



Building professionalism in project management.

**Project Management Institute
Michigan Capital Area Chapter**

Board of Directors Meeting Minutes

Meeting Date: August 19, 2003

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

Time: 5:00- 6:30 PM

Members Invited: Rick Cummings, Joe Gawle, Amy Piper, Karl Meier, Pam Sawatzki, Cathy Pelham, Maureen Myers, Dan Buonodono, Deb Mosher

Members Attending: Rick Cummings, Amy Piper, Karl Meier, Pam Sawatzki, Cathy Pelham, Maureen Myers, Dan Buonodono

Communications

- No items

President's Corner

- **New Board Welcome**
Dan opened the meeting by welcoming everyone back and acknowledge our new board member Deb Mosher.
- **Refreshments / Real Food at Board Meetings**
It was agreed that each member would bring something to eat/snack on for the monthly board meetings. The following schedule was determined:
September – Pam
October – Cathy
November – Maureen
December – Amy
January – Rick
February – Karl
March – Deb
April – Dan
May – Joe
On the designated meeting, the board member can arrange to have something delivered to the meeting (i.e. Pizza, subs, etc,) or can bring something in themselves. Each member WILL be reimbursed for the food they supply.
- **September Leadership Meeting**
Last call for others to attend. Board members need to get Dan any items they would like him to investigate ASAP.
- **Update from Michigan Chapter Leadership Meeting**
Dan and Amy briefly provided an update of the Michigan Leadership meeting held August 16th. Further notes and meeting minutes will be published and forwarded to all board members. Another meeting is being planned for November 15th at EDS in Lansing. The participants also want to establish some Leadership Training for our Michigan members. If you have any ideas, please forward them to Dan by October 1. Region 4 meeting was discussed and will be in Detroit in July 2004.

- Strategic Plan Action Plan Updates, and Where do we go from here (maintaining a dynamic Strategic Plan)?
The Board agreed to Cathy Pelham's offer to generate an executive summary of our strategic plan and to put some target completion dates for the agreed upon objectives. A listing of the activities will be published to the Board.
- Gantthead sponsorship
Entails marketing Gantthead to our membership
Chapter is not committed to anything with Gantthead
Free Chapter Advertising on their Web site
Board agreed to table in order to think about the offer. Will be included as an agenda item at the next Board meeting.
- New Brochure printing
An update to the MCAC Brochure is required. Maureen volunteered to update and get new one printed. Each Board member is to ensure Maureen has the current information for each member. Rick will provide the Charter Renewal information and Dan will forward the Strategic plan to Maureen for inclusion.
- Business Cards – Dan brought up the idea of Business Cards for the Board Members. Dan will mock up a card and will bring it to the next Board meeting.
- Chapter Branding – Dan raised the idea of establishing a Branding for our Chapter (Color Scheme). Board members are asked to give this some thought to discuss at our next meeting.
- Contact Information – It was suggested that the Board Members provide contact information for other MCAC Board members. Dan will solicit contact information from the Board and this will be developed into a contact roster for the MCAC Board.
- Membership Attendance Listing – It was suggested that we track membership attendance at program/dinner meetings. This will give the board a chance to recognize regular attendees, meeting attendance habits, and historical information for future planning and membership recognition. Pam indicated that we should be able to compile this information from past lists. Pam already compiles a spreadsheet of attendees for each meeting.

Membership

- Update – Deb was not in attendance, so no update provided.
- Membership Decline Issue – It was recommended that we look into additional reports provided by the DEP to see if any indication of membership decline could be identified. It was also noted that the decline could just be an administration error due to the non-collection of chapter dues on the last membership renewal form from PMI.

Publicity

- Update – Please send Cathy any changes to your contact information. It was noted in several cases that various members need updated information. Board Members are asked to provide information to Dan, Maureen and Cathy. Most all board members have provided their contact information.
- Cathy asked that Board member submit their articles for Maximum Float by September 4th

Professional Development

- PDD 2004 pre-planning – Planning for the 2004 PPD will begin October 21st. Looking into the availability of the Sheraton for the event.
- There will be a PDD table at September Rush Night Meeting as well as an interest sheet for future classes

Programs

- Rush Night – Listing has been sent out for Board Members areas of responsibility
There will be Program and Membership table as well as a Raffle.

Maureen recommended (Board approved) hiring a magician (Zubrick Magic and Illusion) and a String Quartet (Local Students).

- Update – Programs have been entered into a database for historical purposes.

Logistics

- Update – Sheraton bill has been arranged for the program year.
- Board approved Pam to purchase a case for the Projector in order to protect and have available the lamps that are needed with the projector. One new lamp will cost more than the case. The board also requested Pam to purchase an extra extension cord and power strip.

Finance

- Update – Handed out the latest financial report and reported on the profit realized from the 2003 PDD.
- Prior to the meeting, the Board approved an upgrade to QuickBooks which would allow providing financial statements in excel for distribution and budgeting / reporting for various meetings.

Special Projects

- Update – Maureen provided entertainment recommendation to the Board.