

ENSR

2 Technology Park Drive, Westford, Massachusetts, 01886-3140
T 978.589.3000 F 978.589.3100 www.ensr.aecom.com

Memorandum

Date: 8/4/06
To: Gary Crosby
From: Andrea Baker
Subject: APMP Nor'Easters, Officers Meeting Minutes

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

Message

Minutes from August 4, 2006 conf. call

Participants: Gary Crosby (host), Mike McKenzie, Gregg Kulichik, Andrea Baker, Tim Nason, Sharon Coddington

Agenda

Very brief call due to deadlines...

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 (ongoing)
2. Baker to investigate Acteva for meeting registration & update officers on next call
3. Crosby to follow up with Coddington (Coddington to contact DC, LA, GA Chapters re: advice on symposium/conferences)
4. Crosby to get check to Bennington; 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
5. Bennington to investigate tax accounting service providers for non-profit organization
6. Bennington to email revised budget to this distribution list
7. Crosby to email membership list as spreadsheet to Nason and Herther (Membership officers to take ownership of list going forward)
8. Kulichik to send "officer roles & responsibilities" to officers; Crosby to send email to membership at large regarding officers election (nominations due 8/21/06) and meeting date in September
9. Crosby to send invitation & instructions for next call.

Next call: Thursday Aug. 10, noon to 1pm