



Building professionalism in project management.™

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

### **Board of Directors**

#### ***Meeting Agenda***

**Meeting Date:** November 6, 2007

**Location:** PTD Conference Room, 4th Floor, 3001 Coolidge, East Lansing

**Time:** 5:30 – 6:30 PM

#### **President's Corner- Amy Piper**

- John steered the meeting in Amy's absence. He informed that Amy would return in December and chair the meeting in January.
- We will not meet during December 2007.
- John also informed that DEP was due on 14<sup>th</sup> of last month.

#### **Communications- Amita Das**

- Amita asked for DEP for the month of September and October and John will provide it to her.
- She also discussed who will bring dinner for the monthly board meetings and the order follows as:
  - Charlie Kidd – January, 2008
  - Pam Sawatzki - February, 2008
  - Karl Meier - March, 2008
  - Alireza – April, 2008
  - Arun – May, 2008

#### **Programs- David Smith**

- David informed that he has accepted a job with Urban Science and moving to on Detroit 11/25. Judy Allard could be a replacement. Amy or John will contact her.
- We have main speakers for the November, January, and February dinner meeting. During the 11/20 dinner meeting, Jeff Sauter will speak on Paperless Office, IDV Mr. Shaver's will be presenting bonus program.
- Board members thanked David for his great contribution.
- Dave informed that ListServ can be managed by anyone who is on the State of Michigan account.
- Dave has been using Google Groups for another mailing list which has worked out well. Switching to Google Groups will allow anyone to manage the group and allow members to sign themselves up.

#### **Logistics- Pam Sawatzki**

- Pam provided update and informed that there are currently 15 attendees are registered for the 11/20/07 dinner meeting.
- Pam also discussed about possibilities of next PDD day in April 7<sup>th</sup>, 2009.
- Charlie expressed his concerned about Amy being not here and Dave leaving the Board, spring 2009 may be to tight to do PDD day.
- John's feedback -- people enjoyed Monday as the day for PDD day, so we may consider keeping it.
- Arun informed that PDD can be done in October if we don't conflict with PMI Global meeting.
- There will be a "No dinner" option where members will show up at 7:00 just for the program. Charges will be \$10.00 for members and \$15.00 for non-members.

#### **Publicity- Charlie Kidd**

- Charlie will send reminder for newsletter articles to the board.
- He will send notice to get the DEP number.

#### **Membership- John Oldham**

- Provided update on Membership – currently we have 196 members. This number has been dropped by eight people. New people are coming but old members are not renewing their membership.
- The new DEP hasn't been released yet so there were no DEP updates.

#### **Professional Development- Marjorie Greer McIntyre**

- Marjorie informed that new PM study materials have arrived.
- People have been contacting her to use the materials. Both members and non-members can use them but only members are eligible to check them out.
- She is all set to offer a MCAC study group, which will be self directed -- for those who would like to take the PMP Exam. Six individuals have contacted her, three are PMI member.
- She wants to host first meeting before Thanksgiving. Karl volunteered to provide accommodation for the meeting.
- Marjorie will contact Amy to share information on training (MCAC study group) with the Michigan Thumb Chapter.

#### **Finance- Alireza Namvar**

- Ali gave a budget update
- Informed Board that we are all set with the invoices and PDD refunds.
- He will also reimburse the payment for Cambria Inv#6141 - Tim Kroecker who presented for our chapter in May of 2007.

#### **Special Projects- Karl A. Meier**

- Karl passed information on PDD day Galveston, Taxes.
- Provided Leadership meeting update

**Outreach: Arun Sampath**

- **Two volunteers signed up at the last dinner meeting. Arun will meet them next week, review agenda, develop high-level plan.**
- **Attended PMI Global meeting and expressed his mixed up feeling. Also, expressed that couple of speaker can be our keynote or PDD speaker. He will provide information on speakers to Marjorie.**
- **He also informed that he has access to CD for the materials from the PMI Global meeting and can provide to the others interested board members. He will pass the topics in next meeting.**

**Webmaster: Ashok Kumar**

- **Ashok was not at the meeting.**