



Board of Directors Meeting Minutes
November 13, 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 (N)
Administration (Linda Nobel)	<ul style="list-style-type: none"> • The agenda was reviewed. No changes requested • The October meeting minutes were reviewed and accepted for posting after correction of a small grammatical error.
Finance (Bob Nichter)	<ul style="list-style-type: none"> • Financial Report <ul style="list-style-type: none"> ○ The official name of our Chapter is ‘NEIC PMI in Care of June Ball’. We submitted a change in name last February, but it did not take effect. We need to file a non-profit annual report for the state that would change the contact. Finance Vice President usually does this. Linda Nobel has the action to look in the file for our last copy. IRS gave confirmation of our ID, the accountant sent letter to state asking for a waiver of the fine. ○ The BOD reviewed annual report. We are under running our budget to date. No issues with the report. ○ Bob reported there was not much response to our Polls. Need to reevaluate their effectiveness.
Programs (Paula Felver)	<ul style="list-style-type: none"> • Program Report <ul style="list-style-type: none"> ○ The Joint IEEE & PMI Meeting for next will be in March. The topic can be about knowledge sharing between team members or virtual team. The BOD recommended the presentation center around virtual teams. At this time, it appears the cost will be between \$500 and \$600. We will be responsible for half the expenses. ○ Linda Nobel will request that PRTM speak at the January meeting. The topic will center around product development ○ We will probably schedule the Vendor night again in May.
Professional Development / Website (Dave Maynard)	<ul style="list-style-type: none"> • Professional Development/Website Report <ul style="list-style-type: none"> ○ Website is updated. ○ Linda Nobel needs to send September minutes and corrected October minutes to Dave. ○ The last PMP class for this year is in progress. ○ Dave mentioned a local company has expressed an interest in signing up about 150 people for the on line PMP class. ○ The BOD recommended we put class testimonial on web page.
Membership (Dianne Minneman)	<ul style="list-style-type: none"> • Membership Report. <ul style="list-style-type: none"> ○ Down to 131members. We picked up one new member. There were four non-renewals.
Communications (Ken Helms)	<ul style="list-style-type: none"> • Communications Report <ul style="list-style-type: none"> ○ Flier done.
Old Business (Janice Eplett)	<ul style="list-style-type: none"> • The new NEIC PMI meeting night will be on Tuesdays for 2003. • No discussion on the following topics. Will discuss at a later meeting. <ul style="list-style-type: none"> ○ ‘Turn over’ instructions – leaving office, documented procedures. Relationships with other chapters of Fort Wayne professional organization. ○ Dave provided a screened list of other professional Fort Wayne Chapters that may have some synergy with PMI. The thought was we might want to develop a mutually beneficial relationship with them to share information, speakers, and membership. Should be noted that the IEEE shared presentation discussed above does support this initiative. ○ Status of action to draft a letter to send to the President of each of these.

	<p>organizations to see if they would have an interest. Janice volunteered to draft the letter.</p> <ul style="list-style-type: none"> ○ NEW POSITION to support the board. <ul style="list-style-type: none"> ▪ Director of Vendor Night ▪ Contacts with other organizations ▪ Meeting Attendance? • We review the BOD nominations. Should a 1-paragraph biography be requested of each nominee to be attached to voting form by November Friday 22? It was decided each nominee could give a brief biography at the meeting.
<p>New Business (Janice Eplett)</p>	<ul style="list-style-type: none"> • Menu Selection for next year's meetings; A concern was expressed that too much chicken is served. To have more variety would cost a dollar more per meal. It was suggested that the Chapter pick up the extra dollar rather than charge the membership more. The BOD may consider lowering the price of the meal for membership if we can supplement and stay financially sound. Dave Maynard recommended we go for the extra cost for better variety of meals, but not raise the price of the meal to members. Linda Nobel second the motion. • There was a brief discussion on the 2003 Budget. Each BOD member was requested to bring their 2003 budget forecast to the next meeting for discussion. • It was recommended we put in writing our fiduciary responsibilities as a not-for profit organization. The Indiana State website would be a good place for information about our legal responsibilities.
<p>Next Meeting and Adjournment</p>	<ul style="list-style-type: none"> • Next BOD meeting on 12/11/02, 5:30 p.m. to 6:30 p.m., Lincoln Building on Clinton, 5th Floor, CR 5044 • Next NEIC PMI meetings is and 12/2/02 at 5:30 p.m., Hall, Guest House. The January meeting will be 1/28/03.