

Board of Directors Meeting Minutes

March 12, 2008



Please contact Kathi Heyes at 260-455-5448 to confirm monthly Board of Directors Meeting after 4:00 on the day of the meeting or Tiffany Yoquelet at 260-410-5840 if Kathi's voicemail hasn't been updated.

<p>Members Present</p>	<p>President Kathi Heyes - President (Y), Paula Felver – Immediate Past President (N),</p> <p>V.P.s Tiffany Yoquelet – V.P. Administration (Y), Michael Krouse – VP Finance (Y), David Winters – V.P. Marketing and Advertising (Y), Shirley Miller – V.P. Communications (Y) – Dianne Minneman – V.P. Membership (Y), David Maynard – V.P. Professional Development (Y), Pat Ruger – V.P. Programs (Y)</p> <p>Directors Anne Woenker – Dir. of Volunteers (N), Dale Vollenweider – Dir. of Finance (Y), Open – Dir. of Community Outreach (N), Tracy Ripplinger – Dir. Corporate Outreach (N), Bob Nichter – Dir. of Web Services (Y), Greg McCormick – Dir. of Newsletter (Y), Open – Dir. of Membership Attraction (N), Dave Preston – Dir. of Membership Retention (Y), Nancy Hoffman – Dir. of Academic Outreach (N), Paula Felver – Dir. Course Development (N), Open – Dir. of Surveys (N), Dan Zilai – Dir. of Development Sessions (Y).</p>
<p>Administration V.P. Tiffany Yoquelet Dir. Anne Woeneker</p>	<ul style="list-style-type: none"> • Reviewed and approved February meeting minutes and March agenda. Dave Maynard and Dianne Minneman reviewed and approved February meeting minutes and March agenda. • Volunteer Activities • Guest Policy: rough draft of guest policy passed out revisions in April's meeting • Board Packet: information will be forwarded to Tiffany Yoquelet prior to the meeting and prepared as a packet if possible.
<p>President Kathi Heyes</p>	<ul style="list-style-type: none"> • Update on Chapter Renewal: the chapter renewal was completed on 2/28 • Scholarship Program: Shirley Miller and Greg McCormick to update communications with scholarship program information. This will also be placed on the website from 5/1-6/30. Will need to notify colleges. Ball State was mentioned. At the next chapter meeting we will announce the scholarship program. Kathi Heyes will discuss with Nancy Hoffman, Academic Outreach, about assuming this responsibility. The scholarship will be for four year colleges. Ivy Tech will be removed. Indiana Business College needs to be contacted to see if this is a four year college. Need to determine scholarship application process and document. This could consist of narrowing down to 3 presentations. Flesh out figured by July. August review/presentation/decision criteria. • Policies and Procedures Handbook: Guest Policy, Scholarship Application and Review Process, Advertising Policy (take from Website) – Guest Policy above, Scholarship above, Advertising Policy to be updated by Dave Winters. This will be an action item for the next meeting. • Dave Maynard to report PDUs. • Systematic Review of Handbook, Charter, Bylaws, and other documentation from PMI Site for Components • Storage of Documents: Document retention administrative function. Keep information on the website. Master retention schedule, what do we own and who has it? Tiffany Yoquelet will work with Dave Maynard on using the website for document storage. • Kathi Heyes attended a call with region 2, asked about fund to send to conference, application process.
<p>Finance V.P. Michael Krouse Dir. Dale Vollenweider</p>	<ul style="list-style-type: none"> • Financial Report: Financial reports completed. Taxes are coming up. Signators added Kathi Heyes and Dale Vollenweider once the official forms are signed. The others were removed. • Michael Krouse and Dale Vollenweider have purchase Quicken 2008 for \$42. • The bank savings account went down and the certificate went up. We know have two

