



Building professionalism in project management

**Project Management Institute  
Michigan Capital Area Chapter**

**PMI Monthly Board Meeting**

**Date: November 7, 2006**

**Members Present:** D. Feldpausch, J. LeTourneau, K. Meier, C. Pelham, A. Sampath, S. Samuel

**Location/time:** PTD Conference Room, 4<sup>th</sup> Floor, 3001 Coolidge, East Lansing – 5:30 – 7:00 PM

**Guests:**

**Absent:**

**Food Assignment:** Dean Feldpausch

**Minutes Prepared By:** D. Feldpausch

**I. Review Action Items from Prior Meeting**

*(Status as of 11/07/06 C–Completed, O–Open, H–Hold):*

#	OPENED	DESCRIPTION	OWNER(S)	TARGET	STATUS
1	6/6/06	Develop budget recommendations for areas.	All	10/1	C
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	C
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 <sup>st</sup> .	Amy		C
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 David Smith to be displayed on the training page on the web site.	Amy		O

6	6/6/06	Revise Maximum Float print format.	Charlie		O
7	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		O
8	6/6/06	Contact Teri Takai as possible speaker for November program meeting	Cathy		C
9	8/1/06	Suggested changes to meeting format - finalize the recommendations and send to group before next meeting. <i>Discussed ... John will send changes via email.</i>	John		C
10	8/1/06	Put together the strategic plan initiatives into the PMI strategic plan document. Finish updates to the Operations Manual.	Stanley	3-4 months	O
11	6/6/06 9/5/06	Research alternate PDD venues (parking/food service) Sheraton/LCC are currently being looked at. <i>Will be at Sheraton</i>	Pam	9/1	C
12	6/6/06	Review ops manual updates submittals. Combine with other task.	Stanley		O
13	9/5/06	Great Lakes chapter is organizing a 36 PDU, 6-day session. Need to distribute the information to members. <i>Transferred to Udhi before he left, now to Dave. John to look for information on this and pass to Dave if found.</i>	<del>Cathy</del> Dave		O
14	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. <i>Amy negotiated price with advertising and other things included.</i>			C
			Karl/Amy		
15	9/5/06	Setup a pilot session for chat room discussion.	Dave		O
16	6/6/06	Provide requirements for volunteer repository to be put on our website.	VP of Outreach		H
17	11/07/06	<i>Invite L. Dion to Board meeting.</i>	<i>D. Smith</i>		<i>O</i>
18	11/07/06	<i>Send November speaker information to P. Sawatzki, and work out meeting arrangements (e.g. – sponsorship, format)</i>	<i>C. Pelham</i>		<i>O</i>
19	11/07/06	<i>Send email requesting authorization to sign/send tax exempt status forms. Board to respond.</i>	<i>K. Meier/ Board</i>		<i>O</i>

20	11/07/06	Discuss questionnaire with D. Smith & D. Buonodono.	A. Sampath		O
21	11/07/06	Investigate/resolve .NET issue.	L. Dion		O
22	11/07/06	Fill web developer, a web designer, web marketer, and Data Exchange Program Subject Matter Expert position(s).	D. Smith/ Board		O
23	11/07/06	Discuss/relay Christmas party plans	J. LeTourneau		O

AGENDA/TOPIC	DISCUSSION/CONCLUSIONS/SUMMARY	RECOMENDATIONS/ ACTIONS/FOLLOW-UP	PERSON RESPONSIBLE
Introductions	A. Introductions were made around the table.		
Approve Meeting minutes	A. No approval sought on previous minutes.		
New issues	<p>A. J. LeTourneau discussed the PMI Meeting Rules document as follows:</p> <ol style="list-style-type: none"> <li>1. The following changes were made to the document from last meeting discussion: <ol style="list-style-type: none"> <li>a. Item 1 revised to say "... meeting will start promptly ..."</li> <li>b. Item 5 revised to say that action items will be discussed before new business.</li> <li>c. Item 10 revised to say Committee meetings will not interfere with board meetings.</li> </ol> </li> <li>1. J. LeTourneau suggested that new verbiage be added to require that board members who cannot attend a board meeting give a reasonable notice, and email their report. He will revise the document with this change and present at the next meeting.</li> </ol> <p>B. J. LeTourneau discussed board position changes as follows:</p> <ol style="list-style-type: none"> <li>1. The VP of Communications was filled by David Smith.</li> <li>2. The VP of Outreach was filled by Arun Sampath</li> <li>3. Leo Dion has volunteered to fill the WebMaster position. The board requested that D. Smith bring L. Dion to the next board meeting to meet the board, and receive board approval.</li> <li>4. The Operations (OPS) Manual team suggested that the WebMaster position be changed to VP of Technology, and the VP of Special Projects be changed to the VP of Administration. No action is required at this time, as this will be discussed and acted upon at the next PMI Board election cycle.</li> </ol> <p>C. S. Samuel reported on the Operations Manual as follows:</p> <ol style="list-style-type: none"> <li>1. The OPS manual is in the review stage.</li> <li>2. Once the committee completes their final review, they will present the entire package to the Board for comment and approval.</li> </ol> <p>D. P. Sawatzki sent the following report:</p> <ol style="list-style-type: none"> <li>1. Name badges for the Board are on order.</li> <li>2. The final bill from the last dinner meeting has some adjustments that need to be made. She will contact K. Meier when all information is acquired.</li> </ol>	<p>Revise PMI Meeting Rules Document</p> <p>Invite L. Dion to the next PMI Board Meeting.</p>	<p>J. LeTourneau</p> <p>D. Smith</p>

