

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)

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

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

November NA	February 24
December 12/9	March 23
January 27	April 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	
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 Jim.

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

Comptrollers Report:

Treasurer's Report given by Dan indicates the Chapter has:
 Checking per monthly statement as of 10/28/03: \$1,670.10
 Savings per quarterly statement as of 10/28/03: \$8,317.71
 Cash on hand: \$566.00

Total Amount: \$10,553.81

Dan said \$109.94 credit card charges for training will be credited to our account.

Dan's Action Items:

On line banking form filed 10/28/03. No fees incurred to browse on-line statements.

Debit card authorization forms for all active 2003-2004 chapter board members filed 10/28/03. Cards should be issues within two weeks.

Each card requested as:
 \$1000.00 daily total
 \$250.00 daily ATM

Authorization to transfer funds via telephone form filed 10/28/03. No fee incurred. Access will be within twenty-four hours.

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Business Visa Credit Card applications are in-hand. If you desire one the chapter can issue in the name of the individual but be aware that the chapter as a whole and the individual who has the card are also personally liable for any changes. Board agreed not to proceed with the credit card. Dan will close the loop on this.

The board will need to look at a transition of debit cards from the old board to the new in the Spring of 2004. Same as we currently do with the transition of the checkbook.

Jim motioned to approve the comptroller report. Seconded by Daleene. Unanimous.

A. Chapter Business:

Review of October Membership Meeting – (All) Evaluation of the October meeting was 83% and higher.

2004 Member Meeting Location – (Daleene/All) Chevonna made a motion for Daleene to check with Black Forrest in Frankenmuth to see if they have space available for January thru May 2004. Jim seconded. Unanimous. The board thought about the May meeting being held someplace in Flint, perhaps the Pierson Road area. There will be more discussion to follow.

Member Meeting – Payment & RSVPs – (Dan/Daleene) Looking at prepay and Etiva sign up. Looking at implementing for the January meeting.

Marketing of Speakers – (All) Need to address the feedback from October meeting and get something out to the distribution lists – Action by VP of Communications/Daleene.

Networking/Job Fair – (Caroline) Get the DEP sorted out by companies the members work for – Jim.

Membership Phone Survey – (Laurie) Move to next meeting agenda.

Process for Speakers – (All) The chapter will not be receiving presentation material from Gene Anderson for our October meeting.

Web Update Software – (All) Eric has Dreamweaver on his PC and has used it a little. PM education page is cleaned up now. This weekend's class is not working as yet, but will be in next couple of days. Eric is going to ID who should own each page of the Web site, so he can check with that person. If something needs changed, then the board member would contact Eric. He sent out an email to all board members regarding the updates to the Web. He is working on understanding how the Dreamweaver all works. He has done some of the easier actions.

Training & Education – Update – (Jim) Jim had five sign up, three showed up for the class on Saturday, Oct 25. There are seven people signed up for the class this Saturday, Oct 31. Jim wants to give Pete a gift certificate for dinner. Last year we paid him \$250.00. Pete is not expecting anything for his classes per Jim. \$50.00 gift certificate from the restaurant and \$50.00 from a bookstore.

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Jim wants to know "Do we have education PMP books for members to check out?". We agreed not to proceed with this.

Jim asked Caroline if she would teach a MS Project Basic class. She agreed.

Golf Outing – (Jim) Course has increased charges by \$2.50 and we must provide \$300.00 by January 15, 2004. We can cancel the outing 48 hours prior to the event, that includes the banquet also.

Review of November Membership Meeting – (All) Does Hans need anything special for the meeting. Dan has a meeting with Han on Friday. He will go through everything to make sure we have what he needs. What are we doing for him as a gift? Dan will check and see what we can provide. Dan will take care of the gift \$25.00 to \$50.00.

Process for Speakers – (Chevonna/Laurie)

Chapter Goals – (Chevonna/Dan) Chevonna will send out the goals again and we need to make sure we are making some process. Please review.

Strategic Plan – (Caroline) Dan is trying to get something together.

Bylaw Updates – (Caroline) Caroline has some updates and will send out.

Election Process – (Chevonna) She has the election process from Great Lakes Chapter. They are the only chapter who really responded to the request for information on the process.

November & December Board Meeting – what are we doing? No board meeting in November. Will have mini board meeting on December 9 at the Black Forest in Frankenmuth. Daleene will make reservations.

Should Board members pay \$5.00 meeting charge? Table until December meeting.

Round Table:

- ◆ **Past President – Tom** –
- ◆ **President – Chevonna** – She will make sure someone is responsible for the speaker gift.
- ◆ **Senior VP – Caroline** –
- ◆ **VP of Publications – Laurie** –
- ◆ **VP of Education & Training – Jim** – Can he sign the golf outing document. Yes.
- ◆ **VP of Comptroller – Dan** –
- ◆ **VP of Marketing – Dean** –

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- ◆ VP of Communications – Daleene –
- ◆ Webmaster – Eric –

Next Board Meeting: December 9, 2003

Agenda items for future meetings:

- Membership Phone Survey (Laurie)
- \$5.00 Chapter Meeting Fee – should Board Members pay? (All)
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Meeting Adjourned: Meeting adjourned at 7:41 PM. Motion to close meeting by Jim. Seconded by Dan.