



Board of Directors Meeting Minutes
January 12, 2005

Members Present	Paula Felver - President (Y), Pat Ruger –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 (Y), Dale Vollenweider– Assistant to V.P. Programs (N), Janice Eplett – Past-President (Y)
Administration (Kathi Keeterle)	<ul style="list-style-type: none"> December meeting minutes and January agenda approved.
Finance (Michael Krouse)	<ul style="list-style-type: none"> 3 Reports distributed: Final Budget vs Actual Report for 2004, the 2004 Final Balance Sheet, and the 2004 Transaction Report. We received a letter of thanks for our contribution to the Trinity English Organ Project. They would like to list our organization in the Donor Book. Group approved.
Programs (Pat Ruger)	<ul style="list-style-type: none"> January program presenters: Fort Wayne Business Journal. Topic: “The Art of Publishing a Magazine”. We will restart giving a framed plaque to the program presenters. Paula will send the template to Pat, and has a few more frames that can be used. Still working on the February meeting topic and speaker.
Professional Development (Dave Maynard)	<ul style="list-style-type: none"> 19 in January class Wait list for the February class Reminder: When appropriate, we need to remember to file the papers so we can continue to conduct the online class.
Membership (Dianne Minneman)	<ul style="list-style-type: none"> Membership report: 111 members. 3 new PMPs: Sandy Huk, Steven Keppler, Melody Tyler There are 198 folks on the distribution list. In March, there will be a Professional Development Day, sponsored by the Western Michigan chapter.
Communications (Regina Moorhead)	<ul style="list-style-type: none"> Question: Can the chapter purchase the Front Page software needed for the newsletter? After discussion, Regina is to research pricing and maybe 3 vendors. If Best Buy is close to the price, then just buy it. Question: What to do about pricing for Ads? Since we have agreed to continue with the Front Page software, we can continue with the current ad size, therefore same ad pricing.
Website (Bob Nichter)	<ul style="list-style-type: none"> The BOD has been updated with 2005 roster, and old jobs removed from the site. Need to update the 2005 program and speaker info as soon as available. Has not yet looked into updating the style.
Old Business	<ul style="list-style-type: none"> OK to proceed: Restart ads for PMI Meetings in the business section of the Journal Gazette and News Sentinel, and on Comcast and community calendars. When do we want to move the newsletter software to the domain? (Revisit in March.) Paula Update: Business cards. (no action) President Turnover (Janice): Will send template for the Bylaws/Constitution to Dave so he can rekey the current version into electronic form.
New Business	<ul style="list-style-type: none"> Review budget for 2005. Bring budget items to BOD meeting. (February Meeting) 2005 – Chapter can send 2 people free to PMI Global Congress. Chapter pays T&E, Fee is paid by PMI. Does anyone want to go? (No, Chapter not interested in sponsoring) January Meeting ONLY: Each NEIC member can bring a guest free. We will review the response to this at the next BOD.
Next Meeting and Adjournment	<ul style="list-style-type: none"> Next BOD meeting is on February 9 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.