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	<p>3. Has the meeting for November setup in Acteva. She needs more speaker information. C. Pelham will supply this information.</p> <p>4. C. Pelham noted that there are some issues regarding the next dinner meeting that are yet to be resolved. Among them are:</p> <ul style="list-style-type: none"> <li>a. The speaker wants to sponsor the entire dinner. The details on how this will occur have not yet been worked out.</li> <li>b. The format of the meeting may have to be changed due to the fact that the speaker will need approximately 15 minutes to evaluate the results of the team activity.</li> <li>c. It was suggested that the attendees be made aware that there will be 1.5 PDU's allowed for this meeting.</li> </ul> <p>E. A. Piper sent the following report:</p> <ul style="list-style-type: none"> <li>1. Lou Russell is signed up as a speaker for PDD.</li> <li>2. Harold Kersner is signed up.</li> <li>3. She is working with J. LeTourneau to sign up MSU professor John Hollenbach (sp?).</li> </ul> <p>F. C. Kidd sent a request that all Board members send their newsletter articles by Friday, November 10, 2006.</p> <p>G. C. Pelham reported the following:</p> <ul style="list-style-type: none"> <li>1. Terri Takai has committed to speaking at the January meeting.</li> <li>2. Phil Hughes has committed to speaking at the February meeting. Phil was a project manager working at the site of the Indonesia tsunami.</li> <li>3. J. LeTourneau gave C. Pelham a lead from the Detroit convention center.</li> <li>4. She spoke with a project manager from MDOT who is dealing with border patrol issues. No commitment has been made yet with this individual.</li> </ul> <p>H. K. Meier reported the following:</p> <ul style="list-style-type: none"> <li>1. The changes to the budget to reflect all known requests-to-date have been made.</li> <li>2. He needs authorization from the board to sign some tax exempt documentation. Since there is not enough board members at the meeting to form a quorum, he will send out an email requesting board authorization. These forms must be filed by November 15<sup>th</sup>.</li> <li>3. He distributed the October revenue/expense report.</li> </ul> <p>I. A. Sampath indicated that he would like to distribute a questionnaire to the membership to learn about reasons for meeting attendance/absence. J. LeTourneau suggested that he meet with D. Smith and D. Buonodono to see if they have questions they would like to include.</p> <p>J. D. Smith sent the following report:</p> <ul style="list-style-type: none"> <li>1. The WebMaster duties have been transferred to L. Dion.</li> <li>2. The DOTNETNUKE application is not working as well as expected. This is being investigated along with other options.</li> <li>3. He is continuing to look for a web developer, a web designer, web marketer, and Data Exchange Program Subject Matter Expert.</li> </ul> <p>K. It was noted that there will be no Board meeting in December. There has been no</p>	<p>Send November speaker information.</p> <p>Work out November meeting arrangements.</p> <p>Send Newsletter articles by Friday.</p> <p>Send email requesting Authorization.</p> <p>Discuss questionnaire w/ D. Smith &amp; D. Buonodono</p> <p>Investigate .NET issue.</p> <p>Fill position.</p>	<p>C. Pelham</p> <p>C. Pelham</p> <p>PMI Board</p> <p>K. Meier/Board response</p> <p>A. Sampath</p> <p>L. Dion</p> <p>D. Smith/Board</p>

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	talk about a Christmas party. J. LeTourneau will contact A. Piper to see if she has planned to host again this year.	Discuss/relay Christmas party plans	J. LeTourneau
Other issues	•		
<b>Next Meeting(s)</b>	<b>January 2, 2007 @ 5:30 pm PTD Conference room</b>		
<b>Attachments:</b>	•		