



Building professionalism in project management.

**Project Management Institute
Michigan Capital Area Chapter**

Board of Directors Meeting Agenda

Meeting Date: Wednesday, February 3, 2010

Location: Restaurant - **CHAMPPS**, Near Eastwood Towne Center

Time: 5:30 – 7:30 p.m.

President: **Marjorie Greer McIntyre**

1. Charter Renewal - Due 02/28/2010- Marjorie mentioned that she will send the charter renewal.
2. Region 4 Leadership Conference - June 11-13, 2010, Rochester, NY – Marjorie will send notes to the Chapter's Presidents – as we all are planning to attend Region 4 Leadership Conference, to see if a bus can be arranged, cost may be \$87/person plus room charge (\$141.34 *2 nights) and registration fee. Deadline –by March.
3. 2010 Component Awards (Due 4/30/2010) – Marjorie, Amita, Sam, and Arun will look into it.
4. 2010 Board Election – positions (President, outreach, Prof. Development, Membership, Communications) are open in May have to be communicated through Newsletter and listserv

Past President: **Amy Piper**

- ✚ Will not be able to attend

VP of Publicity: **Gwen Wyma -**

Director of Media Relations: **Brad Olsen – informed** that Feb 9th will be IBM Clarity lunch and learn presentation.

- ✚ Update – Feb

VP of Programs: **Sam Roberts**

- ✚ Upcoming prep course activities
 - Speaker for March still has to be finalized.
- ✚ Aligning future Program Meeting Speakers
 - For April Amy Montgomery and Nancy Summerton.
 - Team is trying to work with Marcia from Accident Fund

VP of Communications: **Amita Das**

- ✚ Bios for February program meeting speakers
 - Amita suggested if bios of the speaker's can be provided earlier, we can send out note to the listserv members in time.
 - Board has to plan and align speakers.

VP of Logistics- **Cathie Coens**

- ✚ Update from the Bylaws Revision Workgroup – Cathie is leading the group - Joanne, Teri and Cathie will continue working on this and provide periodic status to the board.
- ✚ Logistics updates – she provided handouts for the snack menu to the board. The following items were selected
 - Mini crab cakes with sauce
 - Lobster and cheese Phyllo cup

VP of Professional Development: **Teri Hanes**

Director, Education: **Leon Green**

- ✚ Update
 - PDD – proposed cost \$250.00, Oct 18th at Lexington Hotel – it's booked.
 - PMP Study Group – Passing Rate of very high.

- Sam, Arun and Teri are the facilitator of this group.

VP of Membership: John Oldham

- ✚ Membership Recap and Updated on the membership.

VP of Finance- Steve Williams

- ✚ Expenditures and Revenue –
 - some of the places we are facing stress on accepting PMI-MCAC checks. Marjorie said she will try to get debit card from Chase.
 - Need new software (Quicken) version. Group suggested looking into different vendors to get new software.
- ✚ MCAC chapter's Financial Report
 - Presented review of Jan Program meeting - \$400 profit –52 people attended.
 - Next month he will put Jan, Feb, and March together revenue and expenses.
 - Working with Karl on Tax Return.

VP Special Projects- Joanne Chang

Joanne will not be able to meet. Update to the Board of the followings,

1. ByLaw project - Marcia Jones has resigned from the work group due to work/travel schedule conflict. Cathie Coens is leading the effort. Teri and Joanne are the members of the work group.
2. Website project - There is no active activity on this project. Gabriel, our volunteer, has made a few communications to the volunteer groups and received no responses. After understanding the objectives of the project is to re-structure the contents only, Gabriel has not actively participated in the project. The project is temporarily on hold until volunteer(s) is active again.

VP of Outreach: Arun Sampath

- ✚ Update
 - We have 1 volunteer
 - Volunteering could be of 4 hrs on Saturday.