

PMI Thumb Chapter Board Meeting-08/24/05

2005/2006 PMI Meeting Schedule: Time: 6:00 PM Location: Bavarian Inn Frankenmuth, MI
 Sept 13, 2005 Jan 10, 2006 April 11, 2006
 Oct 11, 2005 Feb 21, 2006 May 9, 2006
 Nov 8, 2005 Mar 14, 2006

2004/2005 Board Meeting Schedule: Time: 5 PM Loc: 5401 Gateway Center C/R 100 Flint, MI
 Sep 28, 2005 Jan 25 2006 Apr 26, 2006
 Oct 26, 2005 Feb 22, 2006 May 24, 2006
 TBD, 2005 Mar 22, 2006

Attendees:

Name	Position Held	Attended
Nelson, Chevonna	Past President	
Buffenbarger, Eric	Web Master	X
Donovan, Jim	President and VP Education & Training Interim	X
Fendert, Shelly	VP Comptroller	X
Davis, Laurie	Senior VP	X
Grandy, Daleene	VP Communication	X
Hubble, Laurie	VP Publication	X
Kessler, Joanne	VP Marketing	X
Tracey Cleeton	Guest - Chapter Member	X

Call To Order: 5:04 PM. Meeting called to order by Jim. Second by Laurie D.

Previous minutes: Motion to approve minutes from August 10 meeting by Laurie. Second by Jim. Unanimous.
 Corrections: None

Comptrollers Report:

Checking	6,113.29
Savings	3,564.59
Cash on hand	50.00
Total	9,727.88

Information from July 27, 2005 Board Meeting. Motion to approve by Laurie D. Second by Laurie H. Unanimous.

Comptrollers Budget Review:

A. Chapter Business:

President's Position Recap (Jim) – Patricia McClanahan attended the board meeting to discuss the filling of the President and VP of Education and Training. The board had taken the correct steps at the last meeting. The positions were recently voted on in May 2005. since the terms are for two years, the people that fill in the vacancy (Jim for President, Chevonna for Past President, and TBD for VP Education & Certification) will complete their terms, which will end in May 2007.

PMI Thumb Chapter Board Meeting-08/24/05

VP of Education & Training / Certification Candidate (Jim/All) – Tracy Cleeton, who is interested in the now vacant position, attended the meeting. Tracy would like to get a better understanding of the chapter and the industry. He has served on boards (not PMI) in the past. He is working on getting his PMP. Jim had discussed with Tracy, prior to the meeting, what the position requires.

Next steps:

Interview the 2nd candidate, Vicki O'Neil, then make a decision. Need a resume from her, Jim is following up.

Registration of Bonus Programs (Jim) – PMI has responded to Jim's request for registration of the PMI. According to Judy Brennan a chapter meeting can be registered as 1 PDU for the chapter and 1.5 for the chapter and bonus program. Board has decided to move forward with the bonus programs. Laurie D will send another request for speakers.

Draft Budget 2005/2006 (Shelly) – Showed proposed budget. Shelly will send out to the board for approval. The board will review the budget and provide revisions to Shelly by the end of the week.

2006 MTC Picnic (Laurie D) – Families should be invited. When: May 2006, not on mother's day weekend.

PMI Leadership Meeting in Toronto (Laurie H/All) – Jim's expenses are being covered by EDS for the room and rental car. The cost for Laurie H to go is \$733.00 for registration, room and food. Shelly said we have already budgeted for a person to go. We would have paid for Jim, so we can pay for Laurie H. Motion for Laurie H to go and the chapter will pick up her expenses by Jim. Second by Eric. Unanimous.

Gifts for Speakers (Laurie D.) – **Action Item:** Laurie D to have this to the board by next week.

Marketing Plan (Joanne) – Had EDS graphics do two brochures and updated the MTC brochure we already have. Kinko's made the copies. Joanne needs to purchase envelopes and stamps. Daleene provided the mailing labels.

Joanne sent out sponsorship information and heard from only one person. They asked for additional information, which she provided but she did not hear anything from them again. Channel 17 will not put it on, because the meetings are in Frankenmuth. She is trying to get all the free advertisement in we can. She will provide them with information each week, if they will accept it.

Training Update (Jim) – Eric contacted Cheetah Learning, but he has not heard back from them. We are going to put them on the education portion of our web site with links.

Jim needs to contact the account rep for External Training regarding the book Project Management Professional Study Guide Deluxe to start using for the future classes.

Golf Outing Update (Jim) – Received a bag from the bank. Joanne picked up a hat and golf shirt from Powertrain where she works.

Web Site Update (Eric) – Eric has updated a lot of the items on the web site. Chevonna is the only outstanding bio.

PMI Thumb Chapter Board Meeting-08/24/05

Take a look at Eric's sheet for the areas of the web you are responsible for, go to the web periodically and sent any updates to Eric.

Round Table:

- ◆ **Past President - Chevonna -**
- ◆ **Senior VP – Laurie D –** Board meetings will stay on the 4th Wednesday of the month.
- ◆ **VP of Publications – Laurie H. –**
- ◆ **President & Interim VP of Education & Training - Jim –** Asked about the revised name tags for the board. The last board meeting approved the purchase of the new tags. Laurie will ask Chevonna for the information.
- ◆ **VP of Communications - Daleene –**
- ◆ **VP of Marketing – Joanne –**
- ◆ **VP Comptroller – Shelly –**
- ◆ **Web Master – Eric –**

Next Board Meeting: September 28, 2005.

Agenda items for future meetings:

-
-

Meeting Adjourned: Motion to adjourn meeting at 6:46 PM by Laurie D. Second by Joanne.