

MEETING CALLED BY - Meeting called to order by Tom and seconded by Randy at 6:08pm

ATTENDEES: Randy Swiantek; Caroline Robison; Dean Rondy; Sue Natkowski; Karl Kusky; Tom Bartholomew,

GUEST SPEAKER: Jim Donovan

PREVIOUS MINUTES – Tom motioned to approve the previous meeting minutes. Karl seconded. Unanimous

COMPTROLLER REPORT - Savings = 8, 196.14 Checking 5584.50...Total 13,774.64

Golf Outing: Jim Donovan provided a presentation to the Board (see attached) regarding options for gold outing in Frankenmuth. In addition to information provided in the presentation, Jim will check with the Timbers Golf course to get comparable information. **Action Item:** Need to check with PMI regarding sponsorships

Training Plans – Sue reviewed training plans. December 7th, Topic – Cost Management,. Sue has reserved a “food room” at baker college for this date. Room has a capacity of 40 people. **Flyer should be sent to All Michigan chapters – And should be communicated ASAP.** Caroline provided a listing earlier today to both Tom and Chevonna of Michigan Chapter presidents and their e-Mail addresses. Karl to complete chapter registration for Online registration and payment for this (and future) courses. Randy motioned to use this web based registration process...Dean seconded – Unanimous.

Review November mtg prep Flyer for this meeting needs to go out ASAP. Sue will introduce the speaker. Topic will be Challenged projects – Thoughts for building the plane while it's flying.

Meeting Survey Metrics – 5 surveys's were received from the October member meeting out of the 17 attendees. Tom will make a point at future meetings to mention the survey's several times. It was suggested that a board member hand the survey's to those in attendance rather than leaving them for the members to pick up.

Lesson Learned from October meeting: We need to do a better job of communicating our meeting topics and their relationship to project management. It was noted by several board members that Girl Scouts to many people ment cookie drive. But those who sat through the meeting presentation were impressed with the level of Project Management relevance.

Logo – Status Received notice and certificate from Corporate – logo was approved and is now official.

Incorporation Papers – Tom stated he had received the papers, cpmpleted the update for the state and has requested the \$10.00 fee to file them. Randy made motion to pay the fee – Dean seconded – unanimous.

Job Postings – Dean stated new updates were sent to Chevonna for posting to the web earlier today 10/22/02

Chapter Business Cards - Layout is almost complete - Dean will follow up with Chevonna regarding generic e-mail address.

Committee staffing - members – sign up sheets - There was one person who signed the list at the October member meeting – Chevonna will forward.

April Job fair committee charter/scope - This item will be discussed at next board meeting.

New Member Welcome Letter – Rvw Draft - Chevonna letter prior to this meeting – no discussion

Reporter feedback – Caroline has continued to follow up with the Frankenmuth times to no avail...will continue efforts until a response is received.

Board Christmas Dinner – to be hosted by Dean and Tom – to be held at the Metamora Historic White Horse Inn – More details to come.

Huron Valley Chapter Request for Speakers – Tom to reply with information regarding the GM Robotics and the Buick Open topics.

Tampa Bay Chapter request – No one responded – board felt this type of request should have gone to our Regional DRA

ROUNDTABLE

PAST PRESIDENT - Asked for feedback regarding Leadership meeting – Both attendees thought it was well worth the time and expense.

PRESIDENT - Tom concerned that he was unable to pay October member meeting bill with the chapter funds because of the lack authorized signature people. In the future the back up plan if 2 authorized [eople are not in attendance is to charge the cost and request reimbursement.

SENIOR VP – Not in attendance

VP – COMPROLLER - Karl is waiting to pay Twilight Media for web until all deliverables are met – including manual. Karl will also check on adding more authorized signatures to the checks.

VP – CERTIFICATION/EDUCATION - No comments

VP - COMMUNICATIONS - No comments

VP – PUBLICATIONS - No comments

VP – MARKETING - No comments

Next Board meeting will be conducted for 1 hour after the November member meeting in Frankenmuth. Next schedule board meeting is in January.

Meeting adjourned at 7:49