

## PMI-MCAC Board of Directors Meeting Minutes for 10/03/2006



**Meeting:** October 3, 2006 5:30 PM, **Location:** PTD Conference Room, 4<sup>th</sup> Floor, 3001 Coolidge, East Lansing.

### I. Review Action Items from Prior Meeting

(Status as of 09/05/06 **C**–Completed, **O**–Open, **IP**-In-Progress, **H**-Hold):

#	OPENED	DESCRIPTION	OWNER(S)	TARGET	STATUS
1	10/03/06	Change the wording about Board Meeting running only from 5:30 to 7:00, to indicate that other committee meetings might not be scheduled during the Board Meeting times.	John		O
2	10/03/06	Send the "Board Meeting Update" format to John.	Dave		O
3	10/03/06	Schedule a time for John, Stanley and Dan to interview potential candidates for the VP Outreach position.	John		O
4	10/03/06	Effective Friday, 10/06/06, remove Udhi's name and contact information from the PMI-MCAC Officers site and replace him with Dave's name and contact information for VP of Communication (Interim).	Dave	10/06/06	O
5	10/03/06	Include information about Amy's presentation as the Bonus Program for October Monthly Meeting.	Pam	10/06/06	O
6	10/03/06	Decide who will be attending the PMI national conference.	John, Amy, Stanley	10/06/06	O
7	10/03/06	Negotiate with Clarion to see if they can waive the setup fee and consider changes to the food menu.	Pam		O
8	10/03/06	Provide newsletter articles before the end of the week.	All	10/06/06	O
9	10/03/06	Send e-copy of the MCAC information brochure to Stanley for his update/modification.	Dan		O
10	10/03/06	Increase the advertising/publicity for Mark Kozak-Holland's presentation in October.	Charlie		O
11	10/03/06	Need to include Lee Lambert's program in advertisements and communications	Amy		O

		advertisements and communications. Anyone interested in attending this program need to let Amy know, ASAP. 2 Board members are allowed to attend free of cost.			
12	6/6/06	Contact Teri Takai as possible speaker for November program meeting	Cathy		O
13	8/1/06	Put together the strategic plan initiatives into the PMI strategic plan document.	Stanley		O
14	8/1/06	Finish updates to the Operations Manual.	Stanley	3-4 months	O
15	9/5/06	Great Lakes chapter is organizing a 36 PDU, 6-day session. Need to distribute the information to members.	Cathy		O
16	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		O
17	9/5/06	Setup a pilot session for chat room discussion.	Dave		O
18	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 <sup>st</sup> .	Amy		O
19	8/1/06	Get price quote from Western Michigan for their course material.	Amy		O
20	8/1/06	Provide links to training institutes to be displayed on the training page on the web site.	Amy/Dave		O
21	6/6/06	Revise Maximum Float from print format to on-line format	Charlie/Dave		IP
22	6/6/06  9/5/06	Organize a Michigan chapters conference  Dave has put together a budget. Need to review with the Board.	Dave/Pam		IP
23	10/03/06	Recommendation to create board positions for VP of Administration and VP of Technology and eliminating VP of Special Projects and combining that role with VP Administration.	All		H

24	10/03/06	Review the difference between the fiscal/budget year (Jan-Dec) and the term for of the Board President (Jul-Jun) and see how this could be addressed or corrected.	All		H
25	6/6/06	Requirements for volunteer repository	VP of Outreach		H
26	6/6/06	Develop budget recommendations for areas.	All	10/1	C
27	8/1/06	Suggested changes to meeting format - finalize the recommendations and send to group before next meeting.	John		C
28	9/5/06	VP of Outreach - Three people responded. John will speak to them and get back to the Board.	John		C
29	6/6/06 9/5/06	Research alternate PDD venues (parking/food service) Sheraton/LCC are currently being looked at.	Pam	9/1	C
30	6/6/06	Review ops manual updates submittals. Combine with other task.	Stanley		C
31	9/5/06	Send another reminder to members about James Brown's session.	Udhi/Amy		C
32	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	C C
33	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		C
34	9/5/06	Distribute MCAC information brochure, tri-fold and Membership Strategic Initiatives, to the Board for review and feedback.	Dan		C
35	9/5/06	Check with Cathy and if there is no bonus program for the 19 <sup>th</sup> , then change the start time of the meeting (in Acteva).	Pam		C
36	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	Dave		C C

		offer a listserv service.	John		
37	9/5/06	Harold Kerzner for October 2007 PDD - He is available the week of Oct 8 <sup>th</sup> . Need to find out how much we paid the last time and negotiate the price down.	Karl/Amy		C
38	8/1/06	Send justification/request document to the Board for attending the Global Congress in Seattle in October.	Karl		C
	9/5/06	Two board members can attend. Karl will get the budget numbers from the last conference. Amy, Cathy and John are interested.			
39	6/6/06	Provide ops manual updates	Amy/Pam/Charlie		C

