

PMI-MCAC Board of Directors Meeting Minutes from 09/05/2006



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

I. Review Action Items from Prior Meeting

(Status as of 08/01/06 **C**-Completed, **O**-Open, **H**-Hold):

#	OPENED	DESCRIPTION	OWNER(S)	TARGET	STATUS
1	6/6/06	Develop budget recommendations for areas.	All	10/1	O
2	8/1/06 9/5/06	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. Dean to include a budget item for this scholarship.	Dean	10/1 for budget 12/1 for grant proposal	O O
3	6/6/06 9/5/06	Provide a notification for Lee Lambert's event to Communications for distribution to the ListServ She will send it after James Brown's event on Oct 1 st .	Amy		O
4	8/1/06	Get price quote from Western Michigan for their course material.	Amy		O
5	8/1/06	Provide links to training institutes to be displayed on the training page on the web site.	Amy/Dave		O
6	8/1/06 9/5/06	Send justification/request document to the Board for attending the Global Congress in Seattle in October. Two board members can attend. Karl will get the budget numbers from the last conference. Amy, Cathy and John are interested.	Karl		O
7	6/6/06	Provide ops manual updates	Amy/Pam/Charlie		O

8	6/6/06	Revise Maximum Float from print format to on-line format	Charlie/Dave		0
9	6/6/06	Organize a Michigan chapters conference	Dave/Pam		0
	9/5/06	Dave has put together a budget. Need to review with the Board.			
10	6/6/06	Contact Teri Takai as possible speaker for November program meeting	Cathy		0
11	8/1/06	Suggested changes to meeting format - finalize the recommendations and send to group before next meeting.	John		0
12	8/1/06	Put together the strategic plan initiatives into the PMI strategic plan document.	Stanley		0
13	9/5/06	VP of Outreach - Three people responded. John will speak to them and get back to the Board.	John		0
14	8/1/06	Finish updates to the Operations Manual. Combine with 12.	Stanley	3-4 months	0
15	6/6/06	Research alternate PDD venues (parking/food service)	Pam	9/1	0
	9/5/06	Sheraton/LCC are currently being looked at.			
16	6/6/06	Review ops manual updates submittals. Combine with other task.	Stanley		0
17	9/5/06	Great Lakes chapter is organizing a 36 PDU, 6-day session. Need to distribute the information to members.	Cathy		0
18	9/5/06	Send another reminder to members about James Brown's session.	Udhi/Amy		0
19	9/5/06	Need a process to cross check the DEP with listserv. Dave indicated that we could do an export from DEP and dump/compare it with listserv.	Udhi/David		0
20	9/5/06	Put a link (providing email address of 'Communications') on the website for the members to email us in case they are not getting the email communications due to errors on email addresses, etc.	David		0
21	9/5/06	Distribute MCAC information brochure, tri-fold and Membership Strategic Initiatives, to the Board for review and feedback.	Dan		0

22	9/5/06	Check with Cathy and if there is no bonus program for the 19 th , then change the start time of the meeting (in Acteva).	Pam		O
23	9/5/06	Check out other possibilities for listserv hosting? MSU, Listserv.com, Cold Fusion User Group, Prepare cost-benefit matrix. Check with PMI leadership to see if they offer a listserv service.	Dave John		O O
24	9/5/06	Harold Kerzner for October 2007 PDD - He is available the week of Oct 8 th . Need to find out how much we paid the last time and negotiate the price down.	Karl/Amy		O
25	9/5/06	Setup a pilot session for chat room discussion.	Dave		O
26	6/6/06	Requirements for volunteer repository	VP of Outreach		H
27	6/6/06	Provide articles to Charlie for September Maximum Float by Friday 9/8.	All	9/8	C
28	8/1/06 9/5/06	Review the possibility of obtaining sponsorships for the monthly meetings Cathy to send a reminder to all Board members seeking sponsorships.	Cathy		C
29	6/6/06 9/5/06	Convene the PDD 2007 committee Some members have volunteered to help. Amy will be talking to them.	Amy		C
30	6/6/06	Request proposal from Tom Mattus defining his presentation	Amy		C
31	8/1/06	Send email to listserv seeking resources for PDD program	Amy		C
32	8/1/06	Contact Snider (dsnider@cablespeed.com) on Relay for Life Team event, to share information with the listserv members.	Cathy		C
33	8/1/06	Solicit articles from chapter members for the chapter newsletter.	Charlie		C
34	8/1/06	Is there a limit on BCC recipients with the Google email? NO.	Dave		C
35	8/1/06	Follow up on 'volunteer' database being used at MSU.	John		C

