



Building professionalism in project management

Project Management Institute
Michigan Capital Area Chapter

PMI-MCAC Board of Directors 6/6/2006 Meeting Minutes

Meeting: June 6, 2006 5:30 PM

Location: PTD Conference Room, 4th Floor, 3001 Coolidge, East Lansing

President's Corner- Stanley Samuel

- Region 4 Meeting-
 - Meeting Notes- Stanley and Dave provided a report of meeting highlights, not discussed in detail. The Board should review that document for application to each area.
 - Stanley displayed a bag provided by a Region 4 Meeting sponsor as an example of quality for our PDD give-aways.
 - Stanley provided an Org chart in use by PMI – GLC which MCAC may use as it transitions from a tactical to a strategic emphasis.
 - Stanley reported an effort by GLC to promote PM to high schools on 11/3, International PM Day. There was some interest in this, and in partnering with colleges to promote PM as a management focused program.
- Conferences in General
 - Conference Attendance- Stanley provided a template that could be customized for deciding which Board members would be preferred attendees at various conferences. One criteria would be Board members who are potential presidents. The Board agreed that value to the membership is the primary criteria. Conference attendance expenses need to be incorporated into the annual chapter budget.
 - The next PMI Leadership Conference is in Seattle this October.
 - Region 4 participants suggested that a Michigan Component Leader Meeting-be held in Michigan
 - Next Region 4 Meeting- Dan suggested this be held at the PMI Global Operations Center in Newtown Square, PA
- Local Conference
 - Jim Donovan has invited PMI-MCAC to provide a chapter representative at a construction-oriented conference at which he will speak. This will be held at the Kellogg Center on 8/29.
 - Dan can provide PMI materials available for use.
 - Judy will contact Jim to get more details, and Roman Lasek for information on the value of PMI for the construction trade.
- Strategic Planning
 - The current overview will be provided to Stanley for review
- Operations Manual
 - Stanley will be reviewing sections which are currently submitted
 - Board members who have not submitted assigned sections should do so ASAP
 - Stanley will work with a team of two-three volunteers to compile the document
- Board Transition
 - Meetings between departing and newly-elected officers are required for:
 - President- Stanley Samuel and John LeTourneau
 - Programs- John LeTourneau and Cathy Pelham
 - Communications– Cathy Pelham and either Audrey Lammers or Subramanian Udayan (Audrey will notify the Board of her ability to fulfill the position on Monday, 6/12)
 - Transition meetings should be scheduled prior to July.
 - Outgoing officers should complete their Operations Manual sections prior to meeting with their replacement.

Logistics- Pam Sawatzki

Registration Services- Pam researched alternatives to Acteva. She found the some good features, but much higher cost (\$1500 fixed fee, plus \$2.20 per transaction fee).

- The Board discussed providing a card reader at the event.
- PDD Venues- Pam will look into alternative venues that can accommodate parking, and include better food service.
- Lug Nuts- Pam will input the information into Acteva.

Webmaster– David Smith

- PDD Pictures – Dave has a copy of the photos on CD
- Region 4 Meeting Ideas–
 - Dave plans to develop a budget recommendation for the technology area using the Ops Manual process and templates. Karl will provide assistance as necessary.
 - Dave will work with Amy to organize a Michigan Chapter conference hosted by PMI-MCAC prior to July 2007.

