



## **Meeting Minutes – Board of Directors**

*Date of Meeting:* Thursday – January 18, 2007  
*Location:* Teleconference  
*Time:* 4pm – 5:00pm  
*Present:* Jonathan Myerov, Paula Grey, Lisa Payne, Mike McKenzie, Gregg Kulichik, Paul Heintel, and Beth Goonan.  
*Absent:* Paul Ainsworth and Tim Nason.

*Next BOD Meeting:* February 1, 2007, Noon, Online

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### **I. Discussion**

- Meeting minutes – Status of 2006 minutes and the posting of minutes on the Nor'easters web site.
- Treasurer (Paula)
  - Paula has received materials from Amy Bennington. The bank account contains approximately \$1,600. This amount includes \$500 from Pragmatech, \$500 from Proposal Software, and \$600 from the old account
  - Jon has the check from National for \$500 to be added to the account
  - Paula will assume bank account signature authority from Amy
  - Amy had prepared a 2006 budget which needs to be reviewed as a reference for creating a new budget. Certain assumptions used to create the old budget proved to be incorrect
- Web (Gregg)
  - Gregg will contact the web designer and get things going. Will set up a web test site for the BOD to review and comment on the site before making it available to the Chapter
  - Bills from the designer will be sent to the Treasurer for payment
- Membership (Lisa)
  - Agreed to add to the Member Survey Gregg's suggestion to offer a raffle gift to individuals who provide the name and e-mail address of a coworker
  - Member survey will be sent Monday or Tuesday of next week.
  - Nor'easters will provide the \$50 for the raffle
  - Tim is working on phone number list of members
  - Mike mentioned that the Georgia Chapter has a spread sheet that could help for contact information
  - Survey results will be sent to the BOD for review
- Programs (Beth, Mike)
  - Beth and Paul A. are to work on the speaker for the March meeting; meeting sponsors (food and raffle) TBD
  - We can ask Gary Crosby to use the HP site for the March meeting if we need it



- Alternative meeting locations and formats were discussed. Once we consistently have greater than 20 members per meeting, we can consider moving the meetings to a hotel or similar facility
- Jon has been in contact with RainToday about providing a speaker for the March meeting
- Member survey will provide information regarding possible speaker topics
- Member survey will also provide information on the possibility of virtual/live meetings
- President (Jon)
  - Jon will be available to help the BOD as needed

## **II. New Business**

- September meeting
  - Possibility of appealing to membership to form an Events Committee. Discuss at March meeting
  - Discussed a one-page Nor'easters welcome letter that could be posted to web site
- Assistance of other APMP chapters
  - Jon mentioned contacting other chapter presidents to ask for their assistance in promoting the Nor'easters. Specifically referrals to colleagues in the northeast
- BOD meetings
  - Face-to-face meetings were discussed. Agreed that it is too early for these because of weather and other issues. May have face-to-face in April.

## **II. Actions**

- Paula to finish assuming control of Chapter bank account
- Paula will review old budget and develop draft 2007 budget for BOD review
- Jon to deposit \$500 check from national into chapter bank account – completed 1-18-2006
- Jon will contact other chapter presidents about promoting the Nor'easters
- Gregg to contact web designer about finishing web site
- Gregg will contact National about a tie-in with their web site.
- Gregg will prepare Nor'easters materials for the National newsletter (the Perspective)
- Tim/Lisa to finish survey and send to members on Monday or Tuesday (Jan, 22 or 23) of next week
- Lisa will prepare a report on the survey and distribute it to the BOD
- Tim to work on member phone list
- Jon to continue speaking with RainToday about a speaker for the March meeting
- Mike will make inquiries about a hotel meeting location should we need one in the future
- Beth/Mike/Paul A to arrange menu and program for March meeting
- Gregg will check on using ENSR for the March meeting as backup to HP location in Marlboro



***APMP Nor'easters***  
***Keeping New England Proposal Efforts on a Winning Course***

**V. Agenda for next BOD meeting (February 1, 2006 @ 12:00 pm; teleconference)**

- Review BOD meeting minutes of Jan. 18
- Special business
  - September meeting – activity update; upcoming actions; issues and needs
- BOD activity reports
- New business
  - Chapter membership directory (Lisa and Tim)
  - Formation of Chapter sub groups
  - Feedback of Survey
  - Web site status
  - On-line discussion groups and commercial forums