

ENSR

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Memorandum

Date: 8/10/06
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 10, 2006 conf. call

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

Next membership meeting

- 9/14 at 6pm, ENSR offices in Westford, MA
- Potential presentation topics: *Future of RFIs & RFPs*: McKenzie; *Messaging*: Crosby or Diane Emo(?) of CMM
- Nason will bring blank nametags to facilitate networking; also direct-mail piece to distribute to attendees for internal distribution at their offices
- Baker to order pizza & drinks based on head-count from Nason on 9/13
- Chapter update: Officer elections, etc.: Crosby
- Website update: Kulichik
- Other chapter business to discuss with members?

Sponsors

- We discussed role of sponsors & suggested policy (e.g. Value proposition to sponsors = website exposure, bringing collateral to meetings, access to email lists)

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Action Items – in no particular order

1. Baker to send PDF of National promotion brochure for future membership mailing by Nor'easters to Crosby to print some copies
2. Baker to investigate Acteva for meeting registration & update officers
3. 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. Kulichik to send revised "officer roles & responsibilities" to Crosby
7. Crosby to send email to membership at large with "officer roles" regarding 2007 election (nominations due to Crosby 8/21/06). Known open positions include President & Secretary
8. Baker to draft text for 9/14 invitation & email to Nason, Crosby, Coddington, McKenzie
9. Nason to send first email to membership at large regarding meeting September 14
10. Coddington to ask Sharon Baker-Greer(?) to post 9/14 invitation to APMP Commercial opt-in listserv, once text is final
11. Coddington to contact Diane Emo(?) of CMM Group regarding possible "virtual" presentation on Messaging for 9/14 meeting
12. Crosby to inform Coddington & McKenzie on logistics: how to contribute as sponsor
13. All officers to email Nason with at least one name and email address for invitees – to boost 9/14 meeting attendance
14. Crosby to send invitation & instructions for next call

Next call: Thursday Aug. 31, noon to 1pm