



Board of Directors Meeting Minutes  
February 12, 2003

Members Present	Janice Eplett - President (Y), Paula Felver –V.P. Programs (N), Ken Helms – V.P. Communications (Y), Dave Maynard – V.P. Professional Development (Y), Robert Nichter – V.P. Finance (N), Linda Nobel – V.P. Administration (Y), Dianne Minneman–V.P. Membership (Y), June Ball - Past President (N)
Committee Members	<ul style="list-style-type: none"> <li>• Melody Bliss (Y), Greg Aurand (Y)</li> </ul>
Administration (Linda Nobel)	<ul style="list-style-type: none"> <li>• Agenda was reviewed and approved.</li> <li>• January Minutes were reviewed and approved pending spelling corrections. Dianne Minneman made the motion for approval; Dave Maynard seconded it.</li> </ul>
Finance (Bob Nichter)	<ul style="list-style-type: none"> <li>• The financial report was reviewed and accepted. Linda Nobel made the motion for approval; Dave Maynard seconded the motion.</li> <li>• Bob was unable to attend the meeting. Status on the tax issues will be presented next meeting.</li> <li>• 2003 Budget Approval (Under Old Business)</li> </ul>
Programs (Paula Felver)	<ul style="list-style-type: none"> <li>• Program Report           <ul style="list-style-type: none"> <li>• Paula provided a general status on the Program speakers. A question was asked about maintaining our subsidized price for the meal at the March meeting. IEEE will be charging the unsubsidized price for the meal. It was determined we would maintain the current price structure. We will make IEEE aware of our policy and why we can charge less for the meal. We recommend setting up two check-in tables, one for each organization.</li> <li>• It was recommended that we do not have a free meal night in October, since we supplement the meals all year and ten dollars is very reasonable. Ken Helm made the motion to approve this policy; Dianne Minneman seconded the motion.</li> <li>• Vendor night status               <ul style="list-style-type: none"> <li>• Melody Bliss and Greg Aurand provided an update on Vendor Night. They have created a list of potential vendors to invite from the region (IL, OH, IN, &amp; local colleges). They will also invite last year’s firms. The questionnaire indicated the membership was in favor of another vendor night. It was recommended we broaden the areas of topics to bring in new people.</li> </ul> </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 has set up an automatic reminder when next class begins.</li> <li>• Dave provided the PMP Class Report. We have two on the waiting list for the next class. Whirlpool has an interest in sending 20 people through the class. Dave can handle 20 in a class, but not much more. This class will start in March. Dave has created a brochure to give to organizations interested in sponsoring people from their organization. Dave recommended we increase the advertising budget with the additional profits from the class. Ken Helm will check advertising prices.</li> <li>• Indiana Institute of Technology current curriculum initiative update – Dave has completed half the database. Once it is complete, Dave will call for a review.</li> <li>• With advent of the PMP class growing popularity, do we need class size limits?</li> <li>• Dave submitted a request for software that will help him more efficiently administer the class. The Board approved Dave to purchase the software and be reimbursed for the expenditure.</li> </ul> </li> </ul>

<p>Membership (Dianne Minneman)</p>	<ul style="list-style-type: none"> <li>• Membership Report.</li> <li>• Dianne provided a membership report. The membership trend has been showing a decline. We are down to 125 members. This trend is also being seen at the PMI level. Linda Nobel has an action to investigate the reason for the downward trend for the PMI- College of Performance Management. She will share that information with the NEIC Board. It may give some insight.</li> </ul>
<p>Communications (Ken Helms)</p>	<ul style="list-style-type: none"> <li>• Communications Report.</li> <li>• Ken provided a communication status. The February Flyer is out. He is working on the newsletter. There are two paying ads this month.</li> <li>• Updates to the Advertising Policy were reviewed and approved. Ken Helms made the motion; Dave Maynard seconded the motion.</li> </ul>
<p>Old Business (Janice Eplett)</p>	<ul style="list-style-type: none"> <li>• Review of the 2003 Budget <ul style="list-style-type: none"> <li>• Additional budget items from Dave Maynard were added.</li> <li>• The Board review and approved 2003 Budget pending verification that Dave’s additional items have been added.</li> </ul> </li> <li>• Fiduciary responsibilities as a not-for profit organization - closed</li> <li>• ‘Turn over’ instructions – leaving office, documented procedures. Will be discussed next meeting.</li> <li>• Relationships with other chapters of Fort Wayne professional organization. Not discussed. Will be discuss or close at next meeting. <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>• Janice provided a draft of the NEIC Yearly Calendar. The Board should review and provide input by next meeting.</li> </ul>
<p>Next Meeting and Adjournment</p>	<ul style="list-style-type: none"> <li>• Next BOD meeting on 3/12/03, 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 2/25/03 at 5:30 p.m., Hall, Guest House</li> </ul>