

PMI Thumb Chapter Board Meeting-6/25/02

2002/2003 PMI Meeting Schedule: Sept 10

Future Board Meetings 6 p.m. 5401 Gateway Center in Flint: July23- Aug13- Aug 27- Sept 24

Call To Order: 6:21 p.m. Meeting called to order by Joe Mikelonis

Previous minutes: Annette motions to approve. Randy seconded. Unanimous.

Attendees: Randy Swiantek, Annette Blegen, Joe Mikelonis, Karl Kusky, Chevonna Nelson, Tom Bartholomew, and Sue Natkowski.

Treasurer's Report:

- No changes since May meeting (Karl has not transitioned into his position as of yet. Beth not in attendance.)
- A formal audit needs to be completed as part of Karl's transition into the Treasurer's position. The transition will include Randy, Karl, Beth and Tom.

A. Chapter Business:

- ◆ **Action Item list (not an agenda item)** – Discussion around using excel to capture action items to use for future board meetings. Joe would like to see an action item list be kept and updated on a regular basis. Anyone that cannot attend a board meeting and has an action item to report on should contact Joe prior to the meeting and provide him with the information and documents. By doing so, the board will be able to move forward on items instead of having to move them to the next meeting.
- ◆ **Logo** – Dean not in attendance but has informed Joe that he still has not received the logo from his neighbor. He expects to present the draft logo at the next meeting.
- ◆ **Marketing Initiatives Budget-** Per Joe, Dean would like everyone to come to the next meeting prepared to brainstorm marketing ideas for the chapter and to address membership growth. Dean plans to discuss this topic at the next board meeting.

A discussion was held by the board around the need to review the surveys from the last training and the surveys from the monthly PMI meetings. The analysis of the surveys will help us understand what members are looking for at the meetings and to better understand what their training needs are.

Joe received four different PMI meeting surveys and created charts to take a look at the results of the surveys. There may have been five surveys (based on the number of PMI meetings) that should have been used in the analysis. The analysis would need to be redone to reflect all five. Tom to look for additional survey and provide to Joe. Joe will redo the analysis.

Anyone with marketing ideas should send those ideas to Dean or be ready to discuss at the next meeting. Dean would be responsible to compile the ideas and report out the information to the board. Dean should be prepared to give recommendations as a result of the report. The board is

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expecting a high level plan (draft) at the next meeting from Dean. Dean should also be prepared to discuss what type of budget he is looking for to support his marketing initiatives/ideas.

Dean needs to come back with a recommendation on how much we want to grow the membership. Randy indicated that he would like to see the membership grow by 25%. Sue would like to market to DOW and has informed Dean of this in the past. Sue would like Dean to come to the next meeting prepared with how we can go after and market to DOW. Randy also recommends a canned presentation and perhaps a brochure.

- ◆ **Monthly Programs** - September – Robotics (confirmed), March – Dennis Coutuore (PCI) Portfolio Management (unconfirmed), May – Business Meeting (confirmed).

Ideas: New PM software tools, more technical presentations, apartment building complex construction (Chevonna to investigate), Girl Scouts (Chevonna to investigate), Integrity Solutions (Web development – Sue Natkowski to investigate), Administrative Controls Management (legal analysis – Joe to investigate).

We have a template letter to use for monthly speakers/presenters. Chevonna will send the letter out to the board.

- ◆ **Newsletter – New/Old msg & PDU Rationale**- Caroline still needs to send out template for new members to complete welcome message. Outgoing board members need to get their farewell message to Caroline. Caroline needs to determine when the above items are due to her. Caroline needs to establish a schedule for the quarterly newsletter and provide to the board. The newsletter schedule needs to be rolled out to the members.
- ◆ **Leadership Meeting Representation**- **Table until next meeting per Tom.** Next meeting is in October in San Antonio. Will need to discuss our chapter's participation.
- ◆ **Webmaster**- Discussion was held around whether or not we want to offer the position to Jason Barr. Randy would like to see the position be a board position not an appointed position. Jason is interested in the position whether it is appointed or a board position. Chevonna to send out a request for a webmaster to be appointed initially and potentially become a board position in the future. Chevonna to review candidates and approve the right candidate. This should expedite the process of getting someone in place ASAP to update the website.
- ◆ **New Member Welcome Letter**- **Table until next meeting per Tom.**
- ◆ **Advertising Requests (Tax Implications)**- Randy believes the specifics are: If less than \$1000, no tax implications. Someone needs to verify this information. Randy and Karl to verify information on tax implications and be prepared to present information to board at next meeting. Documentation needs to be available for board to review.
- ◆ **Membership By Company List**- Annette to send DEP report to Joe. Joe to overlook information and to compile list to review.

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- ◆ **President-Randy-** Passed on roundtable.
- ◆ **President-Tom-** Should we have an additional meeting on July 9th? Reaction was probably not as long as people are doing their action items. Tom is concerned with the amount of work to do over the next three meetings. Everyone needs to come prepared and to take care of his or her action items.
- ◆ **Senior VP – Joe –** Reiterated that everyone needs to take care of their action items so that we keep on top of things. We only have a few meetings left to get action items completed before our monthly PMI meetings begin. It is important that we have our speakers lined up for the year by the end of the summer.
- ◆ **VP of Publications-Caroline**
Not present.
- ◆ **VP of Ed Cert-Sue –**Training needs to be targeted as soon as possible and Annette has volunteered to help. Sue is looking to have Pete Hasek conduct training (earned value or risk game) in the fall.
- ◆ **Marketing-Dean**
Not present.
- ◆ **Karl –** Nothing to discuss. Hopes to be transitioned into new position by next meeting.
- ◆ **VP of Communications- Chevonna –** Chevonna will investigate potentially moving monthly meetings to another location in Frankenmuth. Chevonna has decided to send out letter to members identified on DEP report that have not renewed their membership. She feels this will help keep membership steady and understand why people may not be renewing their membership.

B. **Next Board Meeting:** Next meeting July 23, 2002. Karl to bring dinner.

C. Agenda items for future meetings:

- ◆ Putting together a membership list for the chapter members
- ◆ Adding the surveys results to the web.

Meeting Adjourned: Meeting adjourned at 8:00 p.m.