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**Project Management Institute  
Michigan Capital Area Chapter**

## **Board of Directors Meeting Agenda**

**Meeting Date:** August 4, 2004  
**Location:** PTD Conference Room, 4th Floor, 3001 Coolidge, East Lansing  
**Time:** 6:30 – 7:30 PM – Immediately following PDDay Meeting

**Attendees** – Dan Buonodono, Stanley Samuel, Pam Sawatzki, Amy Piper, Amita Das, Karl Meier  
**Absent** – Deb Mosher, Maureen Myers

### **President's Corner- Dan Buonodono**

- **Board Meeting Schedule** (Time/Dates) - The Board meetings on September 1st and October 6<sup>th</sup> will be scheduled from 6:30 to 7:30pm. After the PDD day, the Board Meetings will revert to 5:30 – 6:30pm on the 2<sup>nd</sup> Tuesday of the following months: November 2004, January 2005, February 2005, March 2005, April 2005, May 2005 and June 2005.
- **Food Schedule** - The food schedule for the board meetings in 2004-2005 will be as follows:  
=> August 2004 – Stanley, September 2004– Amita, October 2004 – Maureen, November 2004 – Pam, January 2005 – Amy, February 2004 – Karl, March 2005 – Dan, April 2005 - Deb Mosher, May 2005 – Amy and June 2005 – Pam.
- **Alternatives for VP of Programs position** - Stanley had emailed the availability of this position to MCAC members on listserv in July 2004. No response has been received. Currently, the programs position is shared among the Board members.
  - **Action Item:** Stanley will send 2<sup>nd</sup> reminder for this open position to the listserv members by 1<sup>st</sup> week of September, 2004.
  - **Action Item:** Amita will include the availability of the VP Programs position in the monthly newsletter.
- **August 28th Michigan Component Leadership Meeting** – This meeting is for Michigan area component leaders and it occurs every Quarter. MCAC team has been hosting these meetings, due to the central/geographic position of Lansing.
  - **Action Item:** Amy will contact Jim Donahue and Lori Hubel, requesting them to conduct this meeting at the EDS facility. If No, other options will need to be finalized. PTD Office was one option suggested.
  - **Action Item:** Amy will contact John Mays and Neiden to finalize the details of this meeting
  - **Action Item:** Amy will email the confirmation of this meeting to the Board.
- **PMI Component Leadership Conference (October 21-22 @ Anaheim, CA)** - This is a leadership conference, which used to occur twice a year, but now it happens once a year. The MCAC Board sends up to 2 Board members for this meeting with all expenses paid. Last year only 1 board member had gone for this meeting. Dan Buonodono suggested that we use the extra funds from last year and send up to 3 Board members this year. Dan Buonodono has expressed his desire to go for this meeting. Amita, Pam and Stanley have also expressed their desire. This decision has not been finalized.

- The next **PDD Day meeting** will be on August 18, 2004. There after it will be scheduled every 2 weeks, until the PDD Day meeting is over. Amy Piper is the Project Manager for this project and Joe Gawle will be the recorder of these meetings.
- **Action Item:** Dan will get the PMI website password from Tony Zink. Dan will be the back-up webmaster.

#### **Communications- Stanley Samuel**

- Joe Gawle has transitioned the VP Communication role to Stanley.
- Stanley has been managing the email addresses of the MCAC members and friends through listserv. Stanley completed a clean up of inactive email addresses and has added the email addresses of new members into the listserv.

#### **Programs- Vacant (Currently managed by Karl Meier)**

- For the September program, SequoiaNet will be presenting a topic on "Project Facilitation". The bonus program will be provided by Joe Gawle. Joe will be talking about Toastmasters program on public speaking.
- There will be no program in October 2004, due to the PDD Day.
- For the November program, Tenrox will be presenting a topic on "Project Governance". Brian Jennings will be the bonus program speaker.
- Karl mentioned that there is no program in December. The Board had previously decided to have a Rush Night in January 2005. This program will be reviewed later.
- **Action Item:** Karl will email the program details of September and November to Stanley and Amita.

#### **Logistics- Pam Sawatzki**

- Pam is currently planning for the new venue for the PMI Meetings. The new location under consideration is Golden Rose at Okemos.
  - **Action Item:** Joe will send updates to Pam for the speaker in September.

#### **Publicity- Amita Das**

- The September newsletter is currently being compiled. Amita has requested for inputs for this document.

#### **Membership- Deb Mosher**

- Currently on vacation – No Updates

#### **Professional Development- Amy Piper**

- A PMP Prep class is being planned for November 2004
  - **Action Item:** Amy will check Brian Jennings and John's availability to conduct the PMP Prep Class.
  - **Action Item:** Amy will send details of PMP Prep class to Amita to be included in the September newsletter.

#### **Finance- Karl Meier**

- Karl provided the MCAC transactions by account, P&L by Class and expenses by vendor detail for the period Jan 1, 2004 till August 2, 2004.
- Karl also provided the financial details of the PDD Day, scheduled for Oct 19, 2004.
- All these documents were verbally accepted by the Board members. Karl has requested for additional feedback for improving these financial documents.

#### **Special Projects- Maureen Myers**

- Absent - No Updates

***Meeting adjourned at 8:00pm***

***(Please notify Stanley Samuel of changes, errors or omissions by email at [Stanley@1symbiosis.com](mailto:Stanley@1symbiosis.com) )***