

ENSR

2 Technology Park Drive, Westford, Massachusetts, 01886-3140
 T 978.589.3000 F 978.589.3100 www.ensr.aecom.com

Memorandum

Date: 9/15/06
 To: Gary Crosby
 From: Gregg Kulichik
 Subject: APMP Nor'easters, Chapter Meeting Minutes

Distribution: Andrea Baker, Amy Bennington, Gary Crosby, Tim Nason, Jeanne Shultze
 CC: Mike McKenzie

Message

Minutes from September 14, 2006 meeting: 6:00 – 8:30pm at ENSR in Westford, MA

1. Attendees

15 participants; sign-in sheet (separate attachment) collected by Gregg Kulichik (ENSR/Chapter Website-Publicity)

2. Speakers

(1) Speaker Matt Guido of CMM Group remotely presented a 30-minute slideshow and Q&A session to the group entitled "Increasing the Impact of Marketing on Sales Effectiveness."

(2) Mike McKenzie of Proposal Software presented a 30-minute presentation/Q&A on "Surviving the Proposal Tsunami: 7 Predictions for RFPs and RFIs."

Kulichik queried the Nor'easters distribution list re: interest in receiving the presentation(s) electronically.

3. Sponsors

ENSR hosted the event; Proposal Software provided pizza and drinks and a \$50 raffle prize; Pragmatech Software provided a \$50 raffle prize.

4. Chapter Business

1. Elections – Gary Crosby (HP/Chapter President) announced that the chapter will be electing new officers for CY07, and that nominations are now being accepted. A formal email will be sent to the Nor'easters distribution list by October 2; voting results will be announced two weeks later. Open slots include: President, Secretary, Treasurer, Membership Co-chair (1), Programs Co-chairs (1? 2?). Mike McKenzie (Proposal Software) was nominated as a Programs