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Memorandum

Date: 10/26/06
To: Gary Crosby
From: Andrea Baker
Subject: APMP Nor'Easters, Officers Meeting Minutes

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

CC:

Message

Minutes from Oct. 26, 2006 conf. call

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

- Next meeting: November 9 – at HP Marlboro, MA
 - (Crosby recommends Embassy Suites for out-of-town guests)
 - BJ Lownie to sponsor?
- Need speaker & topic ideas for 11/9:
 - your worst RFP nightmare
 - the need to stay on message
 - suggestions on recruiting more members
 - suggestions for future topics
 - suggestions for future meeting locations
- Bennington discovered/opened account at Citizens Bank ~ \$700 balance?
- Bennington investigated Activa: \$100 per event; fee per ticket from 3-7% and another charge for credit-card transactions. Maybe for Fall Symposium?

Action Items – in no particular order

1. Crosby to send email to membership at large with “officer roles” regarding 2007 election
2. McKenzie to request BJ Lownie to sponsor 11/9 – ask him to call Crosby to coordinate food
3. Nason to draft membership email invite for 11/9 meeting
4. Crosby to send Google map and/or directions to HP Marlboro to Nason for the invitation
5. Bennington to change signing authority at Citizens and deposit sponsor check(s)

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6. Bennington to investigate automatic web hosting payments? also bonding insurance e.g. for events - ask bankers and/or other chapters (from 9/6/06, completed?)
7. Bennington to investigate tax accounting service providers for non-profit organization (from 9/6/06, completed?)
8. Crosby to send out meeting notice for next meeting – week of Oct. 30