



Memorandum

Date: 01/12/07
To: Jon Myerov
From: Paul Heintel
Subject: APMP Nor'easters, Chapter Meeting Minutes

Distribution: Paul Ainsworth, Beth Goonan, Paula Grey, Gregg Kulichik, Mike McKenzie, Tim Nason, Lisa Payne
CC: Gary Crosby

Message

Minutes from January 11, 2007 meeting: 6:00 – 8:30pm at HP in Marlboro, MA

1. Attendees

20 participants (the greatest number so far for the reactivated Chapter); sign-in sheet collected by Paul Heintel (ENSR/Chapter Secretary).

Board of Directors in attendance: Paul Ainsworth, Beth Goonan, Paul Heintel, Gregg Kulichik, Jon Myerov, Mike McKenzie, Tim Nason, and Lisa Payne. Paula Grey was absent.

Chapter Members in attendance: Diane Bernstein, Kieu Cassidy, Rick Dickson, Paul Gijuere, Bill Hatch, Jay Herther, Neal Macarchuk, Fran Sansalone, Jeanne Stuart, MaryLou Toussaint, and Tracy Warren.

2. Presentation

Mike Parkinson of the 24 Hour Company presented *Getting Proposal Graphics Right the First Time*. Mike is a dynamic and entertaining speaker, and his interactive presentation provided the meeting attendees with some “hands on” graphics insight and experience.

3. Sponsors

HP hosted the event; XRSolutions sponsored the meeting and provided food and drinks; Proposal Software provided a \$50 raffle prize – won by first-time attendee Kieu Cassidy (DRC).

4. Chapter Business

A. Board Member Reports

- President – Jon Myerov (DarwinSuzoft) welcomed everyone, especially the new members and first-time attendees. He described his role as president and listed some of the Chapter goals and benefits:
 - Outreach to members using the information collected for a positive purpose
 - Providing education for sales/proposal professionals



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- Net working opportunities
 - Business opportunities
 - Chapter growth and development
- Treasurer – Jon Myerov presented the report for the Treasurer who was unable to attend the meeting. We are transitioning the Chapter bank account from our previous Treasurer to our current Treasurer, Paula Grey.
 - Web/Publicity - Gregg Kulichik (ENSR) described the status of Chapter web site now under development and provided an overview of the web site's features.
 - Membership – Tim Nason (SimplexGrinnell) and Lisa Payne (XRSolutions) discussed the Chapter membership survey that will be released next week to capture member interests and desires.
 - Programs – Mike McKenzie (Proposal Software) asked if anyone knew of a Webinar service or equivalent that could handle more than 25 people.
- B. Next meeting – March 8 at a to be determined location.
- C. Future Meeting Presentation – Jay Herther (BAE Systems) has offered to “dry run” his *Campaign to Win!* presentation at our Chapter meeting on May 10th. Jay will be presenting *Campaign to Win!* at the APMP Annual Conference scheduled for May in Savannah, GA.
- D. General Meeting Roundtable Discussions
- Subject of combination meetings was discussed. A combination meeting has both “live” and call in attendees. Mike McKenzie noted that one of our sister APMP Chapters has done this.
 - Desirability of adding a question to the membership survey asking for the name(s) of anyone that might be interested in the APMP was discussed.
 - Ethical/legal use of graphics taken from corporate/agency web sites.
- 5. Action Items**
- A. Tim Nason and Lisa Payne to distribute the Nor'easters Membership Survey the week of January 15th.
- B. Paula Grey to meet with old Treasurer to transition Chapter bank account.