



Meeting Minutes – Board of Directors

Date of Meeting: Thursday – June 28, 2007
Location: Teleconference
Time: 4:00pm – 4:30pm
Present: Beth Goonan, Paula Grey, Gregg Kulichik, Jon Myerov, Tim Nason
Absent: Paul Ainsworth, Paul Heintel, Mike McKenzie, Lisa Payne

Next BOD Meeting: July 5, 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

Discussions

Fall Conference – “Getting to First Place”

Abstracts/Presentations – We now have six abstracts, but several other companies (24 Hour Company; Winter, Wyman) have shown interest in presenting as well. The abstracts were discussed; final selections, and a timetable for notifying accepted presenters, will be announced within the next few weeks. It was noted that presenter bios and final presentations will need to be collected in time to allow QND to create a symposium master CD for distribution to attendees. Jon to follow-up with Betsy Blakney to get QND contact and development timeline. Gregg to work with Lisa Payne on developing a symposium presentation template.

Conference Panel – If the BOD is able to identify 8+ presentations, the conference panel may go away. If it remains, it may have a proposal career track focus. Final line-up of presentations will clarify the line-up of speakers/formats.

Registration – Beth mentioned the possibility of using cvent.com (www.cvent.com) to manage the online registration process for the event. She will investigate requirements/costs and report back to the BOD at the next conference call.

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Sponsor Participation – We still need to decide upon sponsorship details such as tables, speakers, registration, etc. Jon to follow-up with BJ Lownie re: Strategic Proposals as a chapter or symposium sponsor.

Accreditation – Jon to connect with BJ Lownie to discuss details of separate accreditation session, which would be held the day prior to the fall symposium.

Webinar

The official open registration period for the fall symposium will be announced during the July 19 webinar.

Chapter Website

It was discussed that a fall symposium section of the Nor'easters web site needs to be created to give interested parties event information – dates, speakers, directions, registration, etc. Gregg to begin developing this area of the site, with a goal of having it completed prior to the July 19 webinar. Joe O'Neil of BAE Systems is interested in posting a job opportunity on the Jobs area of the site; Gregg will work with Joe to get opportunity text and \$ in place.

Actions

- Jon to follow-up with Betsy Blakney to get QND contact and development timeline for master CD of symposium presentations
- Gregg to work with Lisa Payne on developing a symposium presentation template
- Beth to investigate requirements/costs of using cvent.com (www.cvent.com) to manage the online registration process for the symposium
- Jon to follow-up with BJ Lownie re: Strategic Proposals as a chapter or symposium sponsor, as well as the separate accreditation session in conjunction with the symposium
- Gregg to develop a symposium info/registration area for the Nor'easters web site
- Gregg to post BAE Systems job opportunity on the web site when info is received



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	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Presentation A Getting Maximum Quality in Minimum Time </td> <td style="width: 50%; vertical-align: top;"> Presentation B Combating Incumbent-it is – Overcoming Overconfidence in Your Sales/Proposal Team </td> </tr> </table>	Presentation A Getting Maximum Quality in Minimum Time	Presentation B Combating Incumbent-it is – Overcoming Overconfidence in Your Sales/Proposal Team
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11:00 – 11:45	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Presentation C How Good is Your Competitive Intelligence? – Finding, Verifying and Validating Information </td> <td style="width: 50%; vertical-align: top;"> Presentation D Collaborative Tools for Geographically Distributed Teams/ Maximizing Communications/Collaboration in Geographically Distributed Teams </td> </tr> </table>	Presentation C How Good is Your Competitive Intelligence? – Finding, Verifying and Validating Information	Presentation D Collaborative Tools for Geographically Distributed Teams/ Maximizing Communications/Collaboration in Geographically Distributed Teams
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12:00 – 1:30	Lunch and vendor recognition		
1:45 – 2:45	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Presentation E Advancing Your Career: APMP Professional Accreditation Program Overview </td> <td style="width: 50%; vertical-align: top;"> 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) </td> </tr> </table>	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)
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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		