

# PMI Thumb Chapter Board Meeting-06/24/03

**2003/2004 PMI Meeting Schedule: Time: 6:00 PM Location: TBD**

September 9	February 10
October 14	March 9
November 11	April 13
January 13	May 11

**2003/2004 Board Meeting Schedule: Time: 6 PM Location: 5401 Gateway Center C/R 113 Flint, MI:**

July 15 & July 29	December TBD
August 12 & August 26	January 27
September 23	February 24
October 28	March 23
November (TBD)	April 27

**Attendees:**

Name	Position Held	Attended
Bartholomew, Tom	Past President	
Buffenbarger, Eric	Web Master (not elected to board)	
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	
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	X

**Call To Order:** 6:00 PM. Meeting called to order by Caroline. Seconded by Jim.

**Previous minutes:** Chevonna motioned to approve the previous meeting minutes. Seconded by Laurie. 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
<hr style="border: 1px solid black;"/>	
Total Amount:	\$11,755.55

No update this meeting. Same as above. Only two checks (office supplies and dinner for June 10 meeting) issued. No requirement for approval. ~~??? motioned to accept the Treasurer's Report. Seconded by ???.~~ Unanimous.

**A. Chapter Business:**

**Marketing items/Vote Needed** – (All) Use remaining coolers from the Golf Outing for the meetings as a give away. Per follow up from Jim 6/25/03 He had also purchased 144 coolers, so we should have approx. 90 left. I will count them this weekend. 1) Amount needed for future marketing items. The marketing money for this year has been used. Dean to provide an estimated cost and then board will vote. 2) Pens as possible give aways 3) Shirts are also an option. Caroline has found some items on the Web. She will distribute the information.

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**Results of Metrics** - (Joe & All) Joe asked for a list regarding attendance over last year. Daleene provided names of attendees. She also provided a chart indicating the number of people who attended one meeting through all seven. The cart showed how many people are members vs. non-members. The board is looking at survey from people who attended the meeting. Should we look at job fair, resume swap, etc.

- ◆ **January Chapter Meeting** – (All) Sue motioned to have a January meeting. Seconded by Jim. Unanimous.
- ◆ **Speakers/Vote Needed** – (All) Mr. Gene Anderson for \$500.00. Laurie motioned to bring Gene in for October. Seconded by Sue. Unanimous.  
Chevonna motioned to bring Roy Greenia in September. Seconded by Dean. Unanimous.  
Caroline will check with Roy and Gene for their availability.  
**Action:** Dan to look for a presenter from Dow regarding supply chain, possible PM from Carbine Acquisition, etc.  
**Action:** Jim to check with a person he knows at a Construction Company.
- ◆ **Training & Education** – (Jim & Sue) Pete will teach earn value and the PM game. He is doing a class in August for MS Project.  
**Action:** Jim to follow up with Amy Piper and Tami Rozovics.
- ◆ **Chapter Meeting Location** – (Daleene) Go back to Black Forest for equipment info and then call Zehnder's.
- ◆ **Survey to Membership** – (Chevonna & All) Daleene made a motion to go forward with the survey of members who do not attend all year. Seconded by Joe. Unanimous.  
Formed committee to create the survey:  
Members: Laurie, Joe  
Send all suggestions on questions to Laurie or Joe
- ◆ **Golf Outing 2<sup>nd</sup> Annual Date & Profit** – (Jim & All) Week-end after Mom's Day (May 15). Per follow up from Jim on 6/25/03 - talked to John Shelton of Zehnder's and have blocked off May 15, 2004 for 2<sup>nd</sup> annual outing.
- ◆ **Financials Savings Account** – (All) Next meeting – Dan to check on minimum balance or any charges we may incur.
- ◆ **Financials Budget Review** – (Karl, Dan & All) Same as the above – savings account.
- ◆ **Board Members Roles & Responsibilities** – (All) Needs updated in August to have ready in fall for the special election. Provide feedback to Caroline regarding adds, deletes or changes to your responsibilities by COB July 1.
- ◆ **By Laws & Constitution** – (Caroline & All) Table until Roles and Responsibilities are complete. Looking for this to be complete for fall special election also.

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- ◆ **July Newsletter** – (All) Laurie is looking for two bios. One for the newsletter and one for the Web. Light one for the newsletter-new and old board. Web site will be the paragraph type. **Must be to Laurie by June 27.** Newsletter will address who is presenting at least the first couple of months this fall. Expected to go out after the July 15 board meeting.

**Strategic Planning / PMI Goals** – (Laurie) – Passed out PMI Goals information. Laurie collected information regarding goals. She suggest we use the To, So that, By and Objective format to track the goals of the board.

**Web** – (Chevonna for Eric) Dreamweaver is the preferred option. Alternative is Front page. It is not recommended. We have \$300.00 budgeted leaving only \$69.00 additional. Eric is willing to learn and maintain our chapter's Web site. Caroline will look into possible discount prices on Dreamweaver. The board will own the software. If Eric is replaced for some reason we will not loose it. **Action:** All board members review the Web and make any suggestions for improvement you see.

### Round Table:

- ◆ **Outgoing President-Tom-**
- ◆ **President-Chevonna-** Leadership meeting for Chevonna & Caroline. Chevonna is looking into options to reduce cost. More information to follow.
- ◆ **Senior VP – Caroline** – We have approval for PMI marketing display at our September meeting. Caroline will take care of the heartship application by next meeting, forms just came out.
- ◆ **Outgoing Senior VP – Joe** – No active discussion of employment opportunities, should be on agenda.
- ◆ **VP of Publications-Laurie** – None
- ◆ **VP of Education & Training-Jim** – Jim to check on May 15, 2004 9:00AM golf outing with course.
- ◆ **Outgoing VP of Education & Training – Sue** – Speaker/Training – JD Hunter for April. She will see if he would consider coming. Sue will work on Rita's presentation again. Sue will ask husband Greg if he is willing to present this year.
- ◆ **VP of Comptroller – Dan** – Propose to break down budget by each area.
- ◆ **Outing VP of Comptroller – Karl -**
- ◆ **VP of Marketing-Dean** – None
- ◆ **VP of Communications - Daleene** – If a member of the board wishes a word for word note in minutes, please send to me.

## PMI Thumb Chapter Board Meeting-06/24/03

**Next Board Meeting: July 15, 2003**

**Agenda items for future meetings:**

- Speakers – Dan, Sue & Caroline
- Training – Jim
- Survey – Laurie & Joe
- New location for meetings – Daleene
- Board Goals/Strategic Plans – Chevonna, Dan
- Web software vote – (All)
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**Meeting Adjourned:** Meeting adjourned at 7:58 PM. Motion to close meeting by Caroline. Seconded by Jim

See Attachment for Summary of Action Items.

Sent minutes on 6/25/03 afternoon.