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**Project Management Institute
Michigan Capital Area Chapter**

Board of Directors Meeting Agenda

Meeting Date: Wednesday, May 12, 2010
Location: Restaurant - **CHAMPPS**, Near Eastwood Towne Center
Time: 5:30 – 7:30 p.m.

President: Marjorie Greer McIntyre

- ✚ Disney Institute (June 9 and 29, 2010)
- ✚ Region 4 Leadership Meeting (Rochester, NY)
- ✚ 2010 North American Leadership Institute Meeting - October 7-9, 2010 (Washington, DC)
- ✚ PMI-MCAC Annual Report 5. Strategic Alliance Scorecard (SAS).
- ✚ Agenda for the respective Officer:
 - Elections – No one was nominated for the President position prior to the beginning of the meeting. By the end of discussions John Oldham agreed to be added as a candidate to the ballot. The board was very grateful that John agreed to take on this responsibility for the good of the chapter. This will leave the VP of Membership open which will require an appoint to the position after the new term begins.
 - Steve will send Amita message as to forward to MCAC members. John would send a current member email list to Amita after the meeting. Steve has already sent Amita the email content and link to be sent out to the membership for voting. She will do this as early as possible on May 13th. Steve will close voting on May 18th afternoon prior to the annual general meeting.
 - Amita Das nominated herself to re-run for the position – VP of Communications.
 - Teri Hanes nominated herself to re-run for the position – VP of Professional Development.
 - Craig Stott nominated himself for the position. However, after investigation it was discovered Craig is not a current member of the chapter. He is a member of PMI and another chapter. Craig's name has been removed from the ballot and will not be included in the bios for review unless Steve gets a response from his query sent to Craig by the end of the day. Cathie agreed to be move from being a candidate for VP of Programs to re-run for the VP Logistics.
 - Cathie had nominated herself to run for VP of Program position but with the issue of Craig Stott not being a member of the chapter, she voiced the need to re-run for her current position (VP of Logistics) and the other members of the board agreed.
 - By the end of the meeting Joanne Chang graciously agreed to run on the ballot for the position of VP of Programs. This will leave the position of VP of Special Projects open but all agreed it was more important to have the VP of Programs position filled.
 - There was some discussion about how it may be advantageous for some of the board members to shift or swap positions at the beginning of the term. This will be discussed further at the next board meeting in June.
- ✚ By Laws - Joanne/Cathie -There was a lengthy discussion on the proposed changes to the by laws. The board ultimately agreed the suggested restructuring of the board was a good idea. The restructuring includes eliminating the position of VP of Special Projects and Past Present positions, and adding a President Elect position. Having the future present serve on the

board for a minimum of one year will provide the person with the knowledge required for the Presidency. There will need to be a transition plan documented and included as part of the re-structure plan. This will be discussed further at the next meeting in June.

- ✚ Website - Joanne/Amita – There was a discussion on access right on website. Amita explained that she has only read / write/ delete access on MCAC website and can't restructure the website design. Board member also discussed archiving old documents from website. Board wanted to finish this project by June 15, 2010 depending on the access right and availability of webmaster. Amita will confirm her access right again and Joanne will look into archiving the old documents.

Past President: Amy Piper

- ✚ Not present

VP of Publicity: Gwen Wyma – Update

Director of Media Relations: Brad Olsen –

- ✚ Update

VP of Programs: Sam Roberts

- ✚ Update

VP of Communications: Amita Das (attended meeting till 6:30 PM)

- ✚ website re-structuring
- ✚ Need minutes for the January month board meeting.
- ✚ USB drives for officers to store data related to their office – who will be responsible for keeping track of all HW – Laptop, USB drive, projectors etc.?

VP of Logistics- Cathie Coens

- ✚ Logistics updates - There are currently fifteen people registered for the May 18th annual meeting and program. Cathie will send the menu out tomorrow after she gets it from Tara. Cathie said it was similar to the last program menu.
- ✚ There was discussion about changing the option of paying at the door to a speaker only option so there wouldn't be an issue with having to pay for ordered food when registries do not show up. After discussion it was decided this is not a big enough issue to make the change now. It will be monitored and revisited if required.



Updated_PMI_MCAC
_Bylaws1.1.doc



Change_Log1.1.doc

- ✚ By Laws update –

At long last I have incorporated most everything received into the attached updated Bylaws document. We do need to discuss the changes to the Board. John made some good points on challenges posed in transition to a President Elect from an Immediate Past President and succession planning. I wanted to get this in everyone's hands and hopefully we could have a short discussion or brainstorm about this at our Board Meeting next week. We need to decide to enhance and leave in these changes or take them out. I have to give this a final read too.

John also made a good suggestion to alleviate the issue I presented on how to handle people who register for the Appetizers/Pay at the Door and do not show. Perhaps we don't provide that option. The only "Pay at the Door" option would be "speaker only" which has no adverse affect on the food order. I would be interested in everyone's thoughts on this. Email reply to me on your thoughts for this item should be sufficient.

VP of Professional Development: Teri Hanes

Director, Education: Leon Green

- ✚ Update Teri thanked the board for approving her attendance to the Great Lakes Chapter Symposium. She greatly enjoyed the event and was able to get some tentative speakers for our October PDD. Leon Green provided Teri with some other possible speakers and said we needed to decide on a theme.
- ✚ There was discussion on Dave "The Shef" Sheffield being the Keynote speaker for the PDD. The overall cost for him would likely not exceed \$1,000. Before the meeting ended, Teri and Leon presented the idea of "Managing Your Destination" as the theme. There was positive feedback from the board.

VP of Membership: John Oldham

- ✚ John reported not all of the May membership communications from headquarters will not arrive until later in the month. John has provided Gwen with the information to publish in the newsletter. He reported that a volunteer from the membership, Stephan Karpeles, has been calling members whose membership is due to lapse soon. Steve will be reporting back on Tuesday.

VP of Finance- Steve Williams

Attached is the proposed 2010-2011 budget for review at the board meeting Wednesday. Major changes are differences in revenue and expenses for PDD. Both are lowered as I took the numbers from this past year. Also increases in Leadership Conference and Regional Leadership Meeting expense amounts.



Budget Worksheet
Working 2010-2011.x

VP Special Projects- Joanne Chang

- ✚ Updated on MCAC Web site restructure project.

VP of Outreach: Arun Sampath

- ✚ Not present

Web Administrator- Ashok Kumar

- ✚ Website Re-structuring Project: discuss what editable vs non-editable contents are.

Other Discussion Points

The listserv currently used to send out correspondences to the membership and other interested non-members is under Michigan.gov domain. This needs to be changed. MCAC should not be linked to the State of Michigan government. It was decided we need to email groups: one to serve communications with all who want to know about MCAC (listserv) and a members only group for correspondences that should only be sent to members in good standing.

John was approached by a training company who showed an interest in having MCAC provide PM training for five people who were interested. The current PM Study Group is too far along to have new students join. There was some discussion about partnering with Great Lakes and getting a reciprocal agreement.

Next meeting is scheduled for June 2nd and Cathie will check if we can meet at PTD. The meeting will be focused on the Strategic Alliance Scorecard and plan. Other old business items to be discussed are Bylaws changes to the board structure and transition plan, PDD, and results of board elections.