

PMI Thumb Chapter Board Meeting-07/13/04

2004/2005 PMI Meeting Schedule: Time: 6:00 PM Location: TBD

September 14, 2004

October 12, 2004

November 9, 2004

January 11, 2005

February 8, 2005

March 8, 2005

April 12, 2005

May 10, 2005

2004/2005 Board Meeting Schedule: Time: 5 PM Location: 5401 Gateway Center C/R 113 Flint, MI:

July 27, 2004

August 24, 2004

September 28, 2004

October 26, 2004

November – None

December – TBD

January 25, 2005

February 22, 2005

March 22, 2005

April 26, 2005

May 24, 2005

Attendees:

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

Call To Order: 5:08 PM. Meeting called to order by Laurie G. Seconded by Jim.

Previous minutes: Motion to approve previous board meeting minutes by Joanne. Seconded by Laurie G. Unanimous.

Comptrollers Report:

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

Checking as of 06/30/04: \$ 3,146.83

Savings as of 06/30/04: \$ 3,557.48

Cash on hand: 50.00

Total Amount: \$ 6,754.31

A. Chapter Business:

Electronic Vote – Laurie H. sent an email on June 29 making a motion “Accept the advertising form and rate structure”. Seconded by Chevonna. Unanimous.

Electronic Vote – Chevonna sent an email on July 7 making a motion “Hold the Chapter Monthly Meeting in Flint at the Ramada Inn on Pierson Rd”. Seconded by Laurie G. Unanimous.

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Electronic Vote – Chevonna sent an email on July 7 making a motion “Dinner and meeting fee changes to \$25.00 a month for Thumb Chapter Members and \$30.00 a month for non Thumb Chapter Members. There will also be a \$5.00 late registration fee for members and non members.” Seconded by Laurie G. Unanimous.

Component Liability Insurance for the chapter – Chevonna sent an email on July 6 explaining: Each year the chapter must pay Component Liability Insurance. We have received our statement and the cost for this year is \$200.00. This insurance is required, I authorized payment at this time. The board members received a copy of the statement for review.

Process for Automatic PDU for PMP’s (Daleene) – Registration form goes to PMI prior to meeting. PMP signs in at meeting and includes their #. After meeting PMP information is sent to PMI.

DEP Report Discussion (Daleene) – Change to sign in for DEP report. DEP was discussed at the first meeting of the outgoing and incoming board members. Also look for changes to the reports provided from the PMI upgrades.

Budget Income Discussion (All) – Laurie H. will send note to Shelly regarding the spreadsheet. Move to next meeting for approval.

Marketing Update / Posters, Banner, Brochures, etc. (Joanne) – Example of banner material was provided by Joanne. Comes in different sizes. Joanne made a motion we purchase a banner as part of our marketing strategy. Seconded by Jim. Unanimous.

Posters – Joanne is meeting with Shelly next week to see what help we can get from her organization. Kinko makes poster for \$2.96.

Sponsorship programs – there is a dinner portion in the various chapters. Joanne has contacted them and is starting to get back information from the various chapters. Joanne made a motion have a dinner sponsorship program for this year that includes \$100.00 for a) table for literature & advertising b) sponsor acknowledgement in event brochure, poster & newsletter. \$250.00 for a) same as first one b) opportunity for 15 minute presentation c) name & URL link on our web site for that month d) ½ page advertising in one issue of the chapter newsletter. Newsletter publication dates to be included in the policy statement as it reads now and links on the website to the advertising policy. Seconded by Chevonna. Unanimous.

Strategic Planning / Vision, Objectives, etc. (Laurie H.) – Reviewed attached slides Laurie had prepared. Discussion by board members.

Publication - Newsletter (Laurie H.) – This is the schedule for publishing the Newsletters: Special addition July 12, 2004 (targeted), October 4, 2004, January 3, 2005, April 4, 2005, special addition July 11, 2005 and October 3, 2005. Constrained a little by the web.

Training (Jim) – Try to have PMP prep classes at least once a month over two Saturdays. Jim made a motion PMP prep classes for students that are members of MI Thumb Chapter of \$70.00 and non members of \$100.00. Seconded by Joanne. Unanimous.

Jim is going to contact the RIS SIG for travel expense for the instructor.

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Jim wants to see if Pete will change his class from PMP related to a non PMP related class. Perhaps it would help people with studying. He would like to have this in the spring if possible.

Web Site Improvements (Eric) –

New Events – Laser Tag / Whirly Ball / ? (Laurie G.) – Event for Whirly Ball theme would be Team Work. Laurie G is working on a presenter. Proposed date Thursday, October 21 and cost is \$20.00 per person. Ten people per game. Laurie G will provide budget information at next meeting.

Laurie G will check into Laser Tag event for February 2005.

Brain Storm new income ideas (All) –

Brain Storm new training ideas (All) –

Round Table:

- ◆ **Past President - Tom -**
- ◆ **President - Chevonna – Thanks to all the board members – we're doing great.**
- ◆ **VP of Publications - Laurie –**
- ◆ **VP of Education & Training - Jim –**
- ◆ **VP of Communications - Daleene –**
- ◆ **Incoming VP of Marketing – Joanne –**
- ◆ **Incoming Senior VP – Laurie G –**
- ◆ **Incoming VP Comptroller – Shelly –**

Next Board Meeting: July 27, 2004

Agenda items for future meetings:

- Sign onto DEP (Daleene)
- Budget Approval (All)
- Web Site Update (Eric)
- Brain Storm New Income Ideas (All)
- Brain Storm New Training Ideas (All)
- Leadership Meeting for October 2004

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Meeting Adjourned: Meeting adjourned at 7:04 PM. Motion to close meeting by Laurie G. Seconded by Joanne.