



Board of Directors Meeting Minutes  
October 9, 2002

Members Present	Janice Eplett - President (Y), Paula Felver –V.P. Programs (Y), Ken Helms – V.P. Communications (N), 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"> <li>• Reviewed agenda</li> <li>• September minutes approved to be posted.</li> </ul>
Finance (Bob Nichter)	<ul style="list-style-type: none"> <li>• Financial Report             <ul style="list-style-type: none"> <li>○ We received a tax letter stating we owe penalty of \$250 for not filing on time. We did file on time, but the State had not given us a Tax ID number. Since we are not for profit, we do not pay tax. BOD suggested we talk to the accountant on what to do. Need to make decision to pay or appeal.</li> <li>○ Reviewed the financial statement. There were no issues.</li> <li>○ Reviewed poll created by Bob to determine the best day for NEIC PMI Meeting to be held next year. The BOD recommended the poll allow choosing more than one day. The poll will be sent to both current and members. The BOD talked about using a poll format to determine the memberships interest in continuing Vendor night.</li> </ul> </li> </ul>
Programs (Paula Felver)	<ul style="list-style-type: none"> <li>• Program Report             <ul style="list-style-type: none"> <li>• Paula provided a draft article for the BOD review about the success of vendor night. Other than a few minor comments, which Paula will incorporate, the article looked good &amp; was accepted for publication in the next newsletter.</li> <li>• Status of Recommended actions:                 <ul style="list-style-type: none"> <li>○ <b>Action:</b> Get feedback from vendors on how they felt it went and any suggestions for future vendor nights. <b>Status:</b> BOD decided this action was no longer needed.</li> <li>○ <b>Action:</b> Start earlier researching and recruiting vendors. <b>Status:</b> The BOD identified the need to form a team to support vendor night. It was discussed this may be a way to get some additional membership involved other than the BOD members. A call for volunteers could be addressed at the next chapter meeting.</li> <li>○ <b>Action:</b> Poll the membership on their interest on doing this again next year. <b>Status:</b> As stated above, we could use the same approach as the poll for determining the best meeting night. Paula will draft the poll and send it to Bob to post to the current and past membership.</li> </ul> </li> <li>• (New) Joint IEEE &amp; PMI Meeting for next year. The local IEEE association approached Paula about doing a joint meeting with a paid speaker who is a member of both organizations. The BOD was positive about pursuing this activity. It is a way to start building alliances with other local organizations, which may share some common interests. Paula will pursue more information about the topic, speaker and cost to our chapter.</li> <li>• Dan Surface has been confirmed as our November speaker. Paula is pursuing a speaker from Training Solutions for the December meeting. Linda Nobel mentioned that PRTM, a consulting firm specializing in Product Development Processes would be will to fill a speaker slot for next year. Their contract with International Truck &amp; Engine Corporation is up in March, so to avoid cost, we would want them to present in January or February</li> </ul> </li> </ul>
Professional Development / Website (Dave Maynard)	<ul style="list-style-type: none"> <li>• Professional Development/Website Report             <ul style="list-style-type: none"> <li>○ Dave current class is the biggest class to date. We have several members of the class from Honda.</li> <li>○ There was no issues or changes the current website.</li> </ul> </li> </ul>
Membership (Dianne Minneman)	<ul style="list-style-type: none"> <li>• Membership Report.             <ul style="list-style-type: none"> <li>○ Membership has been holding steady at 134.</li> <li>○ Diane will be on vacation October 21st. Bob will distribute newsletter for Diane.</li> </ul> </li> </ul>

<p>Communications (Ken Helms)</p>	<ul style="list-style-type: none"> <li>• Communications Report – Faxes are out and the Flyer is ready for distribution. If we decide to make October’s meal free, then need to notify Ken to update the flyer. There is a request for a paid advertisement to run the next three issues. Bob Nichter will need to send them invoice.</li> </ul>
<p>Old Business (Janice Eplett)</p>	<ul style="list-style-type: none"> <li>• <b>Action:</b> ‘Turn over’ instructions – leaving office, documented procedures. <b>Status:</b> Not discussed this meeting.</li> <li>• <b>Action:</b> Relationships with other chapters of Fort Wayne professional organization. <b>Status:</b> DOD is pursuing a joint IEEE/PMI meeting discussed above. No other action to date. <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ Status of action to draft a letter to send to the President of each of these organizations to see if they would have an interest. Janice volunteered to draft the letter.</li> </ul> </li> </ul>
<p>New Business (Janice Eplett)</p>	<ul style="list-style-type: none"> <li>• New Meeting Night for next year &amp; membership survey on subject matter. The referenced poll will be issued October 23 and will end 10 days after it is sent. The results will be reviewed at the November BOD meeting and announced at the December chapter meeting.</li> <li>• Decided to have the free meal for membership at the October meeting. Non-members will be charged \$20 instead of the usual \$25. If they come for the speaker only, the charge will be \$5.</li> <li>• Elections: <ul style="list-style-type: none"> <li>○ Nomination forms will be handed out at the October meeting. Dave will coordinate this activity.</li> <li>○ Current BOD members at this time will run again.</li> </ul> </li> </ul>
<p>Next Meeting and Adjournment</p>	<ul style="list-style-type: none"> <li>• Next BOD meeting on 11/13/02, 5:30 p.m. to 6:30 p.m., Lincoln Building on Clinton, 5<sup>th</sup> Floor, CR 5044</li> <li>• Next NEIC PMI meetings is and 10/28/02 at 5:30 p.m., Hall, Guest House</li> </ul>