

PMI Thumb Chapter Board Meeting-7/23/02

2002/2003 PMI Meeting Schedule: Sept 10

Future Board Meetings 6 p.m. 5401 Gateway Center in Flint: Aug 13- Aug 27- Sept 24

Call To Order: 6:14 p.m. Meeting called to order by Joe and seconded by Randy.

Previous minutes: Chevonna reviewed previous meeting minutes. Beth motioned to approve the previous meeting minutes. Randy seconded. Unanimous.

Attendees: Randy Swiantek, Dean Rondy, Joe Mikelonis, Karl Kusky, Chevonna Nelson, Tom Bartholomew, Beth Bartholomew and Caroline Robinson.

Treasurer's Report:

- ◆ Savings account \$8190.70, checking \$1855.68, cash on hand \$100.00
Total \$ 10,146.38.
- ◆ Beth will begin to hand off some financial information tonight. The audit will include Randy, Karl, Beth and Tom. Karl to pickup signature cards to be filled out for individuals who will have signing authority.

A. Chapter Business:

- ◆ **Logo** – Dean brought the updated logo and presented the logo to the board. A discussion was held regarding the area that the Thumb Chapter covers. The circle on the map does not encompass our entire area. Several board members did not like the circle on the logo, as it didn't seem to reflect the thumb chapter area. Caroline has volunteered to work with the file and see what other options we could use other than the circle. A discussion was also held around adding the U.P. back to the logo. Logo approval was tabled until the next meeting. Tom motioned to table the logo discussion and Beth seconded the motion. Unanimous.
- ◆ **Marketing Initiatives Budget** – Dean provided a proposed marketing initiative plan. His main thought was that we needed to first tailor the product to meet the needs and desires of our membership, before we aggressively market the chapter. The web site needs to be re-designed and have it look more professional in look and content.

The following are items from Dean's marketing proposal:

In general, we need to add a mission statement to the web site, add PM resource links, include survey results, add book reviews, include advertising and sponsors area, and include the chapter representation list (company names). Another area is to improve the board member section where we could potentially add pictures of the board members, post a biography of each board member and add meeting minutes. We could potentially add a member's section where we could have FAQ such as how to join and/or the benefits of joining the chapter. In a member's section, we could have a career development section, job listings, and resume posting, membership contact list, library checkout and a PDU documentation list.

The next steps are to have a meeting with Dean and Jason Barr to discuss the web site. We may need to start from scratch but we need to speak to Jason Barr.

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Additional marketing ideas: Logo shirts to use as a “give aways” at meetings, and generic business cards for board members. Board members would be asked to wear the shirts to each chapter meeting.

- ◆ **Monthly Programs-** Caroline proposed having a networking/career fair type meeting instead of a speaker. Everyone seemed to think that this was a good idea. Our current monthly programs speakers are:

September 10 – Robotics (Tom) **Confirmed**

October 8 – Girl Scouts (Chevonna) **Unconfirmed**

November 12 – Integrity Solutions (Sue)

December – No meeting **Confirmed**

January – No meeting **Confirmed**

February 11 - Administrative Controls Management Inc., (Joe) **Confirmed**

March 11 – PCI Portfolio Management (Karl) **Confirmed**

Apr 8 – Networking fair (team) **Confirmed**

May 13 - Business meeting **Confirmed**

Each board member that has responsibility for a speaker needs to provide Chevonna the following information: Speaker name and Company name. Each board member also will be responsible for filling out the speaker information form prior to the monthly meeting where the speaker will be presenting.

