

PMI Thumb Chapter Board Meeting-06/10/03

2003/2004 PMI Meeting Schedule:

September 9	February 12
October 14	March
November 11	April
	May

2003/2004 Board Meeting Schedule Time: 6 PM Location: 5401 Gateway Center C/R 113 Flint, MI:
June 24
July 15 & July 29
August 12 & August 26
September 23
October 28
November & December (TBD)

Attendees:

Name	Position Held	Attended
Bartholomew, Tom	Past President	X
Buffenbarger, Eric	Web Master (not elected to board)	X
Donovan, Jim	VP Education & Training	X
Dragos, Dan	VP Comptroller	X
Grandy, Daleene	VP Communication	X
Hubble, Laurie	VP Publication	X
Kusky, Karl	Past VP Comptroller	X
Mikelonis, Joe	Past Senior VP	X
Natkowski, Sue	Past VP Education & Training	X
Nelson, Chevonna	President	X
Robison, Caroline	Senior VP	X
Rondy, Dean	VP Marketing	

Call To Order: 6:04 PM. Meeting called to order by Caroline. Seconded by Jim.

Previous minutes: Chevonna motioned to approve the previous meeting minutes. Seconded by Caroline. Unanimous.

Comptrollers Report:

Treasurer’s Report given by Karl indicates the Chapter has:

Checking per monthly statement as of 5/30/03: \$3159.06

Savings per quarterly statement as of 3/31/03: \$8308.34

Cash on hand: \$150.00

Total Amount: \$11,755.55

Uncollected from Golf Outing \$210.00, people who had signed up, but did not attend nor paid. Jim motioned to accept the Treasurer’s Report. Seconded by Joe. Unanimous.

A. Chapter Business:

- ◆ **Transition Status** – Tom stated he and Chevonna have met and the transition is complete. Karl has not started formally with Dan, hopes to start tonight after board meeting. Meeting for transition of the bank account will be set for next board meeting between Karl, Tom, Dan, Chevonna and Caroline. Sue has nothing transitioned currently to Jim. She will provide some information to get him started. Joe has transitioned agenda template and survey information to Caroline. Transition is continuing. Caroline has information coming to Laurie. Chevonna has transitioned everything except the WEB site to Daleene. Dean does not transition.
- ◆ **Decision on Chapter Meeting Location:** - Daleene is looking into locations and menus for relocating the meeting for next year. She will present at the June 24.

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- ◆ **Speakers** –
 1. Roy Greenia has offered to present regarding his assignment on Airport Security as a result of 911.
 2. Gene Anderson is a magician but he presents regarding project management. He would charge our chapter \$500.00. He does charge up to \$1000.00 normally. We can look at this after we have decided on other presenters. Dan states he has seen Gene and he is really good. Gene is available October or November.
 3. Rita Malcah – She is a follow up from our May Chapter Meeting. There is a lot of upfront planning required to bring her in.
- ◆ **Training & Education** – Amy Piper, Tami Rosovic, and Pete Hasik are willing to do some training, but prefer it's in the fall timeframe. Jim will contact Sue Hardesty and Nadean regarding PMP training classes the chapter may be to provide.
- ◆ **Bylaws & Constitution** – Last update with PMI was 1997. We are missing two elected board positions - Publication and Marketing. What is on record with PMI and is what we have. We need to correct the bylaws, vote on them and forward to PM so they are on file. Other changes may include meeting location for Chapter Meetings and additional position for Web Master.
- ◆ **Address Voting Process** – Look into I elections as used by other chapters (voting for people). On list for future agenda item.
- ◆ **Strategic Plan** – other chapters are doing this. Chevonna stated our chapter should look at doing this as one of our goals.
- ◆ **Survey to Membership** - Chevonna suggested the creation of a simple survey for the chapter membership. The board would then call members who have not attended lately to help determine why they are staying away. We will decide what we want to gain from the survey and get started. Motion to create the survey and phone members by Daleene. Seconded by Laurie. One apposed.
- ◆ **Goals of the New Board** – **Action item:** Board members for this year to have their bio for WEB to Laurie by June 20, 2003. She prefers these to the other bios. Outgoing board will not to this. Laurie will use the other format submitted.
- ◆ **Vote in Fall** –
- ◆ **Roles & Responsibilities** –
- ◆ **Marketing of Chapter** –
- ◆ **Web Updates** - Eric received photos of the Golf Outing from Jim. The size of the Web will not allow much to go on. PMI maintains the Web. Eric is checking into hosting it ourselves or getting another host service. He is also looking at cutting file sizes. Chevonna stated some money has been set aside so we can look at this further. Eric stated Dreamweaver is one of the best hosts out there. Jim will provide Eric new Golfing Outing material to replace what's already there.
- ◆ **Committees** –
- ◆ **Financials/Budget Review** – Karl does not think we did a budget review. Look at each area and update for a review. **Action item:** Karl will forward the consolidated budget and Daleene. She will forward to the board members.
- ◆ **Re-chartering of Chapter** – Chevonna will be looking for the information to provide PMI.
- ◆ **January Chapter Meeting** –
- ◆ **July Newsletter** –
- ◆ **Regional Meeting in New Jersey** – Chevonna says we are part of Region 4 and need to revisit someone going. Being held July 18 and 19 in Newark. If we want to send someone but

