



Board of Directors Meeting Minutes  
January 9, 2002

Members Present	Janice Eplett - President (Y), Paula Felver –V.P. Programs (Y), Ken Helms – V.P. Communications (Y), Dave Maynard – V.P. Professional Development (Y), Robert Nichter – V.P Finance (Y), Linda Nobel – V.P. Administration (Y), Dianne Minneman–V.P. Membership (Y), June Ball - Past President (Y)
Administration (Linda Nobel)	<ul style="list-style-type: none"> <li>• Nov. minutes reviewed and approved with no changes.</li> <li>• BOD minutes will be posted to web. Reviewed procedure.</li> </ul>
Finance (Bob Nichter)	<ul style="list-style-type: none"> <li>• 2001 Yearly report (budget/actual for income/expenses):             <ul style="list-style-type: none"> <li>○ 2001 Monthly Financials distributed to Board</li> <li>○ Yearly report complete to incorporate into Chapter Renewal Form</li> <li>○ Need to update signature card at the bank. Remove June Ball and add Janice Eplett.</li> <li>○ Recommended we establish ACH automatic deposit for monthly dues checks</li> </ul> </li> <li>• State Tax form and SS-4 update:             <ul style="list-style-type: none"> <li>○ Submitted Federal form to correct our name.</li> <li>○ State tax form requires another form for a tax number. It has been submitted. Once we have a State No., then we will be able to file state taxes.</li> </ul> </li> </ul>
Programs (Paula Felver)	<ul style="list-style-type: none"> <li>• Status on 2002 programs:             <ul style="list-style-type: none"> <li>○ Programs set for Jan, Feb, Mar and Sep meetings. Two additional speakers have agreed to speak, but dates not set.</li> <li>○ Greg Githens requested to be a paid speaker (\$250 plus expenses). Greg indicated he would prefer not to speak in October. October was the chosen meeting for a paid speaker. Board decided to communicate to Greg he would be considered for the paid speaker slot in October, if he still wants to participate.</li> </ul> </li> <li>• Vendor Night:             <ul style="list-style-type: none"> <li>○ The PMI member expressed an interest in a Vendor night in place of a speaker, but was opposed to having vendors set up at each meeting. There is a fear that the vendors would begin to dominate the attendance.</li> <li>○ It was noted that vendors would be expected to defer some of the cost for that night by paying for the facility and/or paying for hours devours or dinner.</li> <li>○ May meeting may be a good meeting for Vendor Night</li> <li>○ Paula will draft the rules. Board members will provide list of vendor contacts.</li> </ul> </li> </ul>
Professional Development /	<ul style="list-style-type: none"> <li>• Proposed PMP class schedule:             <ul style="list-style-type: none"> <li>○ Two potential students and a repeat. We need 3 for a class. We will</li> </ul> </li> </ul>

<p>Website (Dave Maynard)</p>	<p>have a class every quarter. Next class will start Jan 14.</p> <ul style="list-style-type: none"> <li>• Website Status: <ul style="list-style-type: none"> <li>○ Website is up-to-date, including PDU Activity Form.</li> <li>○ PDU by Internet needs to be based on some evidence of activity that is then equated to time. Dave Maynard will develop the approach further and report next meeting.</li> <li>○ Dave will turn on the BOD area on the Web for communication and provide the Board members with their password.</li> </ul> </li> </ul>
<p>Membership (Dianne Minneman)</p>	<ul style="list-style-type: none"> <li>• Status of distribution list and contacts list: <ul style="list-style-type: none"> <li>○ Down loaded our membership list. Set up distribution list in Lotus Notes. Need to do a test. About 15 members without e-mail addresses. Diane will try to obtain addresses from members. Need to investigate if we can send corrected e-mail addresses to PMI.</li> <li>○ Recommend adding a note in Newsletter to update the area code and e-mail addresses.</li> <li>○ We have 5 new members this month. Total membership 138.</li> </ul> </li> </ul>
<p>Communications (Ken Helms)</p>	<ul style="list-style-type: none"> <li>• Status of Poster and Newsletter <ul style="list-style-type: none"> <li>○ Poster sent for Board Review. Approved to be posted.</li> <li>○ Posted the meeting menu on the Web.</li> <li>○ Draft News Letter distributed to Board. Will add article from the President.</li> <li>○ Need articles submitted to Ken Helms by Jan. 14.</li> <li>○ Discussed sending special addition to local companies. Perhaps in the summer.</li> <li>○ Look into reduced postage for not for profit organizations.</li> </ul> </li> </ul>
<p>Old Business (Janice Eplett)</p>	<ul style="list-style-type: none"> <li>• BOD Minutes on Website – Covered above</li> <li>• 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.</li> </ul>
<p>New Business (Janice Eplett)</p>	<ul style="list-style-type: none"> <li>• BOD Contact Information <ul style="list-style-type: none"> <li>○ Updated the contact sheet</li> </ul> </li> <li>• 2002 Calendar - Approved</li> <li>• 2002 Charter <ul style="list-style-type: none"> <li>○ Component Charter Agreement Document needs to be reviewed &amp; signed</li> <li>○ Copies of 2001 minutes provided.</li> <li>○ Secretary of State Website shows our Chapter is up to date.</li> <li>○ Reviewed Draft 2002 Charter Renewal</li> </ul> </li> <li>• Budget for Year 2002 (Deferred until next meeting)</li> <li>• 2002 Billing Options (Deferred until next meeting)</li> <li>• Optional Meeting Place for future BOD Meeting (Deferred until next meeting)</li> </ul>
<p>Next Meeting and Adjournment</p>	<ul style="list-style-type: none"> <li>• Next BOD meeting on 2/13/02, 5:30 p.m. to 6:30 p.m., ACPL</li> <li>• Next NEIC PMI Meeting on 1/28 at 5:30 p.m., Hall, Guest House</li> </ul>