- ◆ **Newsletter** - Caroline presented a schedule for the newsletter release. [The goal for release is the date of the membership meeting of each month.](#) Hard copies could be handed out at each monthly meeting. Submissions for the newsletter would be due on the last date of the month prior to release. The newsletter needs to be reviewed and potentially redesigned. Dean recommended that we add our mission statement to the newsletter.
- ◆ **Leadership Meeting Representation** – The meeting is in San Antonio, Texas. Both Caroline and Joe have volunteered to attend. PMI will send two people but we have only sent one person before. The meeting takes place in October. Caroline will be representing our chapter at the Leadership meeting. Joe will be Caroline’s backup. The decision to send only one representative is basically because of cost associated with the trip.
- ◆ **Webmaster** - Chevonna did not receive any volunteers from the chapter that were interested in becoming our webmaster, therefore, Chevonna is proposing to meet with Jason and to see what his skills are and to see what he might be able to do for us. Dean and Chevonna will meet with Jason to evaluate his abilities and to show him what we are looking for on the web site. Chevonna to call the meeting and provide the meeting results to board via email. The board will be asked to approve Jason via email if that is the recommendation by Chevonna. Chevonna will send out a meeting notice to the entire board. Randy is responsible for trying to get the web site information such as requirements and the name of software from the previous web master.

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- .. **Audit Plans** - Karl presented an audit plan (handout) as part of the transition of VP of Finance responsibilities from Beth to Karl. The audit will be completed after the next board meeting on August 13, 2002.
- ◆ **Advertising Requests (Tax Implications)**- Karl reviewed information pertaining to the tax implications of advertising requests (handout). If the decision was made by the board to proceed with selling Advertising, then the chapter would be required to consider unrelated business income tax rules. After reviewing the information, Tom motioned not to pursue and Karl seconded the motion. Unanimous.
- ◆ **Membership By Company List**- Joe has the list and will summarize the list by names of the companies represented and be ready to review with the board at the next meeting. Dean would like to see a list of PMI members that live in our chapter area. Perhaps there is a way to get a special DEP report ran. Chevonna will investigate once Randy gets her access to the DEP.
- ◆ **Speaker Payment Vote**- Beth motioned not to pay speakers and it was seconded by Randy. Unanimous. We will bring this topic back to the table for discussion next July, 2003.
- ◆ **Component Dues Increase** – Randy motioned to not increase dues and it was seconded by Dean.
- .. **Income Tax Filing** - **Table until next meeting per Tom.** Karl to look into this topic along with Randy.
- .. **SVSU Training Sponsorship** –More information is needed before a decision can be reached. The request is that we sponsor a PMP training being put on through Saginaw Valley University. The trainer is a PMI member from the Great Lakes Chapter. Caroline will contact the person that sent the request to Randy and then get with Sue to review. There could be benefits for us as we could get additional members for the chapter by marketing ourselves as the sponsor.
- .. **New Member Welcome Letter**- **Table until next meeting per Tom.** Chevonna will review letter at next meeting.
- .. **Component Insurance Package** – The cost is \$200.00. Tom motioned to pay and Beth seconded the motion. Unanimous.

Round Table:

- ◆ **Outgoing President-Randy**- No
- ◆ **President-Tom**- No
- ◆ **Senior VP – Joe** – No
- ◆ **VP of Publications-Caroline** - No

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- ◆ **VP of Education-Sue** –Not in attendance
- ◆ **Outgoing VP of Finance -Beth** – Speaker tokens need to be agreed upon and ordered.
- ◆ **VP of Marketing-Dean** - No
- ◆ **VP of Finance -Karl** –Question: Do we need to fill out tax exempt forms? Answer: Yes. No forms have been received. Karl to follow-up.
- ◆ **VP of Communications- Chevonna** – Chevonna did investigate moving the chapter meetings to Zehnders instead of the Bavarian Inn. She reviewed the information with the board. Chevonna motioned to keep the meetings at the Bavarian Inn and Caroline seconded the motion. Unanimous

Action Items: Randy to bring mission statement to the next meeting and board to have the discussion. Each board member needs to review the mission statement prior to the next board meeting.

A. **Next Board Meeting:** Next meeting August 13, 2002. Joe to bring dinner. Sue will bring dinner for the August 27, 2002, meeting.

B.

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 9:00 p.m.