



Meeting Minutes – Board of Directors

Date of Meeting: Friday – August 31, 2007
Location: Teleconference
Time: 2:30pm – 3:15pm
Present: Beth Goonan, Paul Heintel, Gregg Kulichik, Jon Myerov, Tim Nason, Lisa Payne
Absent: Paul Ainsworth, Paula Grey

Next Meeting, September 6, 2007, Time 4:00pm, Online

Position	Chair
President	Jon Myerov
Membership	Tim Nason, Lisa Payne
Programs	Paul Ainsworth, Beth Goonan
Secretary	Paul Heintel
Treasurer	Paula Grey
Web/Publicity	Gregg Kulichik
President Emeritus (non voting)	Gary Crosby

Topics Discussed

- Fall Symposium “Getting to First Place”

Discussions

Fall Symposium – “Getting to First Place”

Symposium Registration Numbers – We have 24 registrations, not counting presenters.

Credit Card Payment – The credit card payment system is up and running.

Registration Calls – Beth, Lisa and Tim have divided up the membership list of people who haven’t registered and are phoning them to encourage them to attend the Symposium.

Early Bird Registration Extension – Our Early Bird Registration expires on 8/31.

QND Status –Debbie Clark of QND is sending the software for formatting the Symposium CD to Jon Myerov. Jon will forward the software to Gregg Kulichik, who will create the CDs (Lisa to forward the blank, label-printed CDs to Gregg).

Presentation Materials –Jon will contact Dave Hawkins, Mike Parkinson, Tracy Warren, and Lauren MacArthur and ask them to send us their presentations for inclusion in the Symposium CD.



APMP Nor'easters
Keeping New England Proposal Efforts on a Winning Course

Long-lead Item Costs – Lisa Payne has calculated the approximate costs for various Symposium items:

- CD-Rs with Nor'easters logo and Symposium info - \$165.00 for 75. Turnaround time of 3 to 5 days.
- Symposium badges and lanyards - \$100.00 for 100 blank plastic badges and lanyards. Lisa will print the badges after we receive the blanks.
- Goodie Bags - \$55.00 or less for ~100 plain plastic bags to hold event give-a-way items such as sponsor collaterals and small give away hardware such as pens or key chains.

Long-lead Item Due Date – Agreed that we must have Sponsor collateral and give-a-ways items by September 14th so that we can pack the bags.

Sponsor Fees – We need to obtain Sponsor fees from Shipley and ProposalCafe.com. Paul Heintel will contact them.

Actions

- Jon to forward QND software to Gregg.
- Jon to contact presenters who still have not provided us with their presentations.
- Beth, Lisa, Tim and other BOD members to continue to reach out to contacts and encourage them to attend the Fall Symposium.
- Paul to contact Sponsors and request collateral materials, raffle prizes, and give-a-way items.
- Paul to contact Shipley and ProposalCafe.com regarding their Sponsorship fees.
- Lisa will order the Symposium CD-Rs (and send to Gregg), bags, and badges.
- Gregg to assemble electronic symposium materials, create CD content interface, and burn CDs
- Need to discuss creation of certificates (framed?) for presenters and sponsors.