



Board of Directors Meeting Minutes
February 13, 2002

Members Present	Janice Eplett - President (X), Paula Felver –V.P. Programs (X), Ken Helms – V.P. Communications (X), Dave Maynard – V.P. Professional Development (X), Robert Nichter – V.P Finance (X), Linda Nobel – V.P. Administration (X), Dianne Minneman–V.P. Membership (X), June Ball - Past President ()
Administration (Linda Nobel)	<ul style="list-style-type: none"> • Review Agenda • Review January Minutes for Approval. Spell check & send to Dave.
Finance (Bob Nichter)	<ul style="list-style-type: none"> • 2002 Budget Report (budget/actual for income/expenses) – Diane & Bob paid twice for Dec. meeting. Refund reflected. Some funds sitting in Paypal. When cleared, will go direct into Chapter account. Discrepancy of \$2 between Registered balance of 2/12/02 & Ending Balance. No indication as to why. Few report discrepancies need to be fixed (Quicken issue). Need to compare Hall bill to contract. • 2001 Budget vs. Actual (2002 Budget discussion under new business) – Reviewed proposed 2002 Budget. Estimate appeared conservative which the Board agreed was good. Discussion on the Membership Kit Budget determined no additional funds are needed. Currently have 15 kits in stock. It was recommended the Name Tags budget be change to \$15. Dave will verify the Website charge is every two years. The Board will discuss the speaker budget at the next meeting. • The Board discussed how to handle PMI meeting reserve’s that order a meal, show up only for the speaker and do not pay for the meal. Board reiterated if a meal is ordered & not canceled prior to the meeting in appropriate time frame, the individual should be billed for the meal. A note will be sent to the individual stating this fact. • State Tax form and SS-4 update – no news. • Need to get signature card at bank updated to reflect new President.
Programs (Paula Felver)	<ul style="list-style-type: none"> • Status on 2002 programs: • The paid speaker budget is \$600. Paula is currently looking at potential paid speakers. Depending on availability and cost, the Board may decide to have two paid speakers. . • Vendor Night <ul style="list-style-type: none"> ○ Rules reviewed. Suggested offering a free meal as an incentive for members to attend. ○ Board members should pass Vendor contacts on to Paula as soon as possible. ○ Board needs to decide on appropriate door prizes.
Professional Development /	<ul style="list-style-type: none"> • Dave is still reviewing approaches to controlling PDU Website credits to ensure can verify credits are earned.

Website (Dave Maynard)	
Membership (Dianne Minneman)	<ul style="list-style-type: none"> • Diane reported the Chapter is still at 138 members
Communications (Ken Helms)	<ul style="list-style-type: none"> • Communication Report <ul style="list-style-type: none"> ○ Advertising Policy & related concerns – Will be covered at next BOD meeting.
Old Business (Janice Eplett)	<ul style="list-style-type: none"> • Defer discussion of topics below until next BOD meeting. <ul style="list-style-type: none"> ○ BOD Minutes on Website – Covered above ○ Board decided to not support the DRA travel. The Board felt the Chapter would not get enough out of the investment to justify the expense.
New Business (Janice Eplett)	<ul style="list-style-type: none"> • Topics below will be covered at next BOD meeting. <ul style="list-style-type: none"> ○ 2002 Billing Options ○ Optional Meeting Place for future BOD Meeting ○ Leadership Component Website
Next Meeting and Adjournment	<ul style="list-style-type: none"> • Next BOD meeting on 3/13/02, 5:30 p.m. to 6:30 p.m., ACPL • Next NEIC PMI meeting on 3/25 at 5:30 p.m., Hall, Guest House