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do not have the money we can try for a heartship fund. What is value of this vs. a leadership meeting? Laurie motions to pass this regional meeting in July. Seconded by Joe. Unanimous.

- ◆ **Leadership Meeting in Maryland** – Karl to provide info on how much money we have available in the budget. Chevonna and Caroline have expressed an interest in attending. **Action item:** Caroline to apply for heartship. Laurie volunteered Patti Ruhala to check into cost for airline tickets. Location of meeting – Baltimore.
- ◆ **Regional Meeting in Michigan** – Next regional meeting will be held in Michigan sometime next year. Chevonna is co-chairing this meeting.
- ◆ **Board meeting for summer schedule** – July meeting to be held the 15th and 29th (3rd and 5th Tuesday). Motion by Sue. Second by Joe. Unanimous.

Round Table:

- ◆ **Outgoing President-Tom-** None
- ◆ **President-Chevonna-** Thank Caroline for the meetings on Saturday she attended with her. DEP is being changed – do not know what. All board members are having access to the DEP. Everyone should have access tomorrow. On left side of screen in PMI membership area after you log in should be on screen. If not there, contact Chevonna.
- ◆ **Senior VP – Caroline** – Jim can he send the picture for the outing for a scrape book.
- ◆ **Outgoing Senior VP – Joe** - Where are the results of metrics? Where are the action items for education and presentations? They are not on agenda for today.
- ◆ **VP of Publications-Laurie** – A lot of stuff carried over for next meeting and we need to have priority list.
- ◆ **VP of Education & Training-Jim** – Golf outing survey. Everyone who replied said they would come again. Need to set a date for next years outing. Also dned to look at how profitable it was.
- ◆ **Outgoing VP of Education & Training – Sue** - Can we look at the bigger conference room for the summer?
- ◆ **VP of Comptroller – Dan** – None
- ◆ **Outing VP of Comptroller – Karl** - Welcome new members.
- ◆ **VP of Marketing-Dean** – None
- ◆ **VP of Communications - Daleene** – Dinner sign up and clean up sheet. Will forward to board members when complete.

Next Board Meeting: June 24, 2003 **Reminder: Wear your PMI shirt for next board meeting**

Agenda items for future meetings:

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- Discuss the savings account. The bank wants us to close it due to lack of activity. Karl did make a deposit.
- Daleene to provide information regarding locations, menus & cost.
- Board meeting schedule for Nov and Dec.
- Bylaws discussion
- I elections as used by other chapters (voting for people)
- Goals for the chapter (each person should have a list). We may want to work on setting up committees. Laurie to compile and provide at meeting.
- Roles and Responsibilities – review what's in current bylaws. Caroline to provide with next meeting agenda.
- Budget review by Karl.
- January meeting discussion – do we do a dinner meeting this year 2004.

Meeting Adjourned: Meeting adjourned at 8:03 PM. Motion to close meeting by Jim. Seconded by Caroline:

Sent minutes on 6/11/03 at 1:27PM.