



Meeting Minutes – Board of Directors

Date of Meeting: Thursday – March 22, 2007
Location: Teleconference
Time: 4:00pm – 5:00pm
Present: Paula Grey, Paul Heintel, Gregg Kulichik, Jonathan Myerov, Tim Nason, and Lisa Payne.
Absent: Paul Ainsworth, Beth Goonan, Mike McKenzie.

Next BOD Meeting: March 29, 2007, Time 4:00pm, Online

Nor'easters Board of Directors	
Position	Chair
President	Jon Myerov
Membership	Tim Nason, Lisa Payne
Programs	Paul Ainsworth, Beth Goonan, Mike McKenzie
Secretary	Paul Heintel
Treasurer	Paula Grey
Web/Publicity	Gregg Kulichik
President Emeritus (non voting)	Gary Crosby

Note: This meeting was called to discuss the Nor'easters September proposal conference

Discussions

- **Conference Format** – It was discussed and agreed that the conference would be a one-day event with a Happy Hour. After reviewing different room configurations, the BOD decided to host the conference sessions in serial fashion with a separate vendor display area outside the conference room. Such an arrangement would keep costs low and allow for effective vendor participation. It was agreed that two morning presentations and two afternoon presentations be offered to attendees, with one of the afternoon presentations to be a panel discussion. The Happy Hour would follow the last afternoon presentation.
- **Conference Date** – To allow for ease of travel, it was decided to hold the conference on a Thursday. The tentative date is September 13th.
- **Conference Venue** – It was decided to check out two or three hotels as a possible conference venue and negotiate the best deal possible. Cost and ease of access to attendees will be primary considerations. Jon and Beth will pursue this activity.
- **Conference Schedule** – The conference schedule provides an hour for each presentation, an hour and a half for lunch, and an hour and a half Happy Hour to close the day



Tentative Conference Schedule	
Time	Activity
8:00 – 9:00	Registration
9:00 – 9:30	Chapter President's welcome and opening remarks
9:45 – 10:45	First Presentation – including questions and answers
11:00 – 11:45	Second Presentation – including questions and answers
12:00 – 1:30	Lunch and Awards
1:45 – 2:45	Third Presentation – including questions and answers
3:00 – 4:00	Fourth Presentation – Panel Discussion with three panel members and a moderator. Each panel member allowed 15 minutes to present
4:00 – 4:15	Closing Remarks
4:30 – 6:00	Happy Hour

- **Presentation Topic Areas** – Each of the four presentations will deal with one of the topic areas shown below. The exact topics will be determined in cooperation with the presenters.
 - Process issue
 - People/Team Management Issue
 - Technology Issue
 - Career Development issue
- **Selection of Presenters** – Several possible presenters were discussed. Gregg will contact BJ Lownie, Director of Strategic Proposals, about presenting on careers in proposal development. The possibility of having David Hawkins of RSA Security present on the use of e-Room in proposal development was also discussed. It was decided to involve the membership in selecting and recruiting presenters by asking them to make recommendations on presenters knowledgeable with the one of the four conference topic areas. BOD members will provide speaker and topic recommendations to Paula.
- **Vendors** – Jon, Paula and Gregg will work on vendor sponsorship. The Chapter needs to show value for the vendors who sponsor the conference. Gregg has received material from APMP Regional Representative Betsey Blakney on this subject; Gregg will follow up with [Jim Ross, NCA Corporate Partner Chair](#). Also decided to ask other Chapters how they deal with vendor sponsorship.
- **Forum Moderators** – The BOD members will act as moderators for the topic forums that will be added the Chapter website. The moderators will oversee the forums, answer questions, and delete any inappropriate submissions.

Actions

- Gregg to contact BJ Lownie about presenting at the conference
- Paula to collect and consolidate BOD suggestions for conference topics



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- Lisa and Tim to solicit conference speakers
- Jon and Beth to pursue possible venue location
- All to assume moderator role for one or more topics in the upcoming Nor'easters member forum