



Building professionalism in project management.

**Project Management Institute
Michigan Capital Area Chapter**

**Board of Directors
Meeting Minutes**

Meeting Date: September 9, 2003

Location: PTD Conference Room, 3001 Coolidge Rd Suite 403, East Lansing

Time: 5:00 - 6:40 PM

Members Attending: Dan Buonodono, Joe Gawle, Deb Mosher, Cathy Pelham, Karl Meier, Pam Sawatzki, Amy Piper.

Members Absent/Excused: Rick Cummings, Maureen Myers

- **Minutes from August 19 Board Meeting** (Thanks, Rick Cummings, for covering for Joe Gawle while he was on vacation) reviewed, corrections noted. Board approved with corrections. Joe Gawle will send corrected copies by email.
- **Activa Internet Registration Service-** Dan presented an overview of the Activa registration service, as a possible option for the chapter to use for self-registering members for monthly program meetings and other events like PD Day. Benefits would be credit card payment on line; linking from the program announcement to allow members to register immediately upon receiving the notice; a consolidated, up-to-date registration report that can be retrieved any time. Downside includes a fee per person being registered, plus credit card fee. The board was generally in favor of considering the service. There was support for even absorbing the service fee if this would improve our customer service to the membership, and increase meeting participation. Dan Buonodono will contact other PMI chapters that use the service for more feedback, and then report back at the next board meeting.
- **September 16 Open House/Rush Night-** Karl summarized the planning status of preparations for this event. Most everything is ready to go.
 - Need table for projector and a screen
 - Joe Gawle will send two more reminders out on the listserv: one Wednesday, and one more on the Monday before the event.
 - Joe Gawle will finalize raffle arrangements just prior to the event. Rick will bring all the raffle prizes to the Sheraton about an hour before it starts.
 - Cathy Pelham was still working on finishing the passports. A completed passport will be required to be eligible for the raffle. The passport itself, or a tear-out portion of it, will be the raffle ticket.
- **Listsrv Registration Policy for new members-** the current policy urging new chapter members to self-register on the PMI Members listsrv does not appear to be working. Dan compared the listsrv list to our membership list and found that 42% of our current members are not on the listsrv. At Dan's recommendation, the Board approved a motion to automatically

register all new members on the listserv- VP of Communications (Joe Gawle) will do so working from monthly membership lists provided by VP of Membership (Deb Mosher). The low representation could be one reason why member participation in monthly meetings has dropped off- they aren't aware of the events.

- **Gantthead.com Discussion-** Tabled for future discussion.
- **MCAC Business Card-** Dan distributed a mock-up of a MCAC PMI business card that we can all use when recruiting new members. The Board approved the design. Dan will have enough copies made up for the board to use at the upcoming Rush Night event, and will ensure an ample supply for future recruiting opportunities.
- **Membership Report (Deb Mosher)-** Deb circulated a formal report by email. The chapter is down 10 members. Deb will be developing a draft membership survey for further consideration at a future board meeting. She will also develop a very short (5-6 questions) survey for potential members attending our Rush Night on the 16th. Participants will have to complete the survey to be eligible for the drawing.
- **Newsletter Article Deadline-** Cathy Pelham asked for contributions for the next newsletter to be submitted by Friday September 12.
- **Strategic Plan-** Dan is preparing a summary of the action items the board agreed to undertake at the Strategic Planning Session last June. The board will be reviewing progress on these items on a regular basis at the monthly board meetings.

Meeting adjourned at 6:40 PM.

(Minutes prepared by Joe Gawle. Please forward corrections, comments by email to gawlei@michigan.gov , or call at 373-1428.)