



Board of Directors Meeting Minutes  
January 8, 2003

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)
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>Reviewed agenda. It was accepted as it stood.</li> <li>Reviewed December Minutes for posting. Motion: Diane Minneman, Second: Janice Eplett. All BOD members voted in favor of approval.</li> </ul>
Finance (Bob Nichter)	<ul style="list-style-type: none"> <li>Reviewed Financial Report <ul style="list-style-type: none"> <li>Bob received the bill from Halls; they provided no detailed breakdown of cost. Janice Eplett will contact Halls and request that bills be itemized.</li> <li>Eight students have paid for the PMP class.</li> <li>There were no other issues with the report. No other issues</li> </ul> </li> <li>Tax Issues <ul style="list-style-type: none"> <li>We still seem to be struggling with our State tax return. One letter says the State accepts our explanation, but did not concede that we owe no tax. Confusion seems to center around the INS number. Another letter says the State now agrees we have the correct tax-exempt INS number and we are recognized as a not for profit organization. This moves our tax file date to April 15. There appears to be some confusion with another organization. Three IRS letters say we have the right INS, but PMI doesn't agree. Janice will send PMI copies of letters. Bob Nichter and Janice Eplett will continue to work this issue.</li> </ul> </li> </ul>
Programs (Paula Felver)	<ul style="list-style-type: none"> <li>Program Report <ul style="list-style-type: none"> <li>The January program is set. PRTM will present. The web file is updated.</li> <li>February – Dr Baker from IIT will not be available as planned, but Tim Allwein will present in his place. The topic will be how academia and the business community can work together to better project management.</li> <li>IEEE/PMI joint meeting is scheduled for March. We will share the cost of the paid speaker with IEEE (approximately \$300 each).</li> <li>The Michigan Chapter recommended a paid speaker they had who spoke on the topic of how to give good presentation (titled <u>And Your Point?</u> Paula will investigate this further as a potential candidate for our October meeting.</li> <li>Vendor night – Melody Bliss &amp; Greg Aurand will chair the committee for Vendor night. The BOD discussed a possible survey on the web or at the next meeting to poll the membership on their interest and on what type of vendors they would like to see. A budget for the committee needs to be set.</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>Twelve people of signed up for classes. They are from all over the nation.</li> <li>Report</li> <li>Dave is building a database to analyze the Indiana Institute Technology current curriculum to determine how to integrate the PMP class content. He is still evaluating the IIT proposal.</li> <li>PDU class on hold due to the above activities, but will get back to it soon.</li> </ul> </li> </ul>
Membership (Dianne Minneman)	<ul style="list-style-type: none"> <li>Membership Report. No change in total. Three new PMP certifications this month.</li> </ul>

<p>Communications (Ken Helms)</p>	<ul style="list-style-type: none"> <li>• Communications Report. <ul style="list-style-type: none"> <li>○ The Flyer is ready to issue</li> <li>○ It was proposed the advertising fee remain at \$120. The motion to approve was made by Linda Nobel. Paula Felver seconded it. All BOD members voted in favor of approval</li> <li>○ Ken asked if an additional fee should be charged for advertising on the website. It is not at present. Janice will review the current policy.</li> </ul> </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>• The BOD reviewed the 2003 Budget forecast. Some adjustments were made. Bob Nichter will update the forecast and the BOD will review for approval next meeting.</li> <li>• The PMI-NEIC meeting schedule and menu were reviewed and accepted by the BOD.</li> </ul> </li> </ul> <p>Defer until next meeting</p> <ul style="list-style-type: none"> <li>• Fiduciary responsibilities as a not-for profit organization</li> <li>• ‘Turn over’ instructions – leaving office, documented procedures.</li> <li>• Relationships with other chapters of Fort Wayne professional organization. <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 is working on the Charter Renewal documentation. She received the information she needed to complete it. The documents are due to PMI no later than February 15<sup>th</sup>.</li> </ul>
<p>Next Meeting and Adjournment</p>	<ul style="list-style-type: none"> <li>• Next BOD meeting on 2/12/03, 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 1/28/03 and 2/25/03 at 5:30 p.m., Hall, Guest House</li> </ul>