Professional Development- Amy Piper

- PDD Financials-
 - Karl provided the information that due to some last minute discounts by speakers, and Pam's negotiating with the hotel, MCAC earned a profit for PDD.
 - There are outstanding conference fee receivables from several participants who have not responded to requests for payment. Karl will be contacting their firms for more information.
- James T. Brown's Risk Management Class-
 - Mr. Brown has proposed a class provided to MCAC membership. The Board determined that this activity should be held in addition to the monthly program meeting if held in the fall. This could be in lieu of the program meeting if scheduled for March.
 - Judy reviewed PDD session feedback surveys, and found this speaker highly rated.
 - There was some discussion on the cost per attendee, and the number of attendees required to break even. Amy will need to contact Mr. Brown for his minimum number of attendees or minimum fee.
 - Pam questioned the cost to the chapter in the case of cancellation, based on both Mr. Brown's minimum and any non-refundable fees from the venue and food providers.
 - To mitigate the risk of financial loss, the event will need to be marketed effectively.
- Future PDD Committee
 - Several Board members had recommended a much smaller PDD committee. Amy pointed out the original impetus for bringing the Board into the committee was a disconnect between the committee and the VPs of Finance and Logistics, which made it impossible to track PDD funds against chapter finances.
 - The next PDD is scheduled for October 2007. The committee should be formed and working by now.
 - The PMI Ann Arbor chapter has asked about partnering with MCAC on PDD.
- Lee Lambert's session scheduled for December was discussed. The Board has some reservations about the implications for MCAC in the perception that we partnering with Mr. Lambert. It was suggested that we promote the event using the ListServ.
- Tom Mattus has offered to provide another presentation. Amy will ask him for a proposal, as his PDD session feedback survey reviews were mixed.
- PMP Review Course
 - Stanley provided Amy with a copy of a PMP Prep guide for the new exam from Crossroads to determine if that would be a viable alternative.
 - Brian Jennings is working with PMI Western Michigan materials for the updated exam.
 - The Board discussed on-line classes provided by various chapters. Dave Maynard of NW Indiana was mentioned, as was a listing of those offerings on the PMI site.

Publicity- Charlie Kidd

- Newsletters
 - May [newsletter](#) included color photos of PDD
 - September newsletter will kick-off the new program year. Charlie will need articles by the Friday after the September board meeting.
 - The Board discussed converting the print-formatted Maximum Float to an on-line formatted version, based on the Frankfort newsletter. Charlie and Dave will look into this.
- Awards-
 - There are outstanding certificates for several volunteers.
 - The Board discussed increasing certificate value to reflect involvement in multiple committees. The consensus was to table the issue until 2007, prior to the annual awards meeting in May.
 - Pam has a list of members eligible for discounted dinner meetings.

Communications- Cathy Pelham

- Board Minutes
 - Draft minutes were provided from April and May board meetings.
- External ListServ
 - There was a discussion regarding using an external ListServ, rather than the SOM ListServ. Dan believes that the ListServ can be accessed from any machine, as long as a valid user code and password are used.
 - Dave will research this issue and provide information to the Board.

Outreach- Judy Walsh

- Corporate – The board should identify the types of information received by chapter and how to distribute that information (ie. Career/job opportunities)
 - Sheila Fink, Learning Services Coordinator, Business & Community Institute, Lansing Community College contacted us regarding a reference for a pm trainer, to be interviewed in July. LCC may have additional need of project managers to educate businesses at their request. How do we currently refer people and what would we like to do in the future?
 - We currently only post job opportunities on the website. No future plans to do otherwise. To post, submit copy for posting that would be available for one month.
- Educational –
 - PMI scholarship update - PMI has an Educational Foundation listing scholarship information at <http://www.pmi.org/pmief>, with an overview under Learning Zone at <http://www.pmi.org/pmief/learningzone/>.
 - Partnership with IIL to offer APMC at a 20% discount to our members (Currently, offered at 10% discount through August 31, 2006.) Partnership includes a co-branded web site for which IIL is responsible, and deeper discounts to members. The program is geared to serve small corporations, one of the audiences targeted in the MCAC strategic plan. Issues include:
 - Will an agreement preclude future agreements with other educational partners?
 - There is a one-year commitment- can it be cancelled, and under what circumstances?Judy will research these and get back to the Board.
- Community (External Volunteers) – Development of a volunteer depository for internal (for the Board to refer to committees), and external (for membership searching for PDU opportunities). Dave will need to create security roles on the site for this to be accomplished. Judy will work with Dave on requirements.

Membership- Dan Buonodono

- Elections- results will be posted on the website
- PMI Today has an article on volunteerism.
- Dan asked the Board to consider creating a VP of Volunteers, along with a VP of Technology (the current Webmaster position with voting rights).

