

PMI Thumb Chapter Board Meeting-04/27/04

2003/2004 PMI Meeting Schedule: Time: 6:00 PM Location: Ramada Inn Flint, MI
May 11

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

Attendees:

Name	Position Held	Attended
Bartholomew, Beth	VP Comptroller	
Bartholomew, Tom	Past President	
Buffenbarger, Eric	Web Master (not elected to board)	
Donovan, Jim	VP Education & Training	X
Grandy, Daleene	VP Communication	X
Hubble, Laurie	VP Publication	X
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: The previous minutes have been approved.

Comptrollers Report: (Beth would you please provide the correct information – Thank You.)

Treasurer’s Report given by Beth in an email to the board members indicates the Chapter has:

Checking per monthly statement as of 03/24/04: \$ 2,532.64

Savings per quarterly statement as of 03/24/04: \$ 5,321.94

Cash on hand: \$ 142.50

Total Amount: \$ 7,997.05

Need Beth to verify the money from Nutec and IMSI has been received even though it was not included in the income in the reports she presented to the board.

A. Chapter Business:

Review April Membership Meeting – Survey information was provided by Caroline to the board via email. Everyone enjoyed the speaker and we had very good feedback regarding the speaker and the presentation.

Networking / Job Fair – Financials – \$1778.00 total have been spent. Chevonna goes Wednesday late afternoon to talk with the lady from Ramada regarding food. 57 signed up and 6 are vendors, that makes 51 registered. Schedule of events sent by Caroline, some people require datashows. We need 3 datashows and no overheads. Three screens will be needed or at least we need white walls. Chevonna will check tomorrow to see the walls and verify the price for screens. Podiums – Caroline will verify if they are needed or not. Rooms are small enough, people should not need microphones. Pamphlets – sent a copy to the board but she has made a couple changes since then. Logo will be in color. Chevonna will get with Caroline regarding the information on food set up. We have 12 vendors (one is an independent) confirmed with three to comment by end of the week. PMI table inside will be board members. Sign in table will be handled by volunteers per Caroline.

Beth needs to arrange for the money to make change.

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Jim will let Daleene know if he has enough name tags, so she does not need to buy them. He also may have the black marks for writing names on tags.

Election Updates – No one running for Marketing or Senior VP. Chevonna is going to check with Patricia McClanahan regarding write ins. How do we handle write ins, do they want to be considered? Does the board then vote on the write ins. Election board will have to deal with the process for write ins.

Newsletter Software – MS Publisher – Laurie had an approval for \$100.00 for the software, however when she went to buy it was more like \$180.00. She has found a way to go through EDS and she is going that way. Eric has assisted Laurie in working with the existing software for the newsletter.

Education & Training Update – Jim feels over the summer we should work with Davenport and Kettering to partner up. Jim has received some suggestions on what they want to see. Jim has contacts that we need to discuss over the summer. VP of Marketing should work with Jim regarding this. Jim wants to try to reschedule the PMP Review Class in September. What are we doing about RAP? Caroline said “Don’t pay”. According to a note Caroline has received regarding RAP program, we are able to continue doing what we do without paying.

Review of May Business Meeting Plan – Do we have an agenda, do we know what we are going to include. Chevonna wants to present the chapter accomplishments. Recognitions for people who attend the chapter meeting and some other items. Certificates will be needed for the recognition. We usually do a treasurers report, Beth to provide. Election results. Election Board needs to make sure the availability is there for people to vote if necessary. PDUs are included in the Networking Fair, so Daleene does not need to register the business meeting.

Golf Outing Update – Jim has 21 signed up as of today. Jim has volunteers to assist. What do we want to purchase with our additional moneys with our logo on them. Caroline has portfolio pads we can raffle off. Continental breakfast will be moved outside this year.

Tax Information – We do not have to submit per Chevonna. She has asked Beth to document.

Marketing Plan – Received a draft from Dean last month and has been reviewed by Chevonna. Good starting point, but needs more definitions. Good starting point for new VP of Marketing to start with.

Process Documentation – Eric submitted his. Chevonna wants everyone to document their processes. Must be documented to assist the new people coming into the position.

Board Transition Plan – How do we transition from one board to another. Process is one meeting for the transition the outgoing board member to the new members. Along with the ones who will be staying. Make sure you have a checklist so you have passed everything along to the new board member. Once new members are elected we will have a brief meeting to determine when we will meet.

Round Table:

◆ Outgoing President-Tom-

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- ◆ **President-Chevonna- None**
- ◆ **Senior VP – Caroline – None**
- ◆ **VP of Publications-Laurie** – Laurie will bring camera to the networking fair.
- ◆ **VP of Education & Training-Jim** – Meeting on Saturday with the rest of the components in MI. Are we going to have a calendar on our WEB site? Eric is working on this, but not all chapters have provided info. Jim will find status at the meeting. Laurie and he will be attending. MI Project Management Job Fair will come up also. Suggestion we wait until after the new board has come together. Sign up table at the board meetings needs to be covered by the people.
- ◆ **VP of Comptroller – Beth –**
- ◆ **VP of Marketing-Dean –**
- ◆ **VP of Communications - Daleene** – Chapter registration number – can we put them on the WEB, question came from a member.

Next Board Meeting: May 25, 2004

Agenda items for future meetings:

- PDU posted to the WEB after each chapter meeting. Look at submitting registration list to PMI and they automatically give PDUs to the PMPs.
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Meeting Adjourned: Meeting adjourned at 7:32 PM. Motion to close meeting by Jim. Seconded by Chevonna.