



Meeting Minutes – Board of Directors

Date of Meeting: Thursday, June 7, 2007
Location: Online (Webinar trial session)
Time: 4:00 – 5:00 p.m.
Present: Jon Myerov, Paula Grey, Lisa Payne, Gregg Kulichik, Beth Goonan. Mike McKenzie, Paul Heintel, Tim Nason, and Paul Ainsworth did not attend.

Next BOD Meeting: June 14, 2007, 4:00 p.m., regular teleconference number

I. Discussion

- We still need to schedule a date for a face-to-face meeting, probably in July. Jon will send out an e-mail.
- There is some concern about BOD members not attending the weekly meetings. With the fall conference coming up, we need everyone involved.
- Jon asked Gregg to send out an e-mail report on the Savannah conference.
- July Webinar
 - Lisa reported that the technology issues related to the Webinar have been resolved. The problem last time was that people dialing in had been designated as attendees, not panelists. Attendees are in audio (listen) only mode and can pose questions by typing in the box provided on the screen. We agreed that for the July Webinar all participants will be designated as panelists so that they can speak as well as listen.
 - Lisa demonstrated the survey and reporting features of the Webinar software. We agreed to ask participants a few questions. BOD members were asked to submit 1 or 2 questions to Lisa that we would like included.
 - There is no way to record the entire Webinar session unless everyone participating has a microphone. Lisa will record what she can of the presentation.
 - The reporting feature will also provide a list of attendees, who registered but did not attend, and questions and answers submitted. We can submit the list to National as our attendee list for the meeting.
 - Jon will put together 2 or 3 slides for his update on chapter business at the start of the presentation.
 - Jon has been notified by National that we have 3 new chapter members. He will send out a welcome letter.
- Fall Conference
 - So far no abstracts have been received from people who promised them. Paula will follow up with reminders.
 - Gregg will get in touch with someone at iRobot he talked to at the APMP conference about a possible presentation.



- We have a firm date and place: September 27 at the Westford Regency.
- At the July chapter meeting we will start asking for volunteers to help out at the conference.
- Beth has firmed up details with the Westford Regency and gotten them to come down on some costs. We will have space for 6-8 vendor displays, the ballroom, and 2 breakout rooms. The ballroom has a podium and microphone, the breakout rooms have screens but we will need to provide projection units or rent them from the hotel.
- Beth will send Jon and Paula a copy of the contract with the Westford.
- Beth will put together a spreadsheet with estimated costs. We also need to consider additional costs such as conference handouts, badges, etc. Gregg has guidance documents from the NCA chapter he will send to the rest of the BOD to help with planning.
- We need to recruit more vendors to sponsor or exhibit at the conference.

II. Actions

- Jon to set up a date and place for a face-to-face BOD meeting in July.
- Paula to follow up with people who indicated they would submit abstracts for conference presentations.
- Paula to update the call for presentations with actual date and location and send to Gregg and Jon.
- Gregg and Jon to follow up with possible presenters.
- Gregg to post sponsorship document on the Nor'easters web site.
- Beth to send out conference contract and expense spreadsheet.