



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

Meeting Minutes – Board of Directors

Date of Meeting: Thursday – January 17, 2008
Location: Teleconference
Time: 4:00pm – 4:45pm
Present: Beth Goonan, David Hawkins, Paul Heintel, Gregg Kulichik, Jon Myerov, Lisa Payne
Absent: Tim Nason

Next Meeting, January 31, 2008, Time 4:00pm, Telecon

Position	Chair
President	Jon Myerov
Membership	Tim Nason
Programs	Beth Goonan
Secretary	Paul Heintel
Treasurer	Lisa Payne
Web/Publicity	Gregg Kulichik
Symposium	David Hawkins

Topics Discussed

- Constant Contact
- Kinkos
- Webinar
- Next Chapter Meeting
- APMP Filing/Bank Account
- Open BOD Positions
- Communication with APMP
- Fall Symposium
- APMP Accreditation

Discussions

Constant Contact

The Chapter is in the free trial period. We will contract for the basic package that includes e-mail and a survey capability.

Kinkos

Kinkos will sponsor the Chapter and is putting together a regional discount for the Nor'easters. Kinko's will eventually offer an APMP-wide discount.



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Webinar

Lisa has provided an attendance sheet for APMP purposes. David to finalize the webinar presentation/ Gregg to post it to the Library by January 25. We were unable to record the Webinar, but will look at this for future Webinars. We may have to pre-test the system to determine its capabilities/limitations.

There may be a firewall issue for some possible Webinar attendees. Several people had difficulty with accessing or staying connected to the Webinar. As these people were from the same company, there may be a conflict between our Webinar software and that company's security firewall. Switching to Live Meeting or another service will be considered.

Next Chapter Meeting

The BOD will consider a venue, a speaker, and presentation topics for the March 13th Chapter meeting. The tentative topic is Team Sourcing.

Newsletter

David will draft the February issue next week. He asked the BOD members to consider preparing 200 – 300 word draft articles for the newsletter within the next two weeks. We will go to the Membership with the same request at the end of the month.

APMP Filing/Bank Account

Jon will obtain the necessary financial data from Citizens Bank. He will coordinate with Lisa to set up on-line access to the Chapter bank account. He will also submit financial data, along with 2007 chapter meeting attendance info, for reimbursement by APMP International by the January 31 deadline.

APMP Awards

The Chapter will apply for the Communications and Special Events awards. Gregg will prepare the Communications Award package. Lisa will prepare the Special Events Award package. Both will be sent to Jon for inclusion with the chapter's reimbursement materials package.

Open BOD Positions

Tim will contact Mary O'Sullivan and Keith Cromack about serving on the BOD.

Communication with APMP

Gregg will speak with David Winton about APMP presenting Nor'easters information on the APMP website and in APMP publications.

Fall Symposium

David asked the BOD to come up with some innovative ideas for the Fall Symposium. As an example, he suggested we might consider alternating vendor workshops with speaker presentations. Vendors could provide demonstrations or conduct training during these times.

APMP Accreditation

The BOD will poll the Membership on APMP Accreditation, e.g., how many are accredited, how many are seeking accreditation, etc.

Actions

- Gregg and Lisa to prepare APMP Award packages.
- Jon to set up on-line banking with Citizens and coordinate with Lisa.
- BOD to consider innovative Symposium offerings.
- BOD to consider preparing Chapter Newsletter articles for the February issue.



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- Tim to contact Mary O'Sullivan and Keith Cromack about assuming BOD positions.
- David to up-date Newsletter and webinar presentation.
- BOD to consider venue, speaker, and presentation topic for the March 13th Chapter meeting.
- Jon to submit chapter reimbursement and Chapter Awards materials to APMP International by the January 31 deadline.