

PMI Thumb Chapter Board Meeting - 09/23/03

2003/2004 PMI Meeting Schedule: Time: 6:00 PM Location: Bavarian Inn Frankenmuth, MI (Sept, Oct & Nov)

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

2003/2004 Board Meeting Schedule: Time: 6 PM Location: 5401 Gateway Center C/R 100 Flint, MI:

October 28	February 24
November TBD	March 23
December TBD	April 27
January 27	

Attendees:

Name	Position Held	Attended
Bartholomew, Tom	Past President	
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
Nelson, Chevonna	President	X
Robison, Caroline	Senior VP	X
Rondy, Dean	VP Marketing	X

Call To Order: 6:06 PM. Meeting called to order by Caroline. Seconded by Jim.

Previous minutes: Jim motioned to approve the previous meeting minutes. Seconded by Laurie. Unanimous.

Comptrollers Report:

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

Checking per monthly statement as of 7/31/03:	\$3,150.23
Savings per quarterly statement as of 7/31/03:	\$8,314.52
Cash on hand:	\$150.00
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Total Amount:	\$11,614.75

Dan to provide a budget trend reports. The Board suggest reports be kept on the simple side.

Chevonna motioned to approve the comptroller report. Seconded by Dean. Unanimous.

EIN number – Dan does not have success to report. Dan has talked to individual through emails and the associate. Dan believes it has to come from the government. Dan is going to try to talk to Ann again 9/24/03. This is may be an open issue for a while. Chevonna suggested Dan retain all communications. Dan may go to IRA direct regarding this issue.

A. Chapter Business:

Review of September Membership Meeting – (Caroline) Overall meeting results was positive. Dean feels we should tap into Davenport more. Results of surveys are out on the Web.

PMI Thumb Chapter Board Meeting - 09/23/03

Credit/Debit Card – (Dan) Dan followed up and there is no charge for the number of cards used. Chevonna made a motion cards for each individual with a limit of \$1,500.00. Laurie seconded. Unanimous.

Davenport University – (Dean/Jim) They can put things together for the chapter. Jim will talk to Bob about showing something more in our chapter area instead of Lansing/Grand Rapids area. Discussion still needs to go on with Bob regarding the financial side (profit/charges).

An instructor contacted Chevonna asking about a class attending the chapter meeting. Yes, they are welcome. Chevonna suggested we waive the meeting fee. Board discussed – what is the impact and what are we trying to accomplish. Board in agreement not to proceed.

Marketing of Speakers – (All) How do we? What do we? Chevonna suggested we send a note after the meeting showing a little about what the meeting was about. Eric & Chevonna will draft a message.

Decision on Web Link – LE Cheetah – (Chevonna) PMI Headquarters has been approached by Chevonna regarding their policy. Laurie suggested we use “Other related links”. What is the maintenance policy regarding the links? Need to talk with Eric regarding this as the Webmaster of the maintenance.

Marketing Plan - Update – (Dean) Caroline did get the marketing department components in a box CD and she will share with Dean. Every six months an update will go to someone in each chapter.

Dean met with Bob (Davenport). Dean has ordered additional pens and they are coming. Dean looked into the padfolios. Large \$22.33, small \$18.50 and embossed \$31.50. Quantity is 24. What are we going to do with them? Speakers, trainers and trainer assistant, golf outing gift etc. Laurie motioned to purchase 24 large padfolios. Seconded by Jim. Unanimous.

Networking/Job Fair – (Caroline) Script will be forwarded by Caroline. We have a good SIG representative. Caroline is still working with vendors.

Membership Phone Survey – (Laurie) Presentation provided by Laurie.

Process for Speakers – (All)

Web Update Software – (Eric) Presentation provided by Eric. Changes made: files to pdf and went with standard file naming. Pulled off last year's info, only current year info there. More needs to be done.

Training & Education – Update – (Jim) Suggested food be provided and increase the cost of the class. Jim needs an Acteva for charging the cost of classes. Need to move out first class for at least a week.

Membership Meeting Survey – (Caroline)

PMI Thumb Chapter Board Meeting - 09/23/03

Review of October Membership Meeting – (All) Caroline will provide list of equipment the presenter needs. Dan stated we are ready for the November meeting as far as equipment.

Chapter Goals – (Chevonna/Laurie)

Strategic Plan – (Caroline) Carry over to next meeting. Caroline has information to share from the meetings she attended in Baltimore. We need to make progress on it, Chevonna stated.

Bylaw Updates – (Caroline)

Election Process – (Chevonna)

Round Table:

- ◆ **Outgoing President – Tom –**
- ◆ **President – Chevonna –**
- ◆ **Senior VP – Caroline –**
- ◆ **VP of Publications – Laurie –** Need information for the Newsletter (first week of October to go out) by October 3.
- ◆ **VP of Education & Training – Jim –**
- ◆ **VP of Comptroller – Dan –**
- ◆ **VP of Marketing – Dean –**
- ◆ **VP of Communications – Daleene –**
- ◆ **Webmaster – Eric –**

Next Board Meeting: October 28, 2003

Agenda items for future meetings:

- By-law changes
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Meeting Adjourned: Meeting adjourned at 8:12 PM. Motion to close meeting by Caroline. Seconded by Laurie