

PMI Thumb Chapter Board Meeting-07/13/04

2004/2005 PMI Meeting Schedule: Time: 6:00 PM Location: Ramada Inn Flint MI

September 14, 2004

February 8, 2005

October 12, 2004

March 8, 2005

November 9, 2004

April 12, 2005

January 11, 2005

May 10, 2005

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

August 24, 2004

January 25, 2005

September 28, 2004

February 22, 2005

October 26, 2004

March 22, 2005

November – None

April 26, 2005

December – TBD

May 24, 2005

Attendees:

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

Call To Order: 5:07 PM. Meeting called to order by Laurie G. Seconded by Joanne.

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

Comptrollers Report:

Treasurer's Report given by Shelly to the board members indicates the Chapter has:

Checking as of 07/27/04: \$ 2,757.09

Savings as of 07/27/04: \$ 3,557.48

Cash on hand: \$ 50.00

Total Amount: \$ 6,364.57

Motion to approve treasurer's report as presented by Laurie G. Seconded by Jim. Unanimous.

A. Chapter Business:

Walk through signing in DEP (Daleene) – Reviewed attachments Opening the DEP and How to Access the DEP.

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Leadership meeting for October Discussion (Chevonna) – Next meeting in Anaheim CA over Oct 12, 13 and 14. Chevonna is planning to attend. One board member will be a backup in case Chevonna is unable to attend. Jim suggested we send two people if possible, since there are a lot of meetings. Two people can attend more meetings. Plus if a new person goes with an experienced person, easier to learn from. Laurie G. made a motion to send one person to the leadership meeting with a cost between \$1500.00 and \$2000.00 (which is in our budget). Seconded by Joanne. Unanimous.

Budget income discussion / approval (All) – Jim made a motion we approve the budget as it stands. Seconded by Eric. Unanimous.

Marketing update (Joanne) – Joanne and Laurie G. are going on Wednesday, July 28 to purchase the banner. Joanne will be making an appointment with EDS Graphics regarding posters. Brochures will be put together this week and emails will go out for an approval. Joanne is hoping to have the people at Gateway get together for labels and mailings. Chevonna would like this done within the next two weeks.

Joanne is getting some names to contact regarding the sponsorships.

Strategic planning / vision, objectives, etc. (Laurie H.) – See attachment PMI MI Thumb SBP. Laurie H. made a motion to accept the names as board leader sponsors for the business plan objectives. Seconded by Laurie G. Unanimous.

Next step is for each sponsor to look at their goals and think about who will be working on this. Look at any improvements that may be needed. Think about how we get people to sign up to participate.

Publication - Newsletter (Laurie H.) – Newsletter is done and in Eric's hands. Should be going out by the end of the week.

Training update (Jim) – PMP review class scheduled for September 18 and 25. It is a two Saturday session.

Jim is in contact with New Tech who is a company handling training. New Tech would be the teachers and we would provide the space. However the cost is a lot higher. New Tech does not have a success rate metrics to show. Jim could see what other classes may be available. Numbers of classes are negotiable. Jim will continue to talk with New Tech.

Web site improvements (Eric) – The chapter is set up with the new hosting service. Current files on PMI have been moved to our new hosting service. Eric has done some testing, which appears to be fine. Eric is having an issue with the email addresses. Eric can put a forward on and it will forward mail to a inbox of our choosing. Eric is working on how to sent email from the chapter mailboxes.

Eric will draft a message to be sent to the distribution lists for our chapter regarding our URL change. Daleene will forward.

Eric provided a list of who he thought should be the Web Site Content Owners. See attachment PMI-MTC Website Owners. Some changes have been provided to Eric.

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Special events update (Laurie G.) – Electronic vote – Laurie G. made a motion to go forward with the Whirly Ball event based on information passed in the email. Seconded by Chevonna. Unanimous.

Laurie H. is working with Paul Schwartz regarding him doing a presentation or having it part of the game. Children must be 48 inches tall. Laurie G. made a motion to include children in the event. Seconded by Jim. Unanimous.

Brain storm new income ideas (All) –

Brain storm new training ideas (All) –

Round Table:

- ◆ **Past President - Tom -**
- ◆ **President - Chevonna –**
- ◆ **VP of Publications – Laurie H.** – Should we move the two brain storming ideas up earlier in the agenda. Shelly feels we have it in the strategic plan.
- ◆ **VP of Education & Training - Jim** – Are we having a meeting in two weeks? The board agreed to no.
- ◆ **VP of Communications - Daleene** – Chapter meeting registration has to be done after the meeting. It will include the list of PMPs who attended. Caroline forwarded a letter from PMI clarifying that.
- ◆ **Incoming VP of Marketing – Joanne –**
- ◆ **Incoming Senior VP – Laurie G –**
- ◆ **Incoming VP Comptroller – Shelly –**

Next Board Meeting: August 24, 2004

Agenda items for future meetings:

- Strategize about communicating to the membership for participation. (All)
- Review of the new Web site (Eric)
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Meeting Adjourned: Meeting adjourned at 7:04 PM. Motion to close meeting by Laurie G. Seconded by Jim.