



Building professionalism in project management

**Project Management Institute
Michigan Capital Area Chapter**

PMI-MCAC Board of Directors Meeting Minutes for 8/07/2007

Members Present:

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

Guests:

Food Assignment: David Smith **Minutes Recorder:** David Smith

I. Review Action Items from Prior Meeting (Status as of 8/07/07 **C**–Completed, **O**–Open, **H**-Hold)

#	Date	DESCRIPTION	OWNER	TARGET	STATUS
1	5/1	Review OPS manual submissions	board	5/8/2007	
2	6/5	New brochure picture for PDD	board	7/3/2007	C
3	6/5	send email to board to solicit ideas for the appreciation dinner	John	7/3/2007	
4	6/5	Send DEP to Dan	John	7/3/2007	
5	6/5	Resend John Hollenbeck's blurb for the brochure	John	7/3/2007	
6	5/1	Our November meeting should have a non meal option.	Amita	11/2007	H
7	6/5	Send the Strategic Plan to Amy	Dan	7/3/2007	C
8	6/5	Get a cost estimate for PDD Brochure	Dan	7/3/2007	
9	6/5	Edit PDD brochure	Dan	7/3/2007	
10	3/6	Develop a user guide for our Content Management System	Dave	4/3/2007	C
11	8/7	check with Western Michigan's web designer for doing our site.	Dave	9/4/2007	
12	8/7	Delta Community center pricing to Pam.	Dave	9/4/2007	
13	8/7	send webmaster job description to Amy.	Dave	9/4/2007	
14	6/5	create user manual for PMI's technology	Dave	7/3/2007	C
15	6/5	Dave fix board email to include Ali and John	Dave	7/3/2007	C
16	6/5	Resend Google Docs instructions	Dave	7/3/2007	C
17	6/5	Move PDD to top of frontpage	Dave	7/3/2007	C
18	6/5	Follow up with Amita then Tenrox re: September	Dave	7/3/2007	C

19	6/6	Organize a Michigan chapters conference Dave has put together a budget. Need to review with the Board	Dave/Pam		O
20	3/6	Check on a room and food cost for two Saturdays during April – June for Amy’s PMP review course.	Pam	4/3/2007	H
21	8/7	finalize the speaker agreements	Arun	9/4/2007	
22	8/7	get back to Amy with a yes or a no on attending the Leadership Conference	Arun	9/4/2007	
23	2/6	Provide requirements for how volunteer information should be collected on our website.	Arun	9/4/2007	O
24		Develop an outreach recommendation	Arun	4/3/2007	O
25	8/7	ceck with Amy’s Catering to see if they know of sites for \$~100.	Amy	9/4/2007	
26	8/7	Amy will send a note about recurring PDD meetings	Amy	9/4/2007	
27	8/7	forward info on the leadership meeting	Amy	9/4/2007	
28	1/2	Create a proposal on how we will provide PMP Exam prep material for our members.	Amy	2/6/2007	O
29	8/1	Put together the strategic plan initiatives into the PMI strategic plan document. Finish updates to the Operations Manual.	Stanley	3-4 months	C
30	5/1	Schedule an OPS manual review session	Stanley	5/14/2007	C
31	3/6	Assist Amy in creating the PDD brochure.	Charlie	June	C

AGENDA/TOPIC	DISCUSSION/CONCLUSIONS/SUMMARY
Strategic Status Report	<ol style="list-style-type: none"> 1. President (Amy 5:40-5:55) <ol style="list-style-type: none"> 1. Strategic Items from each area 2. VP of Professional Development Replacement <ol style="list-style-type: none"> 1. Amy asked an individual. Next step is to send a communication out to the membership. Meeting

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	<p style="text-align: center;">attendees can be tapped at the next meeting.</p> <ol style="list-style-type: none"> 3. Job Posting from Davenport in the Newsletter – looking for someone to teach virtual sessions. Wants to communicate through our chapter. Suggested we post their job in return for them posting our job. 4. Leadership Conference in Atlanta -> October 4th 5th and 6th. Arun is going to Global Congress. Amy, Arun, Ali are interested in going. <ol style="list-style-type: none"> 2. Professional Development (Amy 5:55-6:23) <ol style="list-style-type: none"> 1. PDD - To Dos <ul style="list-style-type: none"> Get out a save the date notice Publish the brochure Should we print brochures? Last time we may not have gotten any value from distributing physical brochures. Speaker agreements Early bird registration by September 7th. 2. Additional Professional Development Events – We need to have a PMP review course or other professional events. Maybe making PDD year round. 3. Complimentary Event to Members --> Schedule Date --> Announce at PDD. Free to our members. Charge for non-members. 3. Logistics (Pam 6:23 – 6:42) <ol style="list-style-type: none"> 1. New meeting venue – Clarion is now being called the Waterford Estate Longe. November has booked us for the Okemos conference Center for \$195. 30 people for dinner will be \$26.20 / person. We are booked at the Waterford for September @ \$25 / person + 18% gratuity. Called Holiday Inn West and Holiday Inn South. Places are approximately equivalent in price. If we find a venue that charges \$100 or \$150 and then have it catered separately we can try that for January. Purchasing a project screen (30lbs) for \$120 will probably save us money. Board voted to pass the screen unanimously./ 2. Suggestion for making the meeting revenue cover the costs. We are not a money making operation. 4. Past President (John LeTourneau) 5. Membership (John Oldham 6:42-6:45) Current membership 213.

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	<p>High point of 224 in January of last year.</p> <p>6. Special Projects (Karl 6:45-6:49) We didn't do the Lugnuts this year. Karl will give out a coupon for a free dinner meeting. The winner will send an article in exchange for the coupon. Karl is contacting some companies for Insurance bond for the chapter. Karl is working on the OPS manual. Karl offered to help with PMP prep material.</p> <p>7. Finance (Alireza 6:50) Amy needs to go to Chase Bank in Frandore to get her name on the signature charge. Received a PDD payment and some checks for 3,000 for June and July. Our account balance is now \$20,074.81 Strategic Contact Eli Broad, they typically do a gold sponsorship. we need to have a balance sheet in the future</p> <p>8. Programs (Dave 6:53)</p> <ol style="list-style-type: none"> 1. September - Tenrox October - PDD November - (no dinner option) January February - Dewey Hou VP at Techsmith March April May 2. Potential Speakers: Globalization of the IT Supply Chain, Blue Water Bridge Project, Detroit Free Press Flagstar Marathon Architecture Superintendent of Lansing Schools Cadillac race Program 2005, East Lansing Riot Containment, Clean Deisel Engines (MSU), Paperless Office (Eaton County), UofM hospital in Ann Arbor has a 20 person PMO Sparrow Hospital - Using PM principles to Improve Clinical Care Infrastructure Library ITIL how does it integrate with PM? 3. May --> big speaker ideas? –The new CEO of Chrysler. <p>9. Publicity (Charlie 7:01) All board members should submit an article for the newsletter.</p>

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	<p style="text-align: center;">10. Communications (Amita 7:02)</p> <p>Outreach (Arun 7:03)</p> <p>1) Volunteer list</p> <p>2) Develop recommendations for the outreach program.</p> <p>Create a webpage and database where people can fill out the database for membership.</p> <p>Targeting industries to involve them in the PMI community.</p> <p>Tracking volunteers.</p>
Other issues	1. Appreciation dinner
Next Meeting(s)	<ul style="list-style-type: none"> • September 4, 2007 @ 5:30 pm PTD Conference room? • Food Assignment: TBA
Attachments:	