



## Board of Directors Meeting Agenda

**Meeting Date:** September 06, 2005  
**Location:** PTD Conference Room, 4th Floor, 3001 Coolidge, East Lansing  
**Time:** 6:30 – 7:30 PM

**Note:** This is the first meeting minutes for the Calendar Year 2005-2006

### President's Corner- Stanley Samuel

- Stanley provided his status update. He is hoping to stay on as the chapter president until further notice.

### Communications- Cathy (Absent) (+ Webmaster – David Smith)

- **MCAC New Website** – Mr. Firman has completed work on the website CMS and look and feel. Dave will resend the link for board members to approve the changes by 9/13/05. We will target to switch the site over on 9/21/05.
- **Late Action Item**-Dave is still checking on a new list serve provider.
- **Action Item**-Dave will change Dean's email forwarding and send Dean's new email to stanley.
- **Action Item**-Dave will forward website connection details to the board.
- **Action Item**-Board approval of website changes on 9/13/05.

### Programs- John LeTourneau

- John has booked programs through February. March and May are the only remaining vacancies.
- **Action Item**-John needs to get back with common ground folks.
- **Action Item**-John will check on GM Plant.
- **Action Item**-John will send the 2005 & 2006 program schedule to Dave.

### Logistics- Pam Sawatzki

- The Clarion has been booked for Oct. & Nov. There is a \$100 meeting fee and it costs 21.95 + gratuity per person. The venue will provide a buffet with two main courses. Main courses probably will include a vegetarian entree. This will put the cost of the event at or above the fees charged to members. There are some concerns with the chapter losing money on each dinner. However we lost money on most dinners last year.
- **Action Item**- Pam will collect information regarding pricing in the dinner survey.

### Publicity- Amita Das (Absent)

- The next newsletter is due in September 2005.

### Membership- Dan Buonodono

- 1st draft of operations manual due on 9/25.
- **Action Item**- Each member should review their area and send a document to Dan
- **Action Item**- Dan will compile the 1<sup>st</sup> draft of the manual.
- **Action Item**- At the open house Dan will have a sign up for a short term membership committee.

### Professional Development- Amy Piper

- PDD has made little progress. John contacted the super bowl committee and they are not going to present.
- Amy is concerned with booking speakers, especially a keynote speaker who is a PM. Amy's new position requires travel, and will make it hard to meet in early October.
- **Action Item**-Amy will propose a list of dates for our next board meeting and PDD day.

- **Action Item**-Amy and Dave will meet to work on the PDD schedule. Dave will send his availability to Amy.
- **Action Item**-Pam, Dan, and Dave will try and get speakers from the Toronto Leadership meeting.

**Finance- Karl Meier**

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

**Special Projects- Dean Feldpaucsh**

**Outreach- Judy Walsh**

- Judy has accepted the VP of Outreach position!
- Judy will be at the membership booth at the open house.
- **Action Item**-Judy will send her contact info and picture to Dave for inclusion on the website.
- **Action Item**-Dave will add outreach@pmi-mcac.org and set it to forward to Judy's email address.

**Carry Forward Action Items:**

1. John will spearhead the creation of a member interest survey. He targets to do this over the summer.
2. Amy will frame an email to solicit volunteers for the next PDD Day.
3. When nominated, the VP Outreach will spearhead a committee to put a proposal for student scholarships.

**NEXT MEETING:**

The next Board meeting is **TBA**