



Building professionalism in project management™

**Project Management Institute
Michigan Capital Area Chapter**

Board of Directors Meeting Minutes

Meeting Date: January 11, 2005
Location: PTD Conference Room, 4th Floor, 3001 Coolidge, East Lansing
Time: 5:30 – 6:30 PM

President's Corner- Dan Buonodono

- Dan welcomed John LeTourneau as the new VP Programs for his first Board Meeting.
- Dan also mentioned that he has completed the annual chartering process, where he included the names of the new officers.
- He also mentioned that Deb and Maureen continue to have access to the DEP.
- Dan proposed to meet on a Saturday for 3-4 hrs to review the "By laws" of the chapter and also to possibly discuss other issues. He mentioned that he will send an email to finalize the date.
- Dan mentioned that Neil Goldman was selected as the Region 4 Component Mentor.
- Dan discussed about the plan for the chapter library books. The Board agreed that we should keep the PMP preparation books. It was mentioned that new books in the library was not updated on the website. **Action Item:** Karl will inventory the books. Amy will draft an email for sending to the listserv.

Communications- Stanley Samuel

- Stanley mentioned that some of the PDD volunteers were requesting for the PDD Certificates. **Action Item:** Dan will check with Cathy on the Certificates.

Programs- VP Programs – John LeTourneau

- John mentioned that for the main program in Feb 2005 Brian Jennings will be speaking on the new PMBOK updates and the bonus program is still open. For March 2005 Bob Wangen will be speaking on either Quality or Risk and for the bonus program Tony will be speaking on the MS Project Discussion group. For April the main and bonus programs are still open.
- The Board agreed to bring in a high profile speaker for May 2005 program.
- The Board also agreed to have the Rush Night in September. The theme needs to be discussed now. **Action Item:** Dan will send an email to Stanley on the details of the Rush Night.

Logistics- Pam Sawatzki

- Absent

Publicity- Amita Das

- Amita mentioned that the articles for the January newsletter are due on 01/14.
- Amita also mentioned that she plans to get pictures of the Board members for the newsletter.
- **Action Item:** Amita will send a draft of the email to solicit volunteers to Stanley to be sent on listserv.

Membership- Deb Mosher

- Deb mentioned that she had done a survey of the PMI MCAC members about 1 year back. **Action Item:** John and Stanley will review the survey.

Professional Development- Amy Piper

- Amy mentioned that there will be a PMP Review class in March/April where John LeTourneau will be teaching with Brian Jennings. Amy suggested having a backup for Brian. Amy and Dan volunteered to be the backup.
- The next PDD Day is scheduled for April 2006. Amy mentioned that we need to start thinking about the program details for the next PDD day. It was suggested that we need to start thinking about presenters and possibly start seeing other chapter websites and magazines if needed.

Finance- Karl Meier

- Karl mentioned that he has the final numbers from the PDD day in Oct 2004. He will be closing on the documentation; once he has received all the documents and financials.

Special Projects- Maureen Myers

- No Updates.