



Building professionalism in project management.

**Project Management Institute  
Michigan Capital Area Chapter**

## PMI-MCAC Board of Directors 10/4 Meeting Agenda

**Meeting:** October 4, 2005 5:30 – 7:00 PM

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

### President's Corner- Stanley Samuel

- **Logodogz**

The Board approved the use of the PMI-MCAC logo used previously on PMI-MCAC shirts.

The PMI logo policy will be verified to ensure compliance

PMI-MCAC will not apply a mark-up to profit the Chapter

Items will be previewed to ensure appropriateness prior to posting the Logodogz link

- **Old Documents - Archive updates**

The Board suggested a multi-level permission structure where materials are available to the guests of the web site, and sensitive material can be accessed by the Board

Tying the structure to a benefit of membership also suggested

The Board asked Dave Smith to provide a recommendation at the November Board meeting

- **Region 4 Meeting**

The Region 4 meeting will be held in Niagara in May. A preliminary count was taken of Board members interested in attending

### Programs- John LeTourneau

- **Open House Debrief**

John led a discussion of the Open House. The focus was on clear objectives, targeted marketing, providing PDUs, and using some of the features of the cruise to enhance our regular Program Meeting.

John will provide a summary of the discussion for lessons learned.

A number of the registration slips from the cruise are missing. Board members were asked to search, and to contact committee members and volunteers not on the Board to locate those slips.

- **Program Meeting announcement process has been drafted to avoid errors and for consistency**

VP Programs will input Program information into a template and forward to Logistics

VP Logistics will add the event to Acteva

VP Logistics will input location/menu information into the template and forward to the President

The President will perform QA and forward to the Webmaster

The Webmaster will post the notice on the website and notify Communications

VP Communications will post a notice to the Listserv with a link to the web notice

- **Program Schedule 2005-2006**

John had filled the program schedule for dinner speakers, but is missing bonus programs for many of the events.

The programs are posted on the PMI-MCAC website through 2/2006

### Membership- Dan Buonodono

- **Membership Survey**

John had been tasked to create a member survey.

Dan has been providing new and renewing members with a survey and a self-addressed envelope.

The Board discussed the comparative benefits of a one-time survey option, or a targeted survey option such as Dan has provided. No decision was made, except to compile survey results on a quarterly basis.

- **MCAC Operations Manual**

Dan has received Operations Manual sections from one Board member only. He asked that the Board get their draft sections in quickly

Karl Meier emphasized the need for the manual as critical to the budgeting process.

- **New Member Increase (212 as of 9/29/05)**

Discussion postponed

## **Communications- Cathy Pelham**

- **Listserv additions**

New members from the June through August DEP reports were added to the Listserv after checking for duplicates

A significant duplicates search effort will be undertaken to ensure Listserv membership does not go over 500 maximum

- **Listserv Issues**

A process has been put in place that requires posts to be confirmed, to prevent posting errors

- **Listserv Management Changes**

Dan Buonodono will be added as a list owner, and will add members after each DEP is received

Dave Smith will be added as a list owner and editor as backup to Cathy Pelham

Stanley Samuel will be removed as a list owner and editor until such time as a non-State of Michigan Listserv service is acquired.

Dave Smith will continue a search for a Listserv service not limited to the State of Michigan intranet

- **Team Flowers**

The Board approved flowers for Pam and Amita. Stanley will purchase/deliver the flowers

## **Webmaster– David Smith**

- **New PMI-MCAC website**

Dave asked the Board to focus on testing/learning the content management feature of the new site.

Dave's goal for the Webmaster role is managing the tool. The Board should perform content management

An additional goal is to stabilize the website, and look at improvements in additional projects

- **Website Improvement Project (WIP)**

Dave has four volunteers to work on a Website Improvement committee

Dan suggested a photo gallery or album. This would fall under an improvement project

## **Logistics- Pam Sawatzki**

No report

## **Publicity- Amita Das**

Dan will be publishing the October Maximum Float, and has asked that all articles be in by 10/8.

## **Professional Development- Amy Piper**

No report

## **Finance- Karl Meier**

- **September finances**

Karl provided a register report to the Board showing costs related to the Open House and other PMI-MCAC expenditures occurring in September 2005.

- **Budget and Operations Manual**

Karl highlighted the unanticipated costs the Board has been encountering due to the lack of a budget.

Karl pointed to a general misunderstanding of the Finance role, and emphasized that each VP is responsible for creating a budget for their area, and that the VP of Finance was responsible for providing the funds for those budgets as expended, and for tracking financial activity for the Chapter.

Karl stressed the criticality of the Operations Manual to control costs and to initiate a budget process.

## **Special Projects- Dean Feldpaucsh**

No report

## **Outreach- Judy Walsh**

Judy asked the position name be listed as VP Outreach. Currently it is listed as both Outreach and Community Outreach. Dave will change e-mail and website references.

Judy has been researching outreach programs at Great Lakes Chapter, and is still formulating how Outreach will be implemented at PMI-MCAC. She has recruited volunteers to help in this process.

## Action Items

Owner	Action Item	Target	Complete
All	Provide articles to Dan for the October newsletter	10/7	
All	Create Operations Manual sections and provide to Dan		
All	Test/learn the content management function of the Chapter website		
All	Try to locate registration slips from the Open House		
Cathy	Search Listserv for duplicates		
Cathy	Add Dan and Dave as Listserv owners, and Dave as an editor. Remove Stanley		
Dan	Compile the October newsletter	10/10	
Dan	Compile the first draft of the Operations Manual	As sections available	
Dave	Place Logodogz link on PMI-MCAC site		
Dave	Provide a recommendation on a permissioning model for web documents including Board members, committee members, chapter members and guests.	November Board meeting	
Dave	Locate a non-State of Michigan listserv provider		
Dave	Change Community Outreach email and web references to Outreach		
John	Draft a summary of the Open House discussion for lessons learned		
John	Check on GM as a source of speaker		
Pam	Collect information regarding pricing in the dinner survey		
Stanley	Review the Logodogz product catalog for appropriateness		
Stanley	Provide Logozogz with the appropriate logo		
Pam, Dan, Dave	Contact speakers from the Toronto Leadership meeting		

### NEXT MEETING:

The next Board meeting is scheduled on Nov 1, 2005 at the PTD Conference Room from 5:30-6:30pm, unless it is changed later to accommodate the PDD Meetings.