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**Project Management Institute  
Michigan Capital Area Chapter**

## **Board of Directors**

### *Meeting Agenda*

**Meeting Date:** October 2, 2007

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

**Time:** 5:30 – 6:14 PM

#### **President's Corner- Amy Piper**

- Amy has accepted a six month assignment in Argentina in December she will know if she will be back in 3 months or if she will be away longer. We discussed conference call options and virtual meetings while Amy is away on assignment.
- Amy has been invited to approve papers for the 2008 Global Congress.
- PDD is projected to make \$4,500. We discussed if it was better to have PDD in April or October. We may get more attendees by moving the date to April. We want to be in a 12 month cycle so at some point we will need to have a 6 month or 18 month cycle.
- Amita requested we change the board meeting to Wednesday night. Amy will follow up with Amita and get back to the board.

#### **Communications- Amita Das**

- Amita was unable to make the meeting.

#### **Programs- David Smith**

- 11/20 no dinner option Jeff Sauter to speak on Paperless Office, IDV has been invited for bonus program. There will be a No dinner option where members will show up at 7:00 just for the program
- 1/15 Sid Henkin to speak on "How you do the work vs. doing the work together"
- 2/19 Dewey Hou VP from Techsmith speaking on Project management on a Scrum project.
- March April and May are open

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

- Update on PDD logistics

#### **Publicity- Charlie Kidd**

- discussion of having the newsletter before PDD or after PDD.
- No response from membership on newsletter articles.
- Charlie will send reminder for newsletter articles to the board.
- Charlie will bring food in November.

#### **Membership- John Oldham**

- The new DEP hasn't been released yet so there were no DEP updates.

#### **Professional Development- Marjorie Greer McIntyre**

- Marjorie was on vacation.

**Finance- Alireza Namvar**

- Ali gave a budget update
- requested reimbursement documentation for processing.

**Special Projects- Karl A. Meier**

- Karl got the requested PDD materials
- OPS manual is on hold for one month
- Presented the PMI component Toolkit which looks to have valuable information and templates on running a PMI chapter.

**Outreach: Arun Sampath**

- 2 volunteers signed up at the last dinner meeting. Arun has sent emails to them asking about their availability and time commitment.

**Webmaster: Ashok Kumar**

- Ashok was not at the meeting.