



Board of Directors Meeting Minutes
December 8, 2004

Members Present	Janice Eplett - President (y), Paula Felver –V.P. Programs (y), Michael Krouse – V.P. Finance (y), Dave Maynard – V.P. Professional Development (y), Robert Nichter – Webmaster (y), Kathi Keeterle – V.P. Administration (y), Dianne Minneman–V.P. Membership (y), Regina Moorhead – V.P Communications (n), Pat Ruger – Assistant to V.P. Programs (y)
Administration (Kathi Keeterle)	<ul style="list-style-type: none"> November meeting minutes and December agenda approved.
Finance (Michael Krouse)	<ul style="list-style-type: none"> Financial report – not provided as not much has changed. Chapter charge card – now have one for any BOD member to use. Changes to Paypal email – changed primary to Treasurer PMI-NEIC Changes to bank account signatories – need to remove Janice, Add Paula, Keep Dave
Programs (Paula Felver)	<ul style="list-style-type: none"> 2005 Calendar finalized. Diane will email schedule to the group. No January program yet, still in progress. The Halls contract was reviewed. The group decided to remove the May 25 date and have the meeting at a new location. With that change, Paula will sign the contract. Reviewed the menus, made a few changes.
Professional Development (Dave Maynard)	<ul style="list-style-type: none"> Dave indicated he had emailed the instructions for use of the new email list to the group. Big class starting in January – 20+.
Membership (Dianne Minneman)	<ul style="list-style-type: none"> Membership report: 109 members. 4 new members, 1 new PMP – Kathy Schwartz.
Communications (Regina Moorhead)	<ul style="list-style-type: none"> No Update – Regina not present Status on format and email delivery issue – Dave reported we are not getting any email bounces. Not sure where they would be going. Bob responded they would go to Communications@PMI-NEIC
Website (Bob Nichter)	<ul style="list-style-type: none"> Website report: removed the job opportunities Need to do: Update Board Members Potentially update the site to use the PMI template
Old Business	<ul style="list-style-type: none"> Assignment: Dave will document access and process for the group on the use of the new Newsletter sending software. (this was done) Assignment: Regina will send newsletter graphics to Bob to put on the website (done) Assignment: Bob will put the Privacy Policy on the website, and will display it when people sign up for the newsletter. (when this feature is available) Restarting ads for PMI Meetings in the business section of the Journal Gazette. (Regina will look into costs and report back to group) Do we want to move the newsletter software to the domain? (still to be done)
New Business	<ul style="list-style-type: none"> Business cards (Paula will look into costs and other info) CABM Designation – do we want to share info with membership? (No) Review budget for 2005. Bring budget items to BOD meeting. (defer to January Meeting) 2005 – Chapter can send 2 people free to PMI Global Congress. It is proposed that the Chapter pays T&E, Fee is paid by PMI. Does anyone want to go? (More discussion at January meeting)
Next Meeting and Adjournment	<ul style="list-style-type: none"> Next BOD meeting is on January 12 5:30 p.m. to 6:30 p.m., Lincoln Building on Harrison St, first floor, room 1H-1 Next NEIC PMI meeting is on January 26 at 5:30 PM at Hall’s Guesthouse.