



Building professionalism in project management.

**Project Management Institute  
Michigan Capital Area Chapter**

## **Board of Directors Meeting Agenda**

**Meeting Date:** September 2, 2009  
**Location:** Restaurant "Houlihan\*s near Lansing Mall  
**Time:** 5:30 – 7:30 PM

**President: Marjorie Greer**

- + Region 4 Conference Call
- + Leadership Institute Meeting – Amita and Amy both expressed their interest in attending the PMI Leadership Institute Meeting in Orlando, FL.
- + Website
  - Bios and Pictures should be posted for each Board member.
  - Everyone should update their forwarding email address.
  - Marjorie assigned Joanne on PMI-MCAC Web re-design and By-Laws Revision projects.
  - She suggested Amita to be the sponsor of Web re-design project. Cathie volunteered to provide help with By-Laws Revision project.
- + Newsletter (Due Dates)
  - Advertisement (Springforward - \$92.71 - after Acteva fees) 5. Operations Manual (Board Meeting Rules and Format) 6. Dale Carnegie Workshop 7. Next Meeting 8. Professional Development Day (PDD)
  - Speaker Dinner will be covered by chapter.
  - She informed that this year we are \$4000 off of our speaker fees from last year's PDD, and with eliminating the cost of printing conference booklets (we do plan to print a 2-sided single page conference schedule) we are able to offer this year's PDD at an affordable cost to our attendees.
  - Discussed cost for the 10<sup>th</sup> Anniversary celebration (\$10 for members). It was suggested not to speakers only choice as cost for the members is very low. And PDD registration fees.

		PMI Member	Non-Member
Early Bird Registration	On or Before September 15	\$ 99	\$139
Regular Registration	After September 15	\$129	\$169
Late Registration/On-Site	After October 10	\$159	\$189

**Past President: Amy Piper**

- + Updated on 10th Anniversary September meeting.
- + She distributed the listserv member's information to each board member to make calls to personally invite each of our members to our 10th Anniversary Program meeting. She also said she will format the Text for the 10th Anniversary Phone Calls.
- + She informed that the Press Release for the 10th Anniversary Party is out.

**VP of Publicity: Gwen Wyma**

- + Marjorie announced that Gwen Wyma will be joining MCAC Board as VP of Publicity. She requested board to send Gwen article by 9th September.

**VP of Communications: Amita Das**

- ✚ Amita informed that she updating PMI-MCAC information on website.
- ✚ She informed board about Randy's inquiry about May Program Info Missing from MCAC Website. She questioned board about updating the MCAC website. She suggested that if anyone has access to update it, they can update but let her know first so that we don't lose any information.

**VP of Programs: Sam Roberts**

- ✚ Updated on speakers availability for the program year 2009-2010.

**Logistics- Cathie Coens**

- ✚ Cathie informed that she checked the 10th Anniversary registration count before then and include an update. She looked at Acteva last night and it was about 34.

**Professional Development: Teri Hanes**

- ✚ Update

**Membership: John Oldham**

- ✚ Updated on August DEP.

**Finance- Steve Williams**

- ✚ Presented spreadsheet and updated on MCAC current balance.

**Special Projects- Joanne Chang**

- ✚ Decision on Audience Participation Device for the PDD Evaluation
- ✚ MI-MCAC Website Update – Joanne informed that she will be starting the web site re-design work effort. For that she can use volunteers.
- ✚ PMI-MCAC By-Laws Revision -
  - Informed that she is initiating the effort of updating Chapter's By-Laws. She will search website to find information.
  - Amita informed that there was a copy of the working-in-progress Operation Manual on our site on which past President John L. was working. Our previous Board had made an attempt to revise the Operation Manual but did not complete it.
  - She suggested due to lack of active volunteers at this effort, while we are waiting for member volunteers, the Board reviews the Roles and Responsibilities document.
- ✚ She requested to assign four volunteers (two for each project) to her.

**Outreach: Arun Sampath**

- ✚ Arun updated that he will be initiating work with some of the organization.

**Webmaster: Ashok Kumar**

- ✚ Will not be attending