

ENSR

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Memorandum

Date: 7/11/06
To: Gary Crosby
From: Andrea Baker
Subject: APMP Nor'Easters, Officers Meeting Minutes 7/11/06

Distribution: Jay Herther, Gregg Kulichik, Tim Nason, Amy Bennington, David Fowler, John Laurino
CC: Mike McKenzie, Sharon Coddington

Message

Minutes from July 11, 2006 conf. call noon – 1pm

Participants: Gary Crosby (host), Mike McKenzie, Gregg Kulichik, Jay Herther, Amy Bennington, Andrea Baker

Agenda

- Budget – we reviewed and modified preliminary budget from Bennington and Crosby
 1. Bennington got ideas and suggestions from Georgia Chapter: Bank charges/fees, e.g. bounced checks, bonding insurance e.g. for events -- we will incorporate this in revised budget
 2. Fiscal Year is Sept 1 – August 30
 3. Bennington recommends precautionary check by accountant for taxes; estimates services for non-profit organization: \$50
 4. We modified dues income, sponsorships to cover meeting space & refreshments; will be incorporated in revised budget
 5. Dues & dinner meetings: We will charge annual membership dues to cover meetings in FY2007 to encourage membership; then possibly start charging per meeting
 6. McKenzie suggested a company host/sponsor who covers the meeting cost in return for online logo placement and some “air time” at the meeting for promotion. “This is a good way to have people register online for meetings.” www.Acteva.com
 7. Scholarship fund – would like to offer college fund – we agreed to postpone this fund in FY2007

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- Topics to discuss for Sept. meeting:
 - Location & date: Sept. 14, 2006, inside Rt. 128 area
 - Elections– renewals in August – Chapter is seeking renewal and/or new candidates for all officers. Crosby is declining as President. Need Membership input on communications
 - Budget vote - We need a vote to ratify the budget
 - Calling campaign to former members to renew Chapter membership
 - Newspaper campaign to support membership, press releases
 - Speakers: BJ Lownie & John? (Programs co-chairs to confirm)
 - Promotion ideas, e.g. Pragmatech to post Nor'easters tri-fold brochure to listserv

Action Items for next call – in no particular order

1. Baker to continue to request copies of 8.5 x 11" National promotion brochure for future membership mailing by Nor'easters – Barry Fields (50 copies?)
2. Baker to investigate Acteva for meeting registration & update officers on next call
3. Kulichik to follow up with Nason regarding Nancy Woodbridge (Nason to contact Woodbridge requesting old Chapter member list or other info. if available)
4. Crosby to follow up with Coddington (Coddington to contact DC, LA, GA Chapters re: advice on symposium/conferences)
5. Crosby to request National to add Nor'easters Officers to email list
6. Crosby to call Park Plaza for fee estimate on room rental for Sept. meeting
7. Bennington to open bank account at National bank in New Hampshire & investigate automatic web hosting payments; also bonding insurance e.g. for events - ask bankers and/or other chapters
8. Bennington to investigate tax accounting service providers for non-profit organization
9. Bennington to email revised budget to this distribution list
10. Herther to request Nason to email marketing plan to officers when ready
11. Crosby to email membership list to Nason and Herther (Membership officers to take ownership of list going forward)
12. McKenzie is meeting in Atlanta on 7/12/06. Houston, TX meeting in August – will seek ideas from other chapters on sources of income for Chapter activities
13. Crosby to send invitation & instructions for next call

Next call: August 1, noon to 1pm