



**Meeting Minutes – Board of Directors**

*Date of Meeting:* Thursday – February 14, 2008  
*Location:* Teleconference  
*Time:* 4:00pm – 5:00pm  
*Present:* Keith Cromack, Beth Goonan, David Hawkins, Paul Heintel, Gregg Kulichik, Tim Nason, Lisa Payne  
*Absent:* Jon Myerov

*Next Meeting,* February 28, 2008, Time 4:00pm, Telecon

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

**Topics Discussed**

- Sponsorship Chair
- March Chapter Meeting
- Newsletter
- Chapter Awards
- Membership
- Budget
- Fall Symposium
- Procurement/Purchasing Outreach

**Discussions**

**Sponsorship Chair**

Keith Cromack from Raytheon has accepted the Sponsorship Chair. He will provide a bio to Gregg and review our sponsorship packages with Lisa.

**March Chapter Meeting**



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

*Speaker*

Beth confirmed that Leslie Talbot from G2G Communications in Cambridge will be the featured speaker for the March 13th program. She will present "The Road to Content Competence: Creating Effective Executive Summaries and Case Studies." Leslie will provide a brief abstract and bio later this week.

*Dinner*

Attendees can choose between a chicken or beef entree. The meeting fee will be \$35 for members, and \$45 for non-members.

*Meeting Registration*

Lisa, Gregg, and Beth will meet to discuss the details for registering to attend the Chapter meeting.

**Newsletter**

*Next Issue*

David will work on the next issue of the Newsletter over the weekend. Gregg will provide information to David regarding our Platinum Partners so they may be identified in the Newsletter.

*Constant Contact*

The BOD agreed to buy a membership in Constant Contact. In addition to its use in distributing the Newsletter, Constant Contact has features that will assist Tim with managing membership information. Lisa will contact our Account Rep at Constant Contact to arrange for payment.

**Chapter Awards**

Gregg and Lisa will have our packages ready for submission to APMP well in advance of the APMP deadline of the end of February.

**Membership**

Tim will have a rough draft of the membership data by next week.

**Budget**

We will use data from the March Chapter meeting to help with estimating the budget for the year.

**Fall Symposium**

The BOD discussed various tools that we might employ to assist with event management.

**Procurement/Purchasing Outreach**

The BOD discussed reaching out to Customer Procurement/Purchasing Departments so that we might gain a better understanding of the proposal process from their point-of-view.

**Actions**

- Gregg and Lisa to finish and submit APMP Award packages.
- Keith to send bio to Gregg.
- Keith and Lisa to discuss sponsorship packages.
- Beth to obtain bio and abstract from Leslie Talbot.



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

- Lisa, Beth, Gregg to discuss details for March Chapter Meeting registration.
- David to finish next Newsletter.
- Lisa to arrange payment to Constant Contact.
- Gregg to provide Platinum Sponsor data to David.