

# PMI Thumb Chapter Board Meeting-04/27/04

## 2003/2004 PMI Meeting Schedule:

2003/2004 Board Meeting Schedule: Time: 5 PM Location: 5401 Gateway Center C/R 113 Flint, MI:  
June 22, 2004

## Attendees:

Name	Position Held	Attended
Bartholomew, Beth	Outgoing VP Comptroller	X
Bartholomew, Tom	Past President	X
Buffenbarger, Eric	Web Master	X
Donovan, Jim	VP Education & Training	
Fendert, Shelly	Incoming VP Comptroller	X
Gooding, Laurie	Incoming Senior VP	X
Grandy, Daleene	VP Communication	X
Hubble, Laurie	VP Publication	X
Kessler, Joanne	Incoming VP Marketing	X
Nelson, Chevonna	President	X
Robison, Caroline	Outgoing Senior VP	
Rondy, Dean	Outgoing VP Marketing	X

**Call To Order:** 5:30 PM. Meeting called to order by Chevonna. Seconded by Daleene.

**Previous minutes:** Motion to approve previous board meeting minutes by Laurie H. Seconded by Beth. Unanimous.

## Comptrollers Report:

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

Checking per monthly statement as of 05/25/04: \$ 1,310.87

Savings per quarterly statement as of 05/25/04: \$ 3,021.91

Cash on hand: \$ 50.00

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Total Amount: \$ 4,382.78

Transition and audit will take place tonight by Chevonna and Beth. Along with Laurie G as new Senior VP.

Debit cards did not arrive.

Shelly will need to send out a request to the board members for an estimated budget. Once everything is collected, present to the board for approval. Budget for Marketing – Joanne & Dean will be discussing. Board meeting dinner should be part of the VP of Communications budget.

## A. Chapter Business:

### Goals For The Next Year (new topics, new speakers, financial) –

Contribute goals by your position. What would you like to see. Have them ready for the next meeting.

Meeting once a month in the summer, as long as everything required of the board is met.

### Goals (Brainstorming):

Maintain and increase membership.

Increase collaboration with other chapters.

Newsletter advertising – bring in dollars for the chapter.

Develop a scholarship plan for local university. College students going into Programme Management.

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Marketing – Local chamber of commerce & college / universities  
Increase participation of membership  
Rid ourselves of “EDS” chapter – involve other non-EDS participation.  
Revenue generation.  
Web site expansion. (i.e. host)  
Chapter netmeeting / web meetings.  
In-depth marketing plan  
Golf Outing  
Grow sponsorship program  
Documented processes  
Budget vs. actual  
Projected revenues  
Education & Training

**Program Sponsors (each mtg?)** – We need to set up a sponsorship. What else do they get besides possible job seekers.

**Marketing Goals** – Dean presented his high level plan for Marketing. Plan was provided to the board prior to the meeting.  
Chevonna suggested Joanne pull a committee together to go forward with the marketing of the chapter. Caroline has a list of people who has expressed an interest in helping.

**Strategic Planning** – Laurie indicated Paul Schwartz has information to share. Suggest we put that on the agenda for a future meeting.

Laurie made a motion the information will go out prior to the meeting and have it on the agenda for next meeting. Chevonna seconded. Unanimous.

**Location (Board mtgs – summer / rest of year, Chapter mtgs)** – Board meeting Chevonna motion the meeting be held at Gateway. Second by Daleene. Unanimous.

Chevonna motioned we have meeting from 5 to 7 instead of 6 to 8. Second by Laurie H. Unanimous.

Chevonna made a motion we have one meeting a month for the summer. Second by Laurie H. Unanimous.

Location of the Chapter Meetings. Chevonna is gathering cost and food selection options. This will be a future agenda item. Need to lock down by July Board meeting.

Daleene motioned the chapter purchases dinner for the board meetings. Seconded by Laurie G. Unanimous.

**Web Site Improvements (Pictures of Board Members)** – Limited to 10meg of size on the Web. Would like to look at possible housing of past presentations and newsletters for example.

Eric looking into finding a place to house our web site. Which would include more space, possible emails, etc. Eric will bring a proposal to the June meeting. Also include sign up for a search engine

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to find us. PMI has a two year grace period, which we may be coming to an end. This will provide a quicker turn around for having updates to our web site. Will look into adding a counter so we know how many hits we get.

Calendar request is out there again for the MI chapters. Chevonna suggest going to the web site and getting the name of the presidents of each chapter. Contact them for the name of a person to contact in their chapter regarding this.

Eric is working on clean up of position posted and resumes. Need the VP of each area to look at the web and let Eric know what should be deleted.

Need to verify the companies by our members work for. Last time Jim sent to Eric and he did the consolidation of the companies.

**Publications - Newsletter** – July is a special edition of the newsletter.

Laurie will be sending information to the the new board members and the outgoing members. She will include this in the newsletter.

Laurie has obtained a copy of the software needed for the newsletter. She is getting that loaded and try to use it for the next publication.

**Training** – Move to June agenda.

**Process for Automatic PDU for PMP's** – Move to June agenda.

**Golf Outing** – 37 golfers this year. Everyone who signed up attended. Good time had by all. Jim is thinking of moving the outing to later in the year for 2005.

**Additional Items** – Logo for chapter has been corrected some. Do we buy shirts for the new members or do we buy new for all the board members? Shelly made a motion to buy shirts for the new board members only. Seconded by Laurie H. Unanimous.

Business cards are being printed with new board members on the back. Caroline has agreed to make them for us and will be available at the June board meeting.

### Round Table:

- ◆ **Past President-Tom-** None
- ◆ **President-Chevonna-** None
- ◆ **Outgoing Senior VP – Caroline** – None
- ◆ **VP of Publications-Laurie** – None
- ◆ **VP of Education & Training-Jim** – None
- ◆ **Outgoing VP of Comptroller – Beth** – None

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- ◆ **Outgoing VP of Marketing-Dean** – None
- ◆ **VP of Communications - Daleene** – None
- ◆ **Incoming VP of Marketing – Joanne** – None
- ◆ **Incoming Senior VP – Laurie Gooding** – None
- ◆ **Incoming VP Comptroller – Shelly Fendert** – Is there a common repository for board information. Chevonna says each board member keeps their own, no common repository.

***Next Board Meeting: June 22, 2004***

### **Agenda items for future meetings:**

- Sponsorship – Jim. Think about a brochure explaining the sponsorship. You get this from this much money. May be able to use the publishing software (for newsletter) to create the brochures.
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***Meeting Adjourned:*** Meeting adjourned at 7:10 PM. Motion to close meeting by Chevonna. Seconded by Daleene.

Transition took place at that time between the incoming board members and the outgoing members.