



Meeting Minutes – Board of Directors

Date of Meeting: Thursday – June 14, 2007
Location: Teleconference
Time: 4:00pm – 4:30pm
Present: Beth Goonan, Paul Heintel, Gregg Kulichik, and Jon Myerov
Absent: Paul Ainsworth, Paula Grey, Mike McKenzie, Tim Nason and Lisa Payne.

Next BOD Meeting: June 21, 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

Topics Discussed

- Fall Conference “Getting to First Place”
- Webinar
- Chapter website
- Nor'easters e-mail newsletter
- BOD meeting attendance

Discussions

Fall Conference – “Getting to First Place”

Abstracts – At present we have only two abstracts submitted. We need to get back to the people who offered to present and ask them to forward their abstracts. It was recommended that **each board member prepare a list of 5 to 10 non-APMP members who might be willing to present at the Fall Conference.**

Conference Panel – As a backup, the BOD members could serve on the Conference Discussion. Thoughts?

Venue – The Fall Conference is set for September 27 at the Regency in Westford, MA.

Registration – The possibility of establishing some form of on-line conference registration was discussed. Options included opening a PayPal account to allow members to pay with a credit card or



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establishing an area on the Chapter web site to post a downloadable registration form that could be completed and mailed along with a check to the Chapter. The BOD also discussed the possibility of establishing a link between a registration area on the Nor'easters website with the National APMP site. This would allow someone viewing the National Site to quickly connect to our registration information. It was decided to prepare a registration flyer for distribution to the membership. The flyer would describe the registration procedures and deadlines.

Conference Presenter Information – A variety of information needs to be prepared and provided to our conference presenters. This includes instructions on the presentations, travel directions, speaker awards, conference materials, etc.

Sponsor Participation – We need to decide upon sponsorship details such as tables, speakers, registration, etc. Beth suggested we look at the Pragmatech website for examples.

Webinar

The July 19 Webinar will provide a springboard to the Fall Conference.

Chapter Website

We don't have detailed viewing data on the website. Greg will check with our website provider to determine if we can get more detailed data on traffic spikes, etc.

BOD will reach out to members and others and encourage them to contribute to the website.

Chapter e-Mail Newsletter

Gregg will prepare a periodic e-mail newsletter that will call attention to the new things that have been added to or are featured on our website. This should encourage more website visits.

BOD Meeting Attendance

We need the BOD to attend the BOD meetings even though we are all extremely busy.

Conference Schedule -

Tentative Conference Schedule		
Conference Theme: Getting to First Place		
Time	Activity	
8:00 – 9:00	Registration	
9:00 – 9:30	Chapter President's welcome and opening remarks	
9:45 – 10:45	Presentation A Getting Maximum Quality in Minimum Time	Presentation B Combating Incumbent-it is – Overcoming Overconfidence in Your Sales/Proposal Team
11:00 – 11:45	Presentation C How Good is Your Competitive Intelligence? – Finding, Verifying and	Presentation D Collaborative Tools for Geographically Distributed Teams/ Maximizing



Tentative Conference Schedule		
Conference Theme: Getting to First Place		
Time	Activity	
	Validating Information	Communications/Collaboration in Geographically Distributed Teams
12:00 – 1:30	Lunch and vendor recognition	
1:45 – 2:45	Presentation E Advancing Your Career: APMP Professional Accreditation Program Overview	Presentation F Claiming Your Seat at the Table (Discussion of whether proposal managers are part of the leadership team and if not, how to get there)
3:00 – 4:30	Panel Discussion with three panel members and a moderator. Each panel member allowed 20-25 minutes to present, followed by questions/discussion Panel members will speak about their own proposal experiences	
4:30 – 4:45	Closing	
4:45 – 6:00	Happy Hour	

Actions

- Gregg to check with our Website developer about obtaining more detailed viewership data
- Gregg to follow-up with Kim Salazar at iRobot re: presenting at the fall conference
- Jon to send Fall Conference info to APMP for inclusion in The Perspective
- Gregg to prepare a membership e-mail newsletter
- Paul to contact Paula about status of abstracts