



Board of Directors Meeting Agendas
May 21, 2003

Members Present	Janice Eplett - President (X), Paula Felver –V.P. Programs (), Ken Helms – V.P. Communications (X), Dave Maynard – V.P. Professional Development (), Robert Nichter – V.P. Finance (), Linda Nobel – V.P. Administration (X), Dianne Minneman–V.P. Membership (X)
Administration (Linda Nobel)	<ul style="list-style-type: none"> • Agenda approved. • April meeting minutes approved. Linda Nobel moved to approve the minutes. Diane Minneman seconded the motion.
Finance (Bob Nichter)	<ul style="list-style-type: none"> • The Financial Report was reviewed and approved. Janice Eplett moved to approve the report. Linda Nobel seconded the motion. • It was noted that income is up due to PMP Preparation classes, but the Chapter is losing money at meetings due to not making guaranteed meals. Further investigation needed to determine issues.
Programs (Paula Felver)	<ul style="list-style-type: none"> • Program Report was not available. It was noted the October meeting speaker slot is still open.
Professional Development / Website (Dave Maynard)	<ul style="list-style-type: none"> • Professional Development Report was not available. • It was noted the PMP Preparation class has been well attended.
Membership (Dianne Minneman)	<ul style="list-style-type: none"> • Membership Report stated we have 5 new members and 3 new companies represented in the Chapter. There were 7 non-renewals. Raytheon does not plan to renew their corporate membership due to tight budgets. The ratio of PMP certified members is up.
Communications (Ken Helms)	<ul style="list-style-type: none"> • Communications Report. <ul style="list-style-type: none"> ○ The Newsletter was issued. ○ The BOD agreed to investigate cost to advertise in the newspaper.
Old Business (Janice Eplett)	<ul style="list-style-type: none"> • Turnover Reviews: <ul style="list-style-type: none"> ○ Dianne ○ Janice ○ Will review Ken Helm’s Duties and Turn Over Instructions for VP Communications
New Business (Janice Eplett)	<ul style="list-style-type: none"> • Registered Education Provider – Our Chapter Training was developed by and belongs to Dave Maynard. Dave is the registered Education Provider for this course. • Agreed to promote the Dayton chapter Professional Development Day September 9th on our Website. • BOD agreed to have the next BOD meeting August 6th.
Next Meeting and Adjournment	<ul style="list-style-type: none"> • Next BOD meeting is on 8/6/03, 5:30 p.m. to 6:30 p.m., Lincoln Building on Clinton, 5th Floor, CR 5044 • Next NEIC PMI meeting is on 5/27/03 at 5:30 p.m., Hall’s Guest House