

ENSR

2 Technology Park Drive, Westford, Massachusetts, 01886-3140
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Memorandum

Date: 9/6/06
To: Gary Crosby
From: Andrea Baker
Subject: APMP Nor'Easters, Officers Meeting Minutes

Distribution: Gregg Kulichik, Tim Nason, Amy Bennington, Mike McKenzie, Jeanne Shultze

CC:

Message

Minutes from Sept. 6, 2006 conf. call

Participants: Gary Crosby (host), Mike McKenzie, Gregg Kulichik, Andrea Baker, Tim Nason, Amy Bennington, Jeanne Shultze

Draft agenda for 9/14 meeting: 6pm, ENSR offices in Westford, MA

- 6:00 – 6:30 Networking and pizza dinner; welcome remarks from Tim Nason & introduce new members
- 6:30 -7:00 *Messaging:* Matt Guido of CMM, followed by a brief break
- 7:30 – 8:00 *Future of RFIs & RFPs:* Mike McKenzie
- 8:00 - end Nominations, elections (will follow calendar year)
Chapter goals for 2007: bylaws
Vote on budget
Programs for 2007, topics and locations
Website
Other chapter business to discuss with members?

Other meeting notes

- Nason will bring blank nametags to facilitate networking; also direct-mail piece to distribute to attendees for internal distribution at their offices
- McKenzie offered to sponsor future hotel-based meetings with a coupon for a drink and/or doorprize raffles
- Baker to bring box of 4-color brochures from APMP national (approx. 50 copies) for use in membership or programs promotions
- Crosby will invite candidates/job seekers to attend 9/14 meeting & send email addresses to Nason

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- Baker to order pizza & drinks based on head-count from Nason on 9/13. McKenzie to pay at meeting using credit card (thank you!)

Action Items – in no particular order

1. Crosby to send email to membership at large with “officer roles” regarding 2007 election (completed?)
2. Crosby to inform Coddington & McKenzie on logistics: how to contribute as sponsor (completed?)
3. 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
4. Bennington to investigate tax accounting service providers for non-profit organization