

# PMI Thumb Chapter Board Meeting-02/25/03

*2003 PMI Meeting Schedule: Mar 11, Apr 8 and May 13*

*Future Board Meetings 6 p.m. 5401 Gateway Center in Flint: Mar 25, Apr 22 and May 27*

**Call To Order:** 6:07 p.m. Meeting called to order by Sue and seconded by Randy.

**Previous minutes:** Tom motioned to approve the previous meeting minutes. Randy seconded. Unanimous.

**Attendees:** Randy Swiantek, Karl Kusky, Tom Bartholomew, Dean Rondy, Joe Mikelonis, Sue Natkowski, Jim Donovan, Caroline Robison and Chevonna Nelson.

## **Comptrollers Report:**

Karl gave the Treasurer's report indicating that the Chapter has \$3131.74 in Checking, \$8308.27 in Savings, and \$150.00 Cash on hand for a total of \$11590.01. Chevonna motioned to accept the Treasurer's report. Seconded by Randy. Unanimous.

## **A. Chapter Business:**

- ◆ **Golf Outing Status** – Are we going to have Milligan's? This is a decision we will need to make. If bad weather golfers will be given a rain check to be used at their own time. Jim to verify if the food would be given in a rain check as well. Board to review slides of outing and give feedback. To address the web size concern, we could put the information somewhere else and have links to the golf outing slides. Jim has a volunteer Cindy Rzepka. A decision still needs to be made regarding prizes. Jim verified the final cost for the outing. \$49.00 for golf plus \$1.00 for baggage handling, \$13.25 for dinner.

**2003 Budgets** - We still have not determined how the \$1000.00 that was approved for marketing items will be used and what will be bought. Not all budget spreadsheets have been received as of yet. Karl cannot finish budget without these items being completed and resolved. Karl provided copies of the draft budget. A discussion was held around purchasing a data show for the chapter. Dean to look into purchasing a data show and will investigate the cost. Karl to look into what it takes to become sales tax exempt. We need to forecast for Leadership meetings at an average of \$1500.00 per event. We need more input on the budget. We have other items that need purchased - speaker system, flip chart and paper, cart, push pins, masking tape, duck tape, name tags, certificate, markers, dry erase markers, extension cords.

- ◆ **Training Plans** – Tom will get copies made of the training materials for Saturday's training. Three coaches will be helping with the class Project Management Game, and we need paperweights to give them for their help. Chevonna to do certificates, Dean to purchase markers, flip chart and paper, masking tape, duck tape, name tags, dry erase markers, push pins, and extension cords. Jim Donovan to take care of data show return. Karl to bring paperweights to training to give out to volunteers.
- ◆ **Review Feb Mtg Survey** – Topic very well received. We hit the mark on the presentation topic. Survey will be sent to Chevonna for updating to website.

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- ◆ **April networking fair status** – Delay until fall and keep on top of agenda. We will need to get a speaker for April. Tom to speak to Cindy McPherson about speaking since she was not able to speak in November.
- ◆ **Website** – We need to look at perhaps getting someone else to host our website as PMI is limiting us to 10mg which is not a lot of space. We probably will be at 10 mg by the end of March if we continue to add more to our website. Jason has indicated that we need to decide what we really need on the website to address the issue with the size. There are several items that need updates or added to the web but until Jason hears back, he will not update at this time.

Jason Barr wants to transition off the Webmaster responsibilities by mid March. Chevonna has found a replacement for Jason if the board approves. The person that Chevonna would like to replace Jason is Eric Buffenbarger. Eric has been a PMI member over the last several years and has almost a perfect attendance record for attendance at our chapter meetings. Eric has some web experience and has reviewed the website documentation with Jason and feels that he would be interested in being the Webmaster. Chevonna motioned to elect Eric as the Webmaster (committee member) and Dean seconded the motion. Unanimous.

PMI is changing the URL for the websites but the current URL will forward to the new URL for a certain length of time. There will be additional information on this topic in the near future.

PMI is also requiring each Component to sign a web hosting agreement, which will go into affect March 1, 2003. The agreement is good for 2 years and then if we require them to host our website longer, we would need to apply for an extension. I recommend that we look for a new host that will allow us more flexibility with our website.

- ◆ **Job Postings** – Delay for now.
- ◆ **Robotics URL** - The URL for the Robotics team is firstusa.com.
- ◆ **Tampa Florida Leadership Conference** – Chevonna to attend week of March 3<sup>rd</sup>. The cost is approx. \$1500.00.
- ◆ **Chapter Business Card and Brochures** – Caroline indicated that she is all set for now. If anything needs purchased, Caroline will purchase.
- ◆ **Board Elections for 2003-2004** – Sue and Caroline not able to keep the same position if they wish to stay on the board. Randy wants to know the intentions of every board member. Randy wants chapter by-laws put on website. Randy indicated that we would need to get the information out to the board regarding the board elections. A committee is needed to work through the election process, per Randy. Tom will not be running for a position and does not want to have the position of Past President. Joe running to be senior VP. Caroline will not be running for a position on the board. Dean and Chevonna no answer at this time. Karl neutral at this time. Sue not at meeting at time of discussion. Randy is looking for the Story Board for information on the various board positions. Caroline does not have the Story Board and last she knew Randy had it. Randy indicates he doesn't have it and he turned it back in.

## PMI Thumb Chapter Board Meeting-02/25/03

### Round Table:

**Outgoing President-Randy-** None

- ◆ **President-Tom-** None
- ◆ **Senior VP – Joe –** None
- ◆ **VP of Publications-Caroline –** None
- ◆ **VP of Education-Sue –** None
- ◆ **VP of Comptroller – Karl –** Information on training “Getting more value out of your project” on March 26. We should send information out on this. Karl’s company has setup a Master’s course through U of M. Karl to provide the information to be distributed out etc... Add to website too.
- ◆ **VP of Marketing-Dean –** None
- ◆ **VP of Communications- Chevonna -** None

**Next Board Meeting: February 25, 2003**

### Agenda items for future meetings:

- 2003 Budget - Karl
- April Speaker- Tom
- Tampa Florida Symposium - Chevonna
- Chapter By-laws – Randy
- Elections - Randy

**Meeting Adjourned:** Meeting adjourned at 8:02 p.m. Motion to close meeting by Karl. Caroline. Seconded.