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**Project Management Institute**  
**Michigan Capital Area Chapter**

## **Board of Directors Meeting Minutes**

**Meeting Date:** October 6, 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**

- **Requests for info from Leadership Conference in Anaheim** – The Board requested Dan and Stanley to provide the status of the meeting and find out what other chapters are doing to improve participation in program meetings and other meetings.
- **VP Programs position update:** The Board discussed this vacancy, it's importance to the Chapter, and the need to fill the position to lessen the burden on the VP for Finance who is still covering VP Programs. **Action Item:** Amy Piper will contact a potential candidate to see if they would accept an appointment by the Board to VP Programs.
- **Webmaster Issue** – Karl mentioned that his son maybe able to assist the PMI Chapter to update the website. **Action Item:** Dan will send an email to Tony Zink to check his availability in the future, to update, and improve the MCAC website.
- **Chapter Rush Night / Open House date** – The Board decided to decide on the Rush Night program details later. **Action Item:** Stanley will include this as a Board agenda for January meeting.
- **December 4th Leadership Training** - All MI Chapter Leaders – Dan requested the Board members to keep their calendars open for December 4<sup>th</sup> to attend this mandatory meeting.

### **Communications- Stanley Samuel**

- **Email protocol** – The Board decided that going forward all communication emails will have links to all attachments, unless deemed important.
- **New Email ID** – The Board decided that a new email ID will be established in yahoo for all outgoing communications of MCAC Chapter. **Action Item:** Stanley will establish this email ID.

### **Programs- Vacant**

- Karl mentioned that Tony Zink confirmed his availability for the Bonus Program in Nov 2004.
- Karl also mentioned that programs for March, April and May 2005 are still open.
- **Action Item:** Amita will advertise to the medical organizations in and around Lansing about the program in Jan 2005, where Gary McMillan from Sparrow hospital will speak.
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### **Logistics- Pam Sawatzki**

- **New Venue feedback** – Pam mentioned that the feedback was good. Many liked the food; however, the timeliness of serving the food was an issue. Four people were no-shows. The total cost of the food and location was \$25. This was good since MCAC has been working on a loss on these program meetings. Amy suggested that a salad needed to be included.
- **Acteva – Any current issues?** – There are no issues

### **Publicity- Amita Das**

- Absent

**Membership- Deb Mosher**

- No Updates.

**Professional Development- Amy Piper**

- Amy mentioned that due to low turn out of attendees, the PMP prep class would be re-scheduled. **Action Item** – Amy will email Stanley the full details to Stanley for listserv communications.
- Jim Donovan from Thumb Chapter had called to co-host a “Earned Value” seminar at Lansing. The actual cost for all attendees will be \$75. The Thumb Chapter has agreed to split the cost and profit on this event. The Board has agreed to co-host this event. **Action Item:** - Amy will email Stanley the full details of the event for listserv communications. Amy will obtain flyers of this event for marketing this event on the PDD.

**Finance- Karl Meier**

- Karl provided the Board with the updated MCAC Account Credit and Debit details. The Board reviewed it and accepted the statement.

**Special Projects- Maureen Myers**

- No Updates

**NOTE:** Stanley Samuel prepared the meeting minutes. For any changes, errors, or omissions please email him at [Stanley@1symbiosis.com](mailto:Stanley@1symbiosis.com) or contact him by phone at 517-335-5510.

**NEXT MEETING:**

Next MCAC Board Meeting will be on Tuesday November 9, 2004 in the PTD Conference Room from 5:30 – 6:30pm.