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**Project Management Institute
Michigan Capital Area Chapter**

Board of Directors Meeting Minutes

Meeting Date: November 9, 2004
Location: PTD Conference Room, 4th Floor, 3001 Coolidge, East Lansing
Time: 5:30 – 6:30 PM

President's Corner- Dan Buonodono

- **Dan's PDD Lessons Learned** – Dan mentioned that the involvement of the Board members on the PDD committee was beneficial to the success of the PDD; however, this limited the Board members from organizing other programs and activities. He suggested that we should solicit more volunteers for the PDD during the planning stage and then have couple of Board members represent the PDD, while the others could focus on other activities. Using this fast tracking method MCAC can undertake multiple activities and programs.
- **New Chapter Brochure and Business Cards needed** – Maureen will create the new chapter brochure from the template of the old one. She will email the draft for approval from the Board. Dan will print 20 business cards for each Board member, after which he will print on-need basis.
- **Bylaw Updates (president transition, re-look at positions)** – Dan gave the copy of the By-Laws to the Board members for review and requested for improvements on the roles/responsibilities of each VP. This will be reviewed in the next Board Meeting. He also mentioned that we should have a plan to train an existing Board member to be the next President. In other words, one of the Board positions could be the equivalent to a president in training position. We will also need to look at other chapter's succession patterns. Stanley mentioned that at the Leadership Conference he met many people with Board positions like VP Marketing or VP Outreach. Stanley mentioned that MCAC does not have these positions; so it may be good to consider incorporating these positions or embed their tasks in current MCAC positions.
- **Leadership Meeting Discussion** – Dan gave out copies of the CD from the Leadership meeting. He attended sessions on "Member retention and Recruitment for Chapters", "Lead by Coaching", "Become a Style Savvy Leader: Unlock Your People Gene" and "Applying the Component Maturity Model". Dan mentioned that some chapters have loaded the DEP data into the "MapPoint" software to understand the demographic details, like home location, office location etc, of their members. So they can plan their meetings in a better way. He also checked on volunteer issues for small chapters. He also mentioned that outreach to colleges was another way to increase PMI brand and increase the membership. The Board also discussed a possibility to teach a masters level class at MSU, however no decision was made on this matter.
- **December 4th Leadership Training** – Maureen asked if there was any charges for the Kolbe Index Evaluation and she also asked who would pay for these charges. Dan mentioned that he will check on these charges email the Board on his findings.
- **Webmaster alternate** – Currently, Dan is the backup for Tony. Tony has requested everybody to use his office email for all contacts, that is, tony.zink@pcubed.com.
- **December Meeting** – The Board discussed the details of the December meeting, which will be more of a social meeting. Various venue locations, food details (possibly potluck) and possible dates were discussed, however none was finalized. It was decided that the December meeting details would be confirmed through emails between the Board members. Amy will have the first right of refusal for hosting the December meeting and Deb will check the availability of the Hannah Center.

Communications- Stanley Samuel

- **Update on Leadership Meeting** – Stanley mentioned that additional notes were available on the leadership website, that were not on the CD, and it could be downloaded from (<http://componentleadership.pmi.org/octobermeeting2004/sitemap.asp>), under the section of **Educational Breakouts**. Stanley attended the following sessions at the Leadership Conference, “Experiencing the PMI Leadership Institute: En “visioning” Tomorrow’s PMI Leaders – Today”, “Building Brand Strategy”, “Creating a Successful Mentoring Relationship”, “Perfecting Public Speaking Skills” and “Leadership Training for Volunteer Leaders”. Stanley also mentioned that PMI is taking a direction of making Leadership training among PM’s as the next wave for PMI. Currently, PMI is promoting the Leadership Institute (LI) where they are providing classes for a diploma in Leadership. The selection process is very stringent. Stanley has requested for the details on the Leadership Institute from PMI and on receiving the details, he will email them to the Board.
- **Discussion on newsletter protocol** – Stanley requested to have at least 2 weeks lead-time for newsletter articles from Board members. Three to Four days lead-time is too short for requesting an article. Dan and Stanley will talk to Amita to incorporate this suggestion.

Programs- Vacant (Acting VP Programs – Karl Meier)

- **PMBOK Knowledge Areas for Bonus Programs** - It was suggested that since the new PMBOK (3rd Edition) just came out, we should go back to doing a section (Knowledge Area) of the PMBOK at each of the bonus meetings. Karl will send an email to solicit all PMP’s to volunteer for the bonus programs.
- Date for Open House / Rush Night was not finalized.
- Karl mentioned that the programs for Nov 04, Jan 05 and Feb 05 are all okay.

Logistics- Pam Sawatzki

- Absent

Publicity- Amita Das

- Absent

Membership- Deb Mosher

- The Board discussed about options to outreach to other fields like medical field to promote PMI. For the Jan 05 program Deb will initiate the creation of the flyer.

Professional Development- Amy Piper

- Absent

Finance- Karl Meier

- **Review budget limits for each board member** – Dan mentioned that each Board member has \$100 discretion to buy, without any approval from the Board.
- Karl provided the PDD Expense details and also the current balance sheet. Payment from Acteva has not been received yet. Acteva has delayed payment in the past and the Board discussed the possibility of having a replacement of Acteva, due to their slackened responses.

Special Projects- Maureen Myers

- Maureen mentioned that she will talk to Dean F about advertising the January meeting at Sparrow Hospital.