

Board of Directors Meeting Minutes

Meeting Date: April 12, 2005
Location: PTD Conference Room, 4th Floor, 3001 Coolidge, East Lansing
Time: 5:30 – 7:30 PM

President's Corner- Dan Buonodono

- Dan welcomed David Smith as the new webmaster for PMI MCAC. David Smith will be reporting to the VP Communications for all day to day activities.
- Dan discussed the open Board positions for 2005. The Board will be actively soliciting from the membership for the following open positions; VP Membership, VP Special Projects, VP Finance, VP Publicity and Chapter President.
- Dan mentioned that Neil Goldman, our Regional Mentor, was willing to assist MCAC with its strategic planning efforts.
- Dan passed around a copy of the Great Lakes Chapter Operations Manual for all to look at. We agreed at our March 19th offsite, that we would merge the officer duties out of the Bylaws and into the Operations Manual. Our target date for this task is December 2005. **Action Item:** Dan will email the links for the GLC Operations Manual and the PMI Policies Manual to the Board.

Communications- Stanley Samuel

- Stanley reviewed the open action items from last Board Meeting.
- David Smith provided the details of the web hosting options. He mentioned that the new hosting site 'advances.com' is providing the best value. David will work with Rich Firman from MSU in the creation of the new Website.
- **Action Item:** Stanley will create a draft for the roles and responsibilities of the new webmaster.
- **Action Item:** Stanley will email the finalized/approved "By-Laws" to Dan. He will then send it to PMI for approval.

Programs- John LeTourneau

- Ken Theis will be speaking at the May Chapter Program meeting. He will be speaking on "Importance of Project Management in State Government".
- MCAC will have its yearly business meeting during the May program. During this meeting, we will have voting for the new Board members, the revised Bylaws, and chapter recognition. **Action Item:** John will create the certificate of recognition for the 100th PMP. He will coordinate with Amy on this task.
- Deb, Pam and Amita volunteered for the Rush Night.
- **Action Item:** John will email the schedule and detailed proposal of the new website to the Board.

Logistics- Pam Sawatzki

- The May Program Meeting will be held at the Park Lake Grill. This will be a test run for future meetings.

Publicity- Amita Das

- No Updates

Membership- Deb Mosher

- Deb mentioned that 8 new people have joined MCAC.
- Todd McConnell was finalized as the 100th PMP. He will be recognized in the May meeting. **Action Item:** Deb will invite Todd for the May program meeting to receive his recognition.

Professional Development- Amy Piper

- For the Professional Development program by Neal Whitten – Best Practices for Project Management is scheduled on May 5th at the Radisson, the Board agreed to offer freebies to solicit its members to attend this meeting. **Offer =>** A special offer to the first four organizations that register three or more people! Register three or more individuals from a single organization and receive a complimentary pass to the event!

Finance- Karl Meier

- Karl provided an update on the current financial status. The Board approved his report.

Special Projects- Maureen Myers

- Maureen will email the 2005 election details to Stanley for listserv
- Maureen will email a proposal for a summer picnic. Several ideas were discussed, but nothing was finalized.

Carry Forward Action Items:

1. Amita will send a draft of the email to solicit volunteers for the newsletter to Stanley to be sent on listserv.
2. John will spearhead the creation of a member interest survey. He plans to use a web-based survey.
3. Amy will frame an email to solicit volunteers for the next PDD Day
4. When nominated, the VP Outreach will spearhead a committee to put a proposal for the Scholarships.

NEXT MEETING:

The next Board meeting is scheduled for **10th May, 2005** at the PTD Conference Room at 5:30 PM