



**Meeting Minutes – Board of Directors**

*Date of Meeting:* Thursday – March 29, 2007  
*Location:* Teleconference  
*Time:* 4:00pm – 5:00pm  
*Present:* Paula Grey, Paul Heintel, Gregg Kulichik, Jonathan Myerov, and Lisa Payne.  
*Absent:* Paul Ainsworth, Mike McKenzie, Tim Nason.

*Next BOD Meeting:* April 6, 2007, Time 4:00pm, Online

<b>Nor'easters Board of Directors</b>	
<b>Position</b>	<b>Chair</b>
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

**Topics Discussed**

- May membership meeting
- Chapter sponsorship
- Fall conference
- Member forum

**Discussions**

**May membership meeting**

Jay Herther (BAE Systems) - our featured presenter for the May meeting - may not be able to attend a meeting held on May 10<sup>th</sup>. The BOD discussed the possibility of making a one-time exception to the Chapter's policy of scheduling membership meetings for the 2<sup>nd</sup> Thursday of a month to accommodate Jay. Moving the meeting to May 3<sup>rd</sup> or May 17<sup>th</sup> was considered as well as the possible need to find a different venue for the meeting if it is held on May 10<sup>th</sup>. Beth will contact Jay and determine his availability and if we can still use the BAE facility if Jay cannot present.

The BOD discussed several options regarding how the food for the May membership meeting would be paid for and picked up. It was decided to resolve this issue after we set a date for the May meeting.

**Chapter sponsorship**

Lisa announced that XRSolutions is the newest Nor'easters sponsor.



**Fall conference**

Conference Venue – Jon and Beth will continue this activity. They will investigate possible venues near Nashua, NH; Westford, MA; and Waltham, MA.

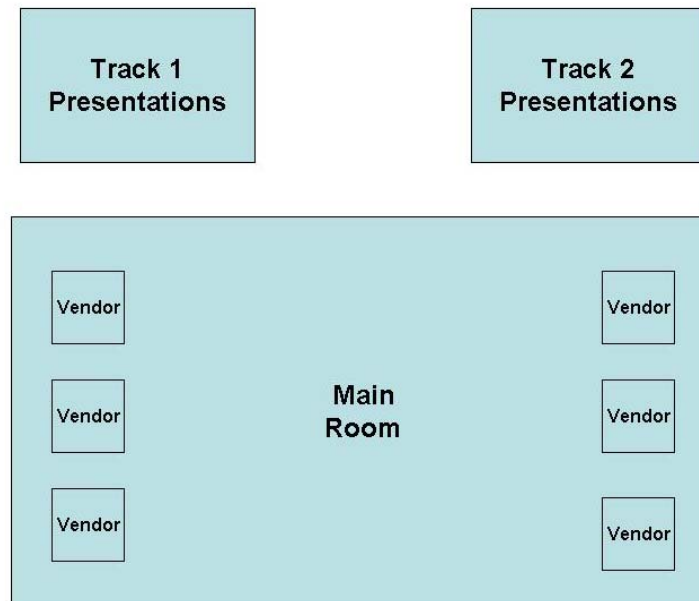
Conference Schedule – The BOD discussed various options for scheduling the presentations at the conference. These options included having five or more presenters rather than just four, having four presenters give both morning and afternoon presentations, increasing the length of the panel discussion, extending the conference day by having an earlier registration time, and having concurrent rather than serial presentations.

As needed, the tentative conference schedule will be changed to reflect the evolving schedule.

<b>Tentative Conference Schedule</b>	
<b>Time</b>	<b>Activity</b>
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
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
4:30 – 6:00	Happy Hour

It was agreed that any change from the tentative conference schedule discussed last week would involve changing the venue requirements, i.e., increasing our space requirements from one room to two or three rooms.

One possible venue configuration is to use a large main room for the general session and panel discussion and two smaller rooms for the presentations. A possible venue room layout is shown in the following graphic:



Presentation topic areas – Paula will send an e-mail to the BOD reminding them to provide a suggested conference theme and possible presentation topics. Gregg has already provided his.

Professional development – BJ Lownie (Director of Strategic Proposals) is an APMP trainer and has offered to provide a one-day APMP Accreditation training session in conjunction with the Fall conference. This session would be held the day before the conference. The BOD discussed this offer and decided to review it further before deciding what action to take.

### **Members forum**

After discussion, it was decided to delete the Fall Conference topic from the forum. It was agreed that the conference is not far enough along for such a forum topic.

Gregg will open the forum to Chapter members on Friday, March 30<sup>th</sup> with an e-mail to the membership announcing the forum and instructions on using the forum.

### **Actions**

- Gregg to send e-mail announcing the Members forum
- Paula to collect and consolidate BOD suggestion for conference topics
- Lisa and Tim to solicit conference speakers
- Jon and Beth to pursue possible venue location
- Beth to contact Jay Herther about his availability for the May membership meeting