



Building professionalism in project management.

**Project Management Institute
Michigan Capital Area Chapter**

Board of Directors Meeting Agenda

Meeting Date: September 30, 2009
Location: Restaurant "CHAMP, Near East Lansing Mall
Time: 5:30 – 7:30 PM

President: Marjorie Greer

- ✚ Discussed PDD Budget and Board Member Reimbursements procedure.
- ✚ Leadership Institute Meeting – Amita and Marjorie will be attending the Leadership Institute meeting in Orlando, FL on October 8-10. Question was raised on the difference of Expense. A motion was passed to buy the airline ticket by assigned date to keep the cost down.
- ✚ Website - Bios and Pics for each and every board member should be posted to the MCAC website.
- ✚ Announced that Gwen Wyma will be joining MCAC Board as VP of Publicity.
- ✚ Discussed PDD – Oct 19th, 2009 planning. It was decided that volunteers will come a night before to pack bag to be distributed to each attendees. Assigned tester will come to taste the food before finalizing it. The tasters were – Cathie, Marjorie, and Sam.

Past President: Amy Piper

- ✚ NOT be able to attend

VP of Publicity: Gwen Wyma

- ✚ Joined the MCAC Board and Team welcomed her. She announced that board members should submit their article for newsletter by 9th of October so that she can publish it before PDD 09.

VP of Communications: Amita Das

- ✚ Amita informed that all the PDD information has been posted on the website. She will send out communication at least two times before PDD. She will also post the Speakers presentation to the MCAC website after PDD.

VP of Programs: Sam Roberts

- ✚ Updated on PDD speakers. He also informed on aligned speakers for the 2009 and 2010 program year.

Logistics- Cathie Coens

- ✚ Cathie informed that 82 people plus Board members registered for the PDD day. Early bird pricing ended on 9/29/09.
- ✚ We are all set for the PDD and food selection. We can finalize the food after tasting sessions.
- ✚ Hotel Reservations – Lexington Hotel for the speaker are all set. She will give them final number of attendees next week.

Professional Development: Teri Hanes

- ✚ Updated on PDD Brochure/ itinerary. She also discussed about each board members volunteering assignments.

Membership: John Oldham

- ✚ John informed that he has no new DEP report since last email report, sent on September 10th.

Finance- Steve Williams

- ✚ Presented and update d on MCAC Finance report.

Special Projects- Joanne Chang

- ✚ Joanne talked about the tool for On-line Meeting: Demo for Audience Participation Device she set up the demo with vendors for September 15th, for 30 to 45 minutes. She announced that due to our current focus on the PDD activities, she would like to put a closure of this effort. She may re-open the discussion in the future when interests are expressed again.

Outreach: Arun Sampath

- ✚ NOT be able to attend
- ✚ Arun updated via email: “The only update from me is that I was contacted by Detroit area ARMA chapter to make a presentation on PM concepts early 2010. I am working on the details with them”.

Webmaster: Ashok Kumar

- ✚ Will not be attending