



Meeting Minutes – Board of Directors

Date of Meeting: Thursday – July 5, 2007
Location: Teleconference
Time: 4:00pm – 4:30pm
Present: Paul Heintel, Gregg Kulichik, Jon Myerov, Lisa Payne
Absent: Paul Ainsworth, Beth Goonan, Paula Grey, Mike McKenzie, Tim Nason

Next BOD Meeting: July 13, 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”

Presentations –We will need a template for presenters to prepare their slides. Template is to be kept simple with perhaps no more than our logo and a banner. Gregg will work with Lisa Payne on developing the symposium presentation template. We need bios from the presenters.

Conference Panel – If the BOD is able to identify 8+ presentations, the conference panel may go away. Final line-up of presentations will clarify the line-up of speakers/formats. If we use a panel of experts, it may be easier to recruit volunteers. The panel topic will be “Claiming Your Seat at the Table” - how to gain respect and recognition for the proposal organization, with an emphasis on early involvement. BOD members are to come up with names of individuals who might agree to serve on the panel.

Registration – We are still exploring the possibility of using cvent.com (www.cvent.com) to manage the online registration process for the event. Jon will e-mail Beth about the status of this. Gregg will explore adding a page to the web site for registration information, including on-line registration if that proves viable. September 20th has been set as the overall registration deadline. John and Beth will discuss the hotel’s cancellation policy with the Regency. We need to know this should we have to cancel the



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Symposium for some reason. Jon will serve initially as the Chapter point of contact for registration questions.

The Early Bird registration period has been set from July 19th through August 24th. Early Bird registrants will pay \$85 versus \$105 if they are APMP members. Non member Early Bird registrants will pay \$95 versus \$115.

Branding - We need to decide what materials will be given out at the Symposium and how they will be branded. Possible items to be branded are web site materials, on-line registration, printed materials and signage, and the QND symposium CD.

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 technology Lisa is using to power the July 19 webinar can be set up for virtual registration. This may be a backup to on-line registration via Cvent.com. Lisa will check this.

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.

Job Seeker Resumes

After discussion, the BOD decided the Chapter would not attempt to provide resume-submission points of contact within organizations. We had been requested to do so by a Chapter member. Instead, we will point job seekers to resources such as the APMP Commercial web site on Yahoo, which allows members to “sell their wares.”

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 pages for the Nor'easters web site and distribute by next week



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		