



Building professionalism in project management.

**Project Management Institute  
Michigan Capital Area Chapter**

## **Board of Directors Meeting Agenda**

**Meeting Date:** Wednesday, March 3, 2010

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

**Time:** 5:30 – 7:30 p.m.

### **President: Marjorie Greer McIntyre**

- ✚ Marjorie requested Board members who are interested in attending Region 4 Conference Rochester, NY. The conference dates are June 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> and 13<sup>th</sup>. Steve, Amita and Marjorie confirmed. Marjorie requested the rest of the board to confirm their decision by next Wednesday that is 10<sup>th</sup> of march.
- ✚ If we rent a Van and drive through Canada – it has to be approved.
- ✚ Marjorie will send out link to the Region 4 meeting.
- ✚ PMI and Hotel dues are non-refundable.
- ✚ Marjorie will request hotel to increase the discounted rate date.
- ✚ Chapter award – review board: Sam, Arun, Amita, and Marjorie
- ✚ Board Election – usually Past President conduct the Board election. In Amy's absence Marjorie asked Gwen or Steven to consider co-coordinating this year's election.

### **Past President: Amy Piper**

- ✚ Will not be able to attend

### **VP of Publicity: Gwen Wyma**

#### **Director of Media Relations: Brad Olsen**

- ✚ Article for the Newsletter is due on April 10<sup>th</sup> and it can be published by April 12<sup>th</sup>.
- ✚ Cathie asked if we can include global news in our article or newsletter. Amita proposed to include PMI global community news in her newsletter article.

### **VP of Programs: Sam Roberts**

- ✚ April speakers – Amy Montgomery and Chuck.
- ✚ Working with Nancy Summerton
- ✚ Sam will email Amita list of all the aligned speakers.

### **VP of Communications: Amita Das**

- ✚ March program meeting speakers information have been updated on MCAC Website
- ✚ Would like to update website with the scheduled speaker for the monthly program
- ✚ Amita informed that Marjorie is the back up for MCAC Website

### **VP of Logistics- Cathie Coens**

- ✚ Update from the Bylaws Revision Workgroup.
- ✚ Logistics updates – more and more people like snacks idea.
- ✚

### **VP of Professional Development: Teri Hanes**

#### **Director, Education: Leon Green**

- ✚ 2010 Professional Development Developments
- ✚ All Board members are PDD Volunteers.
- ✚ Marjorie informed that PDD Budget for the speakers needs to be shared and reviewed by the Board. If the proposed Budget is more than it was allocated within our forecasted budget, the Board will need to approve. Speakers can be negotiated for their cost for speaking, travelling and hotel stay.
- ✚ Brad can advertise PMI-MCAC PDD event in the local news paper in July or August.
- ✚ This event can also be communicated through newsletter.
- ✚ Amita can also communicate it through listserv.
- ✚ Steve can provide Teri a copy of the budgeted amount for PDD.

- # Marjorie explained Teri to contact PMI for the process of claiming PDU's for PDD.
- # PDD Theme - Whatever theme Teri would choose the speakers presentation will be centered on this idea. Let each speaker know about the theme when approach them.
- # Speakers – Marjorie explained Teri if she needs assistance in finding possible speakers, now is the time to ask the Board members for suggestions.
- # Marjorie informed that during the transition meeting, she provided Teri the PDD Project Plan in Excel format that lists the majority of tasks that need to be accomplished. Now is the time to over that plan and tasks and ask for assistance on getting the tasks started and completed.
- # 2010 PM Study course – Sam and Arun will participate, it will take place at Karl's PTD Office, East Lansing. Class will be held on every Thursdays from 5:30 PM from April 8<sup>th</sup> through May 20<sup>th</sup>. Charge 250 for the members and 3—for the non-members.
- # Cathie will open an Activa site for registration for the class. It will limit to 20 people to register for the class.
- # Amita will send out a message and site info to the listserv members.

#### **VP of Membership: John Oldham**

- # John will not be able to attend the meeting. He is in Israel.

#### **VP of Finance- Steve Williams**

- # Provided update on Expenditures and Revenue and MCAC chapter's Financial Report.
- # He has send out financial statement to the Board members.
- # He will send out the income tax info to the board review and approval.
- # Debit Card for the Chapter should be used only as the debit card – board agreed.
- # He asked if any one know the current status on Garth Rouble. His receipt was mailed to 25900 Greenfield, which is not his current address.

#### **VP Special Projects- Joanne Chang**

Joanne will not be able to attend the meeting. Would like Board to discuss the following:

- # Monthly MCAC Board Meeting days – Tuesday/Thursday or Wednesday.
- # ByLaw Review/Revision
- # Website project – discussed the proposed proposal by Joanne - Website Content Restructure - We will not go through the formal project cycle on this effort. – Amita asked Boards opinion on the proposed proposal by Joanne. Board reviewed the proposal and agreed with contents with a minor change (suggested by Gwen) – change link “Business” to “About Us” on the home page.

#### **VP of Outreach: Arun Sampath**

- # Update – Outreach project
- # Arun talked to lady @ Red Cross.
- # He will find out the dates and send it to the board for volunteering.
- # Volunteering activities or something along these lines.
  - 1) Packaging or re-packaging of food materials.
  - 2) Stocking shelf
  - 3) Sorting food into different categories
- # Kids should be 13 yrs old or more to volunteer.
- # There should be a team t-shirt with theme and MCAC logo on it.
- # Board suggested selling the t-shirts for the money at the program meeting.