



Michigan Capital Area Chapter  
Project Management Institute

<b>Meeting Date</b> 08/02/05	+ Dan Buonodono	+ Karl Meier	+ Stanley Samuel
<b>Time</b> 6:30-7:30 p.m.	- Amita Das	+ Cathy Pelham	- Pam Sawatzki
<b>Location</b> PTD Conference Room	+ Dean Feldpausch	+ Amy Piper	+ Dave Smith
	+ John LeTourneau	g Judy Walsh	- absent, g guest, + attending

Reports	Topic/Notes
President's Report – Stanley Samuel, PMP	<ol style="list-style-type: none"> <li>1. PMI Leadership Meeting at Toronto               <ul style="list-style-type: none"> <li>o 8/18 Registration Deadline</li> <li>o Use code for free</li> <li>o Receipts to Karl</li> <li>o Orientation Wednesday at 5pm</li> <li>o Attending – Dave, Dan, Amy, Pam</li> <li>o Carpool Jim Donovan – PMI Thumb</li> </ul> </li> <li>2. Food schedule to be finalized for Board Meetings               <ul style="list-style-type: none"> <li>o 9/2005 – Amita</li> <li>o 10/2005 – Dave</li> <li>o 11/2005 – Dan</li> <li>o 12/2005 – Amy</li> <li>o 1/2006 – Karl</li> <li>o 2/2006 – Dean</li> <li>o 3/2006 – John</li> <li>o 4/2006 – Cathy</li> <li>o 5/2006 – Pam</li> <li>o 6/2006 – Amy</li> </ul> </li> <li>3. PMI Educational Foundation is looking to establish a liaison</li> <li>4. Local Chapter Affiliate Program</li> <li>5. MCAC Operations Manual               <ul style="list-style-type: none"> <li>o Dan provided spreadsheet to</li> </ul> </li> <li>6. Update of Regional Meeting Conference Call</li> </ol>
Communications – Cathy Pelham & Webmaster David Smith, PMP	<ul style="list-style-type: none"> <li>• Website Migration Progress</li> <li>• PMI-MCAC Document Archiving</li> <li>• License Agreement</li> </ul>
Finance -Karl Meier	<ul style="list-style-type: none"> <li>• Review income and expenditures since last meeting</li> <li>• Accept any receipts</li> </ul>
Logistics – Pam Sawatzki	Update

<b>Reports</b>	<b>Topic/Notes</b>
Membership – Dan Buonodono, PMP	Update
Professional Development – Amy Piper, PMP	PDD 2006
Programs – John LeTourneau, PMP	Open House Cruise
Publicity – Amita Das	Update
Special Projects – Dean Feldpausch, PMP	Update

### Open Action Items

<b>Created</b>	<b>Action Item</b>	<b>Assigned</b>	<b>Target</b>
6/14/2005	Dan will transition the President role to Stanley	Dan	7/1/2005
6/14/2005	Stanley will transition the VP Communication role to Cathy	Stanley	7/1/2005
6/14/2005	Maureen will transition the VP Special Projects role to Dean	Mureen	7/1/2005
6/14/2005	Deb will transition the VP Membership role to Dan.	Deb	7/1/2005
6/14/2005	Review the PMI-Great Lakes operational manual	Board	8/15/2005
6/14/2005	E-Mail link for PMI-Great Lakes site	Dan	8/2/2005
6/14/2005	E-mail the minutes of the Strategic Planning meeting to Dean	Stanley	
6/14/2005	The Board will review Rich Firman's EULA	Board	
6/14/2005	Send an email to Rich asking him to change the EULA, since it was not acceptable to the Board	David	
6/14/2005	Explore possibility of using a new mailing list service, instead of listserv.	David	
6/14/2005	Upload the pictures of all the Board members into the new MCAC website	David	
6/14/2005	Evaluate the details of having the MCAC website more visible to a google search	David	
6/14/2005	Update all the new emails for the new Board members	David	
6/14/2005	Email the Look and Feel document to the Board for a review.	David	
6/14/2005	Email the meeting minutes of the Rush Night to all the volunteers	John	
6/14/2005	Identify new venue and email findings to the Board	Pam	
6/14/2005	Email the new Board member details to Amita	Stanley	
CO	Spearhead the creation of a member interest survey. He targets to do this over the summer.	John	
CO	Frame an email to solicit volunteers for the next PDD Day.	Amy	
CO	When nominated, spearhead a committee to put a proposal for student scholarships.	VP Outreach	