- Dan would like to see the money previously spent on an Open House or a Rush night used to fund training, ex: offering free or discounted event registration to MCAC members.
- Dan brought up the welcome letter sent to all new and renewing members, which is currently sent via snail mail. There was discussion of sending the letter via e-mail. The board and Dan felt the postal method delivered a better message to the membership.
- The survey sent with the letter was also discussed. Dan suggested using a tool such as Survey Monkey for an annual membership survey, sending the survey request out in the listserv with a link to the survey site.
- Results from the survey showed respondents most valued quality programming, events offering PDUs, and networking. Member employer organizations were identified across the board, and not focused in a single area.
- The benefits of a volunteer committee was discussed.

Special Projects- Dean Feldpausch

- Activating Acteva for Lugnuts game August 4th.
- The Lugnuts stadium tour may provide PDUs. Dean will contact the Lugnuts management to determine how many PDUs can be offered.
- Dean will post the number of PDUs and an updated event notice on the MCAC site.

Programs- John LeTourneau

- Speakers- John confirmed Roman Lasek for September and Mark Kosak Holland for October. He will be contacting Teri Takai as a possible speaker for November.
- The Board agreed to plan any Professional Development events in addition to the monthly program meeting, rather than as a substitute for that meeting at least through the fall.
- John will be contacting Deb Mosher to determine the status of the PMI articles proposed by the Greater Lansing Business Monthly

Finance- Karl Meier

- Karl provided updates on the PDD budget and on Chapter finances.
- Karl provided information on slow payers from PDD, including Tier Technologies (2 staff), EDS (1 staff), and SPO.
- Karl will provide a two-program year report to facilitate the budget process.

Action Items

#	OPENED	DESCRIPTION	OWNER(S)	TARGET	ACTUAL
1.	6/6/06	Transition meetings Stanley/John, John/Cathy, Cathy ?		7/1	
2.	6/6/06	Review reports from Regional Meeting	All	8/1	
3.	6/6/06	Provide ops manual updates prior to transition	All	7/1	
4.	6/6/06	Develop budget recommendations for areas	All	9/1	
5.	6/6/06	Provide articles to Charlie for September Maximum Float by Friday 9/8.	All	9/8	
6.	6/6/06	Contact James T Brown on minimum fee or minimum attendees	Amy		
7.	6/6/06	Convene the PDD 2007 committee	Amy		
8.	6/6/06	Provide a notification for Lee Lambert's event to Communications for distribution to the ListServ	Amy		
9.	6/6/06	Request proposal from Tom Mattus defining his presentation	Amy		

#	OPENED	DESCRIPTION	OWNER(S)	TARGET	ACTUAL
10.	6/6/06	Provide Strategic Planning document to Stanley	Cathy	7/1	
11.	6/6/06	Revise Maximum Float from print format to on-line format	Charlie & Dave		
12.	6/6/06	Post election results on site after VP Communications issue is resolved	Dan		
13.	6/6/06	Research availability of ListServ list management module from external sites	Dave		
14.	6/6/06	Organize a Michigan chapters conference	Dave/Pam	7/2007	
15.	6/6/06	Research PDUs for the stadium tour	Dean		
16.	6/6/06	Post Lug Nuts outing info on the site	Dean		
17.	6/6/06	Contact Teri Takai as possible speaker for November program meeting	John		
18.	6/6/06	Contact Deb Mosher for status of GLMB magazine articles	John		
19.	6/6/06	Contact Jim Donovan and Roman Lasek for construction meeting	Judy		
20.	6/6/06	Research issues associated with IIL partnering	Judy		
21.	6/6/06	Requirements for volunteer repository	Judy, Dave		
22.	6/6/06	Contact firms of PDD slow pay to determine staff status	Karl		
23.	6/6/06	Research alternate PDD venues (parking/food service)	Pam	9/1	
24.	6/6/06	Input Lug Nuts registration into Acteva	Pam	7/1	
25.	6/6/06	Review ops manual updates submittals	Stanley		

Next Meeting 8/1/2006 5:30 at PTD