meeting	All	8/1	C
6	6/6/06	Contact James T Brown on minimum fee or minimum attendees	Amy		C
10	6/6/06	Provide Strategic Planning document to Stanley	Cathy	7/1	C
12	6/6/06	Post election results on site after VP Communications issue is resolved	Dan		C

15	6/6/06	Research PDUs for the stadium tour	Dean		C
16	6/6/06	Post Lug Nuts outing info on the site	Dean		C
18	6/6/06	Contact Deb Mosher for status of GLMB magazine articles	John		C
19	6/6/06	Contact Jim Donovan and Roman Lasek for construction meeting	Judy		C
20	6/6/06	Research issues associated with IIL partnering	Judy		C
24	6/6/06	Input Lug Nuts registration into Acteva	Pam	7/1	C

President's Corner- John LeTourneau

1. Jim Donovan's Presentation at the upcoming Global Congress

It was clarified that Jim was going to be speaking NOT at the Global Congress but at an Architects' Conference in East Lansing. It is scheduled for August 29th, all-day and is primarily meant for the Construction Industry. Jim is speaking on Earned Value. He indicated that a number of people from PMI-MCAC could attend if desired. AIA (American Institute of Architects) credits and PMI credits (6 PDUs) are available for attendees. Amy can attend ½ day. We have brochures of PMI and coolers to give out in case anyone is interested in attending and setting up booth. There is a \$329 per person registration fee but is being offered free for PMI chapter members (Jim will check on any limit on number of attendees). Lorie (?) Watson might be interested.

2. Officer Transition Status

President's transition is complete.
Communication's transition is being completed today (8/1/06).
Programs' transition is completed.

3. Suggested Change in Meeting Format

Amy would like issues to be discussed more than status. John recommended establishing some norms that everyone would follow. He will finalize the recommendations and send to group before next meeting. The idea is to present issues, topics ahead of the meeting for everyone to review.

4. Strategic Plan and Officer Planning

The strat plan that got started has not been finalized. Board did not have time to complete. Stanley indicated that we should form sub-committees to work on projects/tasks rather than the entire Board working on every project. Suggestion was to prepare charters and present to Board, but work as small committees. John distributed a template for tracking status of tasks/initiatives. John

recommended everyone to pick one or two initiatives and form a task force to work on those. Karl mentioned that PMI might mandate one initiative per board member, in which case our suggestion might match that mandate. Neal Witten prepared the strat plan 1-page diagram. Dan indicated that past strat plans ran into problems because of resource issues. Who was going to finish the strat plan? Charlie was going to finish it but we don't have the strat plan as a word document. Cathy indicated that the Strat Plan directory on the web site has all the documents. Stanley to start putting together the strat plan initiatives into the PMI strat plan document.

5. PMI Global Congress

Anyone who would like to attend needs to submit a justification document to the Board. Cathy, Dan, Amy and John are interested in attending. Send justification/request document to the Board before 08/15. One registration is free – Stanley has the coupon.

6. Relay for Life Team

Judy sent information on this. PMI chapter can form a team. Event on Sep 9th, 24 hr relay. dsnider@cablespeed.com is the contact for the event. Cathy will contact Snider.

7. Review email from Paul Giammalvo

The Board is not in a position to send this out to the chapter and if anyone is interested they can send an email directly to Paul.

8. VP of Outreach Position

Send a request to listserv seeking volunteers to fill this position until elections come up next year. Do we have description of her job? Stanley to send it out to Udhi. Udhi to send it out to chapter members.

John to follow up on a 'volunteer' database being used at MSU. Judy was working on this initiative.

Send some info about election results to listserv – Stanley.

9. Communication with Judy

Dean will keep the group informed.

10. Strategic and Operational Plan Restart – See above.

11. Board Member Budget Limitations

There is a \$100 discretionary amount that every board member is allowed to spend during a calendar year.

Past-President – Stanley Samuel

1. Operations Manual Update

Stanley is meeting with Joe Gawle, Deb Mosher and Viji Jayaraman. Plans to initiate this task next week

Logistics - Pam Sawatzki

Clarion will book only 90 days out and we are okay until end of year for the monthly meetings.

PDD conf room booking - Holiday Inn and Sheraton are potential candidates to host the conference. Sheraton can seat up to 700 people. Amy indicated that 250 might be a potential max number of attendees for planning purposes. She did not like the features offered by Radisson. Sheraton charges \$100 setup fee plus the meal costs to use their banquet rooms. They have the ability to break up the room into smaller ones for breakout sessions. Sheraton will provide Pam their available dates for October 2007. Pam will put the information in Acteva for the September monthly meeting.

Webmaster – David Smith

Security improvement to log in process is being worked on, soon members will be able to change their own passwords, continues to work on listserv, checking out Google's email offering for non-profit companies. Is there a limit on number of BCC recipients – Dave to follow-up.

John indicated that MSU listserv charges a one-time setup fee of \$20.

Professional Development - Amy Piper

1. PMP Course Material from Western Michigan

Western Michigan would like us to share something back in addition to a small fee, if we want them to share with us their course material. Amy to get a price from WM and compare it to what it would cost to bring them here for PDD.

Cheetah learning contacted Amy thru Stanley. Chapter members will receive 10% discount on course-works and the chapter will get another 5 %.

Amy and Dave will provide links to training institutes to be displayed on the training page on the web site.

2. Risk Management Course from James Brown

4 dates in October open, 9,10,23,24. 9th or 10th is better because of the global congress later in October. His minimum requirement is 25 people. Cost is \$245 for non-PMI members, \$235 for PMI members and \$225 for MCAC members (he gets 80% and chapter gets 20%).

He will pay for travel and snacks. Chapter will have to pay for lunch. The review for this program in Dallas was outstanding.

If our 20% does not cover our expenses, he will cover 50% of the loss. Will provide training materials for this all-day seminar.

3. PDD – October 2007 – Committee

Amy should send an email to listserv seeking resources for PDD program. Karl suggested checking availability of Harold Kerzner before deciding on the PDD date.

Publicity - Charlie Kidd

He would like to modify the format of the newsletter. Stanley suggested soliciting articles from chapter members.

Communications - Udhi Udayan

1. Event Registration Tool – Acteva/Cvent

Stay with Acteva.

Membership – Dan Buonodono

Special Projects - Dean Feldpaucsh

Lugnuts outing is ready to go.

Programs - Cathy Pelham

Cathy is doing a brochure of coming programs. A suggestion was to present chapter's initiatives as a bonus program during one of the monthly meetings. The members will get a PDU while learning more about the chapter activities.

Finance - Karl Meier

Karl distributed financial reports. Can we charge more for PDD day and monthly meeting? Can we get sponsors for the meetings? Can we use the net profit from last PDD to do some educational grant?

Meeting adjourned at 7:50 pm.