	<p>certificates; one 6 month and one 12 month.</p> <ul style="list-style-type: none"> • ‘Separation of Duties’ Update: it is hard to separate with the tools we have. We can have a backup to the primary and rotate duties.
<p>Marketing and Advertising V.P. David Winters Dir. Open Dir. Tracy Ripplinger</p>	<ul style="list-style-type: none"> • Marketing and Advertising Report: See attached handout. • Community Outreach • Corporate Outreach: See attached handout. Tracy Ripplinger looked at other PMI. • Provide BOD members with padfolio / USB drives per President’s directive at last meeting • Community calendars / newspapers will be updated with March meeting info. • Discuss Corporate Outreach / Sponsorship activities • Discuss radio / TV advertising opportunities
<p>Communications V.P. Shirley Miller Dir. Bob Nichter Dir. Greg McCormick</p>	<ul style="list-style-type: none"> • Communications Report: Distribute flyer. Shirley Miller is waiting for a picture of Linda Young. • Web Services: Website ready for March. • Newsletter: Newsletter ready updated information tonight. Survey about PMO.
<p>Membership V.P. Dianne Minneman Dir. Dave Preston Dir. Open</p>	<ul style="list-style-type: none"> • Membership Report: See attached <p>Membership Count Last Month = 122 Membership Count This Month = 122 New Members = 4 Riddick Lew Blackwood ITT, Marie Ravetta XMCO, Warren, IN, Kevin Strite, PMP – MMA, Goshen, IN, Michael Young – Schneider Electric, Hunington, INC. Late Renew = 1 Dennis Lane, PMP Transfer In = 1 Deb Short, PMP Non-Renew = 6 Stefoni Bavin, David Hart, PMP, Michelle Hoover, Dr. Kevin Hunt, Steven Kepler, PMP, Lori Snyder, PMP Renew = 10 James Byers, Clifford Clark, Warren Gareless, Linda Gray, Casime Kroll, Greg McCormick, Scott Perrine, Mark Riechmann, Laura Saxman, Carrie Stanley New PMPs = 0 # of PMP’s = 72 % of Membership = 59% Distribution List updated = 3/12/08</p> <ul style="list-style-type: none"> • Membership Attraction • Membership Retention: Dave Preston will be the Dir. of Membership Retention. He will work the prospect and the non-renew list.
<p>Professional Development V.P. Dave Maynard Dir. Nancy Hoffman Dir. Paula Felver</p>	<ul style="list-style-type: none"> • Professional Development Report: 21 for March. Class members don’t come to chapter meetings. Dave Maynard will provide a list to Dianne Minneman. PgMP diagram. RSVP program improvements because holes existed. The Russian Hacker is back. Dave Maynard added session IDs. IPFW/Northeast IIC 3 colleges. Innovative Center is a great facility. Possible offsite meeting location for speaker exchange lunch and learn. Spoke at Calumet Chapter on PgMP. • Academic Outreach • Course Development: PDU Class forming, norming, storming. CAPM Update: No update on CAPM.
<p>Programs V.P. Pat Ruger Dir. Open Dir. Dan Zilai</p>	<ul style="list-style-type: none"> • Program Report: 4/23 cancellation. Pursue offsite Innovation for 4/23. Sweetwater tentative commitment. • Professional Development Sessions: Gary Monte out of Ohio for a 4 hour session, lecture, and workshop. Hall’s isn’t available 4/19. Shirley Miller is concerned of the short notice. Looking at 5/3, Hall’s might be available. Kathi Heyes is open to having Dan Zilai making the arrangements. Dave Maynard and Dan Zilai to have a conference call. • Surveys • PMI Magazine, advertise current event, Dan Zilai will check.

Old Business	<ul style="list-style-type: none">• Speaker gifts other than certificate – deferred
New Business	<ul style="list-style-type: none">•
Next Meeting and Adjournment	<ul style="list-style-type: none">• Next BOD meeting is on April 9, 2008 at 5:30 p.m. to 6:30 p.m., Lincoln Building on Harrison St, first floor, room 1H-1.• Next NEIC PMI Chapter meeting is on March 26, 2008 at 5:30 at Hall's Guesthouse.