

Board of Directors Meeting Agenda

Meeting Date: September 1, 2004
Location: PTD Conference Room, 4th Floor, 3001 Coolidge, East Lansing
Time: 6:30 – 7:30 PM – Immediately following PDDay Meeting

President's Corner- Dan Buonodono

- August 28th Michigan Component Leadership Meeting Update – Dan mentioned that the minutes of the meeting was emailed by Nadene E. Delana to the Board members. The next scheduled meeting is on Feb 26th, 2005 from 9:00am till 2:30pm. He also mentioned that the entire Board members have been invited for a “Leadership Development Day” on Dec 4th, 2004 (8:30am till 4:00pm) and they have requested for a RSVP by Nov 20th. **Action Item:** Board members need to email their availability for the Dec 4th meeting to Dan.
- Fall Leadership Conference (October 21-22) - **Action Item:** Need to finalize the PMI Board members going for this meeting and communicate to PMI before the deadline date of 10/6/2004.
- Dan has encouraged the Board members to visit the leadership website of PMI.
- Dan mentioned that it was suggested to him from the Leadership meeting that for VP Programs, the Board should identify a person with suitable skills and then approach him directly to volunteer for the position. Emailing to listserv may not reap much result.
- The communications VP of the Great Lakes chapter has requested the MCAC Board members to review/comment on their new improved website. (<http://www.pmiglc.org/>)
- The Board reviewed the Michigan Chapters' statistics for 2003.
- Dan suggested that MCAC should have an Open House in the near future. To understand the details, he has suggested that a Board member should go for the Open House being held by the Western Michigan Chapter on 09/13/2004 from 5:30pm – 8:00pm at Applause Caterers, 2728 Birchcrest SE, Grand Rapids, MI – 49506. RSVP is required to reservations@westmichpmi.org.

Communications- Stanley Samuel

- It was agreed within the Board that all communications from other chapters should only be forwarded once to the listserv members and all advertisements will not be forwarded to listserv.
- **Action Item:** Stanley will include the VP Communication's email addresses of other MI chapters to listserv.
- **Action Item:** Stanley will request Kristen to add tasks in the PDD Project Plan (1) Create article on PDD (2) Mail/Email article to PMI.
- **Action Item:** Stanley will email the September meeting invitation through listserv and mention of the new location in Okemos.

Programs- Karl Meier

- Karl suggested to push the “Rush Night” scheduled for January 2005 to another month. The efforts towards PDD will take away a major portion of the time & effort, hence there will be less time to plan for the Rush Night. No decision has been made.
- The following Programs are scheduled in the coming months :
 - 09/21/2004 – Janette Clark, Analysts International (Topic: Facilitated Requirements: The foundation of successful projects). The bonus program will be done by Joe Gawle (Topic: Toastmasters International).
 - 11/16/2004 – Fadi-Paul Tavil, Project Manager, Tenrox (Topic: Project Governance). The bonus program will be done by Brian Jennings.

Logistics- Pam Sawatzki

- Absent
- Requested Stanley to re-send the September Program meeting invitations due to small number in registrations.

Publicity- Amita Das

- Amita has made one final call for any articles for the Maximum Float magazine.
- **Action Item:** Stanley will email article to Amita for the Maximum Float magazine before the end of this week.
- **Action Item:** Amy will send article and picture to Amita
- **Action Item:** Amita has suggested a revamp of the editorial board of the Maximum Float magazine. Amita will draft an email and sent to Stanley to be posted on listserv to solicit editorial board members.

Membership- Deb Mosher

- MS Project Discussion Group – It was suggested that a regularly scheduled meeting will be held based on agreement of the group. This meeting will not be technically associated with PMI. **Action Item:** Dan will contact Brian Jennings and request if he could swap his bonus program (on 11/16/2004) to another month and allow Tony Zink to present the MS Project Discussion Group idea to the PMI members.
- Tony has agreed to be the moderator of this group. Dan will introduce Tony during the business portion of the meeting. Tony will take 5 minutes to tell the program attendees about the MS Project Users Group and what the group decided at the Bonus Program.

Professional Development- Amy Piper

- Absent – No Updates

Finance- Karl Meier

- Karl provided the Board with the updated MCAC Account Credit and Debit details.

Special Projects- Maureen Myers

- Maureen proposed calling Gary McMillan, Director at Sparrow Health System for a program in March/ April 2005.