



Building professionalism in project management.™

**Project Management Institute
Michigan Capital Area Chapter**

Board of Directors Meeting Agenda

Meeting Date: Wednesday, November 4, 2009

Location: Restaurant - **CHAMPPS**, Near Eastwood Towne Center

Time: 5:30 – 7:30 p.m.

President: **Marjorie Greer McIntyre**

Discussed the following items:

- ✚ Charter Renewal – Board should start the effort of updating PMI-MCAC Chapter's By-Laws Joanne has been assigned as a lead of this project. The previous Board had made an attempt to revise the Operation Manual but did not complete it. This need is due in 02/28/2010.
- ✚ 2010 Component Awards Program – Due 04/30/2010 (3-5 person committee) – Sam, Amita, Arun and Marjorie will review the packet to determine which awards we may qualify for.
- ✚ Region 4 Meeting – June 17-19, 2010 (Rochester, NY) – Marjorie requested board members to let her know who is interested in attending Region 4 Meeting.
- ✚ On behalf of Teri, Marjorie explained now its time for to focus on forming a PMP Exam Prep Classes and Planning Meeting. PMP study group will be formed to coach candidate who are interested and preparing for the PMP exam.
- ✚ On behalf of Gwen, Marjorie announced that the News articles for November Newsletter is due on 11/9/2009.

Past President: **Amy Piper**

- ✚ Will not be able to attend

VP of Publicity: **Gwen Wyma**

Director of Media Relations: **Brad Olsen**

- ✚ Will not be able to attend

VP of Programs: **Sam Roberts**

- ✚ November 17, 2009 Program Meeting Speakers
- ✚ Sam is working on to align future Program Meeting Speakers

VP of Communications: **Amita Das**

- ✚ Amita asked for the Bios for November 17, 2009 Speakers for website – Sam explained that till last week speakers were lined up but this week Sam didn't receive any reply from Sam Shah. Arun suggested Nancy Summerto and said he will check if she can present in November program meeting.

VP of Logistics- **Cathie Coens**

- ✚ November 17, 2009 Program Meeting Appetizer Selection and Proposed Cost per person - Cathie is trying to finalize the menu for the November program meeting – handy appetizer instead of regular dinner and keep the cost down. She presented different combinations of menu (Veg. Vs. Non-Veg)

VP of Professional Development: **Teri Hanes**

Director, Education: **Leon Green**

- ✚ Both of them were not present in the meeting.

VP of Membership: **John Oldham**

- ✚ Membership Recap and Updated on the membership.
- ✚ Member Benefit Calls: Member Retention (volunteers from membership)
- ✚ John talked about the survey for speakers from PDD-2009 and suggested attendees have to be our chapter's members to earn PDUs.

VP of Finance- **Steve Williams**



MCAC PDD 2009 -
Rev-Exp.xls

- ✚ Explained Total PDD Expenditures and Revenue
- ✚ He also presented MCAC chapter's Financial Report

VP Special Projects- **Joanne Chang**

- ✚ Discussed review and updating By Laws and PMI MCAC Website
- ✚ She informed that currently we have four volunteers – 2 for each project. She is going to contact each one of them. She also stated that we need to form a work group to start these efforts in November and December
- ✚ Joanne will be the “Volunteers Coordinator” for the By Laws and PMI MCAC Website projects.

VP of Outreach: **Arun Sampath**

- ✚ Upcoming Events
- ✚ Charitable Activities/Suggestions
- ✚ Arun informed that he will be volunteering for the FoodBank on 11/14/09 and he will share his experience in PMI-MCAC November newsletter. If there will be enough interest (~15 to 20 volunteers) the Chapter may be able to volunteer on one of the Saturday to help Lansing community. The other event that is lined up is an outreach presentation at the Detroit Chapter of American Records Management Association (ARMA) early next year.