36	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 to help out at the booth for 2 hrs and attend the seminar for 4 hrs.	John/Amy		C
37	8/1/06	Put the information in Acteva for September meeting	Pam		C
38	8/1/06	Send info about election results to listserv.	Stanley		C
39	8/1/06	Put food assignment on the agenda (Budget Less than \$100)	Udhi	8/18	C
40	6/6/06	Research availability of ListServ list management module from external sites. Combine with 18.	Dave		C
41	6/6/06	Transition meetings John/Cathy, Cathy/Udhi	John/Cathy/Udhi	7/1	C
42	8/1/06	Contact TIER to make outstanding PDD payment	Stanley		C

General Discussion Items – All

1. Password protected area on the website

Expect to be completed by Dec 2006. Will be only for Board Members and later on for Committee members.

2. Update on LISTSERV products (Non-State of MI)

Need a budget for this. Some of the vendors charge about \$400/yr. Other option is Google. Current problem is some of the board members can't get to the listserv. Any number of members can be blind copied with the Google product. David needs to prepare a cost benefit matrix and distribute to the board members for review.

3. Process for monthly officer updates

John and Dan can work on this topic. Some of the thoughts are putting together a firm agenda, hard stop for meeting time and extra time for people who want to stay and continue to discuss.

4. Strategic Plan Update

President's Corner- John LeTourneau

Anyone interested in Thumb Area chapter anniversary meeting? No one yet.

Past-President – Stanley Samuel

1. Operations Manual Update: "Ops Manual Core Team" meeting scheduled for 08/31. Details will be sent by email to the Board.

Logistics - Pam Sawatzki

Bonus program. Need an update from Cathy. 12 people have registered so far.

Webmaster – David Smith

Professional Development - Amy Piper

PMP review course – Were there any requests? Not many. Dave indicated that a shorter, introductory program on PM methodologies might help get interest from new members.

5 people have registered so far for James Brown's session. Need to send another reminder to the members.

John – Great Lakes chapter is organizing a 36 PDU, 6-day session. Need to distribute to members – Cathy to send it out.

Publicity - Charlie Kidd

Need articles for newsletter.

Communications - Udhi Udayan

Thumb chapter is interested in inviting Roman to make a presentation to their group. Udhi to provide the contact information for the Thumb Chapter VP of Marketing to Roman so he could contact them directly. Dan suggested that Thumb Chapter Board Member(s) could attend Roman's presentation in Lansing to make an assessment before inviting him.

Membership – Dan Buonodono

1. Chapter Information Sheet Update – Need a process to cross check the DEP with listserv. Dave indicated that we could do an export from DEP and dump/compare it with listserv. Dave/Udhi.

Can we put a link on website asking the members to let us know if they are not hearing from us? – Dave.

PDD Day is October 2007 and should have an actual date in a few days. Dan will send out the "About MCAC" document for updates and revisions.

2. Chapter Brochure

Dan will send out the tri-fold brochure to everyone for validation/revisions/updates.

3. Process for Non-Renewals

Need a process for dealing with people who drop off the membership list who do not renew their membership. Do we have a regional mentor?

4. Membership Committee Recommendations * What Next?

Dan distributed the MCAC Membership Committee Strategy Areas for everyone to review and update. One of the suggestions was to do a chat room discussion for certain topics/sessions. Dave to send the link and setup a pilot session.

Special Projects - Dean Feldpausch

Dean inquired if there were any open items/tasks/issues with the Lugnuts outing. Everyone agreed that the outing was a great idea and should be repeated in the future. Dan suggested that the next time, the members and their families should try to meet ½ hr before the game time to do a 'meet & greet' with the family members. Amy suggested that it would have been nice if we booked the chair seats instead of the bleachers.

Programs - Cathy Pelham

1. Bonus Programs – If there is no bonus program, then the start time should be changed. Pam to check with Cathy.

Finance - Karl Meier

Karl presented the financial statements for period ending August 31, 2006.

Meeting adjourned at 7:30 pm.