

2003/2004 PMI Meeting Schedule: Time: 6:00 PM Location: Black Forest Frankenmuth, MI

February 10 April 13
 March 9 May 11

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

February 24
March 23
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	X
Bartholomew, Beth	VP Comptroller	X
Grandy, Daleene	VP Communication	X
Hubble, Laurie	VP Publication	X
Nelson, Chevonna	President	X
Robison, Caroline	Senior VP	
Rondy, Dean	VP Marketing	X

Call To Order: 6:04 PM. Meeting called to order by Jim. Seconded by Daleene. This meeting is the January meeting which was postponed due to weather.

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 01/25/04: \$1,977.86
 Savings per quarterly statement as of 01/25/04: \$8,321.91
 Cash on hand: \$0.00

Total Amount: \$10,299.77

A. Chapter Business:

Review of January Membership Meeting – (All) Chevonna said she thought it was well received. Received excellent feedback regarding the speaker. Liked the new location.

New Year’s Mailings – (Chevonna/Caroline) Mail people who did not attend the September meeting should have received a pen and such. But the mailings did not go out. What do we do now to get pens out to everyone? What else do you send with them now. Brochure, pen and meeting fee waiver for people who did not attend. Anyone who has not attended this year. If they have attended this year will get voucher for a waiver. Make sure RSVP is a requirement on the voucher.

Member Meeting – Payment & RSVPs – (Daleene) VP of Communications send email to people who did not attend after they RSVP’d within one week. 2nd reminder goes out after the next month meeting.

Membership Meetings – Free Dinner Coupons – (Daleene) Need to add to the coupon to select pay at the door. Chevonna to get with Caroline on this.

Networking/Job Fair – (Chevonna for Caroline) 14 volunteers at the last meeting. We believe Caroline has contacted volunteers. Chevonna and Laurie Gooding are looking for a site to handle the meeting in Flint. Food is also another consideration. Meeting this week to work out the script to talk to companies about holding a booth at the fair. Jim will check with Baker college regarding space there. We are looking at 20 booths. Set up 3 to 4 starting at 5 or 5:30. There may be presentations by the companies in separate rooms. The 7 to 8 business meeting will still take place. How is the chapter going to cover the cost of the meeting? Beth made a motion we go forward to get sponsorship to cover the cost of the event so it is free to the membership. Seconded by Jim. Unanimous. Dean will get with the VP of Marketing for Western MI Chapter.

March Leadership Meeting – (Chevonna) March 25 to 27 is the meeting. Chevonna and Jim are talking about going. Laurie is a potential. Need to be there on the 24th, that is when it really starts. Daleene made the motion to send two people to the meeting. Seconded by Beth. Jim is for sure going. Second person will be Chevonna, Laurie or Beth.

Processes – (Chevonna/All) Acteva processes is step by step. Laurie will look at doing the process template. Look at your position and see what you have. They need to be ready before the May meeting.

Special Election – (Chevonna) Chevonna has put together changes being looked at in the election process. Chevonna sent out an example and is waiting for feedback. Chevonna wants to start in March. April meeting to stand before the members and say why they are qualified and is interested in holding a position.

Eric to check Acteva for voting ballots. We need member number so it can be verified they are in good standing. What is the charge for Acteva.

Tom's concerns:

Voting ballot security.

One or two terms and staggering the elections of offices. Do not want a complete turn over of the board.

Chevonna will make changes and redistribute. Looking for approval at the February from the board and then take it before the members in March.

Webmaster Position – (Chevonna)

Webmaster Update – (Eric) The chapter still has space available. Eric is still looking at having our own space and ability to do updates to the web site. MI component calendar – received reply from some but not much.

Training & Education Update – (Jim) MS Project Class coming up February 28, 2004. Going to be at Baker College and he already has a

Beth made a motion that if a board member signs up for a class – the fee is not charged to that member. Seconded by Laurie. Unanimous.

Review of February Membership Meeting – (All) Gregg Natkowski is presenting at the February meeting and Gregg has asked another fellow to present with him. There is now discussion about payment and dinner payments.

Beth made a motion for the chapter to pay for the 2 presenter and their guest for dinner, but no speaker fee at this time since it was not prearranged and not in the budget. But future engagements can be address at that time. Seconded by Laurie.

Laurie will speak with Sue.

Need to verify equipment needed. Daleene will get with Caroline. Need to know by Friday so Daleene can contact Black Forest.

Saginaw Valley Chapter Proposal – (Chevonna) PMI is asking us to be prepared, Dan is proceeding with his request for new chapter. Dan has provided a list of the zip codes he wants. According to the zip codes he is asking for, its mostly just south of Saginaw and all north. When a zip code goes it goes by the first 3 digits.

Tom says we need to look at the strategic plan for our chapter and where we are going to be in 5 years. We need to look at what is best for the Thumb Chapter.

Chapter Goals – (Chevonna/Dan)

Strategic Plan – (Chevonna) Chevonna has asked Dan to have it ready by the April meeting.

Bylaw Updates – (Caroline)

Election Process – (Chevonna)

Round Table:

- ◆ **Past President – Tom** –
- ◆ **President – Chevonna** – Many thanks to Beth for taking the position of comptroller. Chapter renewal has been accepted by PMI. Chapter is good to go.
- ◆ **Senior VP – Caroline** –
- ◆ **VP of Publications – Laurie** – Need to discuss the next newsletter and the purchase of software for writing a newsletter. Laurie suggested Dean talk to Western MI chapter VP of Publications. If you know anyone who has written articles please encourage them to do that.
- ◆ **VP of Education & Training – Jim** – Golf outing – Jim wants 5 awards and he wants sponsors for that. Got a note from Dan he owes receipts for last fall. Write down what the cost was, what it was for and if it was approved by the board. Gift Certificate for Pete for teaching classes.
- ◆ **VP of Comptroller – Beth** –

- ◆ **VP of Marketing – Dean** – Going to work on Marketing plan.
- ◆ **VP of Communications – Daleene** – Chevonna will cover for me in March. Chevonna will pick dinner.
- ◆ **Webmaster – Eric** –

Next Board Meeting: March 23, 2003

Agenda items for future meetings:

- Payment for speakers - All
- Chapter goals – Chevonna
- Golfing Outing (things need to be firmed up) - Jim
- Newsletter (fairly long discussion) – Laurie
- Election of officers
- Need to look at scholarships
- Purchase books for local university to help build Project Management
- Future speaker from GM Rick Spina per Tom

Meeting Adjourned: Meeting adjourned at 8:50 PM. Motion to close meeting by Laurie. Seconded by Jim.