### **General Discussion Items – All**

1. Recommendation to create a general Vice President position or VP Administration – On hold.
2. Recommendation to create a VP Technology position – On hold.
3. Recommendation to eliminate VP Special Projects position (and possibly replace with the General VP position) – On hold.
4. VP of Communications – vacancy. David Smith was nominated by the President to take over VP of Communications (interim) position.
5. VP of Outreach – vacancy. Interviews of the interested candidates to take place soon.
6. Region 4 Leadership Conference – No action item.

### **President's Corner-** John LeTourneau

John will decide, before the end of this week, whether he will be able to attend the PMI conference in Seattle.

### **Past-President – Stanley Samuel**

#### Update on Ops Manual:

By September 30, rewrite the respective sections where needed.

- 1) Deb through page 12
- 2) Viji pages 13-25
- 3) Joe pages 26-34
- 4) Stanley pages 35-47

Rewrite above will include a comparison with the by-laws and recommendations for moving certain 'chunks' to Ops Manual. Each will search the rest of the document for duplicative information. If it

is found then we will initiate discussion with the other person who has the duplicate info.

The team will meet again by September 30 and initiate discussions on one of the sections as duly completed and edit that section of the Ops Manual. This will be repeated for all the 4 parts.

### **Logistics - Pam Sawatzki**

12 people have registered for the October meeting. Amy will do bonus program. Pam inquired if we should get plastic nametags for the Board members. Board approved the proposal and Pam will look into the cost.

Holiday Inn West is willing to offer their location for the PMI chapter meetings with no setup cost. Board recommended Pam to negotiate the same with Clarion, besides requesting a change of menu for dinner meetings.

### **Webmaster – David Smith**

On-target to rollout the new listserv next week if the Board approves the change. Based on the discussion regarding Dave taking over the VP of Communications position, on an interim basis, it was decided to continue with the State of Michigan Listserv, since one of the main reasons for looking at other vendors was for the Board Members (primarily, VP of Communications) who do not work at the State and hence do not have access to the MI listserv.

### **Professional Development - Amy Piper**

With help from Karl and Pam, Amy was able to lock-in Harold Kerzner for the PDD on Monday, October 8, 2007. It will be held in Sheraton. The fee for Mr. Kerzner was negotiated down to \$1,500. However, the following tasks need to be completed to honor that price.

- (1) Platinum Sponsorship at PDD
- (2) Full-page color ad for 8 issues of the PMI-MCAC Newsletter
- (3) Banner ad on the PMI-MCAC homepage for 1 year
- (4) One Monthly Dinner Meeting Sponsorship

More details to come, regarding how long his presentation will be (possibly up to 2 ½ hrs), how many other speakers we need, etc.

Amy will be submitting budget requests for 2007 PDD giveaways, etc.

Feedback from James Brown was that the chapter should setup once-a-quarter meeting like the one that was recently conducted by him. Dan suggested trying out two of these in a year, in addition, to the monthly meetings. If there is good response for these PDD type sessions, then expand it to once a quarter.

Need to include Lee Lambert's program in the communication/advertisements. Up to two board members can participate in this program without incurring any registration fees. If interested, need to let Amy know ASAP.

**Publicity** - Charlie Kidd

**Communications** - Udhi Udayan

**Membership** – Dan Buonodono

Dan distributed printed copy of the PMI-MCAC information brochures. Stanley recommended a change and Dan will email an e-copy to Stanley so he could incorporate the change and distribute to the Board.

**Special Projects** - Dean Feldpausch

**Programs** - Cathy Pelham

John filled in for Cathy. Need to increase the advertisement and awareness for the speaker for the October meeting. May need to include a section in the upcoming newsletter. John gave the speaker's contact information to Charlie who will get in touch with the speaker to obtain any marketing materials he might have.

**Finance** - Karl Meier

Annual Report

Budget

September Revenue and Expense

Karl found out that PMI-MCAC was dissolved as a corporation since the annual renewal amounts were not paid since 2003. This was due to the fact that the communication from the State regarding renewals was being sent to the former treasurer's personal email address or home address and hence the board was not aware of this pending task. Karl has submitted paper work to re-initialize the corporation status. We are now in a 'pending' status and soon the State will send the final approval.