

APMP Nor'Easters Chapter

Re-Activation Meeting Minutes
Thursday, August 18, 2005, 6:30 p.m.
Burlington, MA

Items

1. Attendees
 2. Provisional Chapter Directors
 3. Brainstorming Topics
 4. Next Steps
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1. Attendees

Name	Company	Email	Phone
Andrea Baker	ENSR	abaker@ensr.com	978-589-3197
Gregg Kulichik	ENSR	gkulichik@ensr.com	978-589-3266
Karen Miller	Hewlett Packard	karen.j.miller@hp.com	978-521-5795
Gary Crosby	Hewlett-Packard	gary.crosby@hp.com	802-496-7796
Megan Whitehead	Liberty Mutual	megan.whitehead@libertymutual.com	800-210-0268
Jay Herther	M/A-Com	herther3@comcast.net	978-442-4646
B.J. Lownie	P3 Consulting	bj@firstclassproposals.com	603-880 6855
Dan Barrett	Parexel	djb01852@yahoo.com	978-454-5019
David Fowler	Pragmatech	dfowler@pragmatech.com	603-249-1419
John Laurino	Proposal Software	john.laurino@proposalsoftware.com	203-226-1600
Jack Wrobel	Shipley Associates	jwrobel@shipleywins.com	978-692-2975
Paul Ainsworth	Shipley Associates	prainsworth@shipleywins.com	N/A
Jonathan Myerov	SimplexGrinnell	jmyerov@tycoint.com	978-731-8648
Neal Macarchuk	SimplexGrinnell	nmacarchuk@tycoint.com	978-731-7229
Timothy Nason	SimplexGrinnell	tnason@tycoint.com	978-731-7131
Patty Merrill	UnumProvident	pnmerrill@unumprovident.com	207-575-3795
Lisa M. Payne	XR Solutions	lpayne@xrsolutions.com	603-627-9770

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2. Provisional Chapter Directors

Pending any needed elections or other adjustments, the following will be instated at the next Chapter meeting.

Title	Chair	Support
President	Gary Crosby	
Treasurer	Amy Bennington, Liberty Mutual	
Secretary	Andrea Baker	
Membership	Jay Herther (Co-Chair) Timothy Nason (Co-Chair)	Lisa Payne
Programs	David Fowler (Co-Chair) John Laurino (Co-Chair)	Dan Barrett, B.J. Lownie
Website/Publicity	Gregg Kulichik	Megan Whitehead

3. Brainstorming Topics

The following summarizes the main items of interest for our Chapter, as brought up during the brainstorming session. The Chapter Directors, once formally installed, will be responsible for leading discussion and action in these areas.

Subject	Additional Information
Agenda (Including Online Meetings)	Number of Meetings, Speakers
Budget	Where Money Comes From
Resources	For group; History, Readings/References
Web Site	Collaboration, Charts, Content
Electronic Bulletin/Message Board	Questions/Discussion
Proposal "War Stories"/Case Studies	
Membership Drives	E.g., Mailings
Mailing List	
Define National Support	
Regional Networking/Job Postings	
Training/Workshops for Proposal Professionals	E.g., Sales/Field Rep. Management Tips and Techniques; Templates; Database Creation/Management; Driving Bid/No-Bid Decisions; PR for Your Proposal Efforts; Beyond Proposals: Other Functions Supportable by Proposal Groups; Microsoft; Certifications; Etc.
Contracting Information	
Speakers	Proposal Field Hiring Experts/Recruiters; Proposal Evaluators; Field Reps Who Uses Services of

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	Proposal Group; Prominent Business Leaders; Leadership/Management Experts; Stress Management/Fitness/Health Experts; Etc.
Customer Feedback	Strategies for Obtaining
Upcoming Events and Conferences	APMP and Related Organizations
Proposal Software Tools	Evaluation and Comparison
Public Relations	Reaching Out to Area Organizations/Communities

4. Next Steps

The following summarizes the critical next steps in the re-establishment of the Nor'easter Chapter.

Item	Responsibility	Status
Set Next Meeting Date and Time	Gary Crosby, Gregg Kulichik, Jon Myerov	<ul style="list-style-type: none"> ● Tentatively set for Thursday, November 3 @ 6:30 – ENSR Headquarters in Westford, MA ● Confirmation pending
Confirm Speaker/Presenter for Next Meeting	Gary Crosby, David Fowler, John Laurino, B.J. Lownie, Jon Myerov	<ul style="list-style-type: none"> ● David and John have leads ● Awaiting confirmation of availability ● Following confirmation, final choice will be made
Draft Chapter Letter	Gary Crosby, Jon Myerov	<ul style="list-style-type: none"> ● In progress
Draft Chartering Application	Gary Crosby, Jon Myerov	<ul style="list-style-type: none"> ● In progress
Create Chapter Web Site	Gregg Kulichik, Jon Myerov, Megan Whitehead	<ul style="list-style-type: none"> ● In progress
Distribute 8-18-2005 Meeting Minutes to all New England APMP Members	Jon Myerov	<ul style="list-style-type: none"> ● Not started ● Scheduled to occur after review of minutes by 8-18-2005 meeting attendees ● APMP International Board of Directors will also be CC-ed
Obtain Names of All Those in Region Interested in Serving on Chapter Board	Jon Myerov	<ul style="list-style-type: none"> ● Not started ● Scheduled to occur after review of minutes by 8-18-2005 meeting attendees