

PMI Thumb Chapter Board Meeting-07/15/03

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 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	X
Buffenbarger, Eric	Web Master (not elected to board)	X
Donovan, Jim	VP Education & Training	
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	
Nelson, Chevonna	President	X
Robison, Caroline	Senior VP	X
Rondy, Dean	VP Marketing	

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

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

Comptrollers Report:

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

Checking per monthly statement as of 6/30/03:	\$3,519.58
Savings per quarterly statement as of 6/30/03:	\$8,313.52
Cash on hand:	\$150.00
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Total Amount:	\$11,983.10

Daleene motioned to accept the Treasurer's Report. Seconded by Chevonna. Unanimous.

A. Chapter Business:

Transition Update – (All) VP of Communications-Complete: Chevonna has transitioned all to Daleene. Webmaster Eric is being brought in.

President-Complete: Tom has transitioned to Chevonna.

Senior VP – Joe will hand off files by next meeting to Caroline.

VP Comptroller – Transition will take place with Karl, Dan, Caroline, Chevonna and Tom after this meet.

Meeting Survey Results Employment Opportunities - (Joe) Employment opportunities had the worst results on the surveys completed during the membership meetings. The new board should look at a proposal for improvement. Possibilities: resumes be published, job postings, etc.

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Leadership Meeting Registration Open – (All) Registration is open. Caroline and Chevonna are interested in going. Our chapter cannot qualify for the heartship funding as we have reported financial reports above the \$5000.00 limit. Chevonna estimated flights are between \$200.00 and \$300.00. Dan says we have the money, they have the desire to go and the value is training, changes in PMI-networking, networking, etc. Laurie made a motion to send two people from our chapter to the Leadership Meeting. Seconded by Daleene. Unanimous.

Goals for Board – (All) Dan presented a model. Offered an approach that will produce results. Perhaps the board could go forward with this a little later in the year. Can Dan provide us the steps we need to go through? **Action:** Dan will forward the information out to the board members through email on this. Joe suggested Dan include former board members in the distribution to obtain some of their experience.

Membership Phone Survey – (Laurie & Joe) Laurie provided the survey developed by Joe and her. The survey was expanded a little to obtain additional information, hopefully we will be able to understand the membership better. 90+ members have never attended a single meeting. **Action:** Joe to separate the files and send them Laurie. Laurie will forward to Daleene for distribution to the board members.

Speakers – (Caroline) We have the following:

September Roy Greenia – Roy will provide his presentation by the Aug 26 meeting.

October Gene Anderson – Gene will provide his presentation by the Sept 23 meeting.

November is empty. Sue is going to talk to her husband Greg.

December – no meeting

January – Sue is working with someone in Michigan who works with/for Rita

February – open (Dan proposed Hans) Dan will check with him to see if he would do Nov meeting instead. Perhaps we could move Sue's husband Greg here.

March – Doug (Dow)

April – JD Hunter (maybe a different meeting)

May – business meeting plus network fair possibly.

Speakers – Chapter buys his/her dinner and provides a gift. Caroline asked how we should handle mileage. Will we pay mileage for a presenter along with the dinner and a gift?

Membership Meeting Location – (Daleene) Daleene presented the results of the locations to hold the meetings in Frankenmuth. Board voted to say at the Bavarian for at least the first 3 meetings. We will review the locations again after we have the survey. The board will review the location if it is an issue with the members surveyed.

July Newsletter – (Laurie) Laurie handed out the chapter newsletter in advance due to the content and format. It will go out in July.

Golf Outing – (Jim) Daleene received an update from Jim after the June 24 meeting, he has reserved Saturday May 15, 2004 for the outing.

Chapter Insurance – (Chevonna) Chapter is required to make a payment of \$200.00 for the 2003 General Component Liability Insurance to PMI headquarters. Chevonna made a motioned we pay. Seconded by Laurie. Unanimous.

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Marketing Plan/Materials Updates – (Dean) Daleene had received Dean's updates, but did not have them available at the meeting. She will locate and distribute to all board members.

Training & Education Updates – (Jim & Sue) Tom suggested we keep UoM in mind, they just implemented a Project Management curriculum.

Board Members Roles & Responsibilities – (All) Daleene will send R&R to the board members with a must return by July 25, 2003 to Caroline. If no response, the description will stand as is.

Round Table:

- ◆ **Outgoing President-Tom-**
- ◆ **President-Chevonna-** Board needs to decide if the chapter will keep membership dues the same or submit new prices with PMI. Daleene motioned to keep membership \$20.00. Seconded by Laurie. Unanimous. We have a mentor for region 4, she needs financial support from the chapters. Tom thinks we gave 25 cents per member last year. Chevonna will call Cathy regarding the support cost. Chevonna will get with Daleene, who need to sign for Web hosting.
- ◆ **Senior VP – Caroline – None**
- ◆ **Outgoing Senior VP – Joe – None**
- ◆ **VP of Publications-Laurie – None**
- ◆ **VP of Education & Training-Jim –**
- ◆ **Outgoing VP of Education & Training – Sue –**
- ◆ **VP of Comptroller – Dan – None**
- ◆ **Outing VP of Comptroller – Karl – Will transition after meeting**
- ◆ **VP of Marketing-Dean – None**
- ◆ **VP of Communications - Daleene – None**

Next Board Meeting: July 29, 2003

Agenda items for future meetings:

- Comptroller and Training transition update.
- Networking/Job Fair - Caroline
- Letters from VP of Communications to new members & non-renewals - Daleene
- Process for speakers – Caroline
- Speaker's agenda – Caroline
 - Mileage?

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- Donation for mentor our chapter
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Meeting Adjourned: Meeting adjourned at 8:04 PM. Motion to close meeting by Caroline. Seconded by Laurie

Sent minutes on 7/18/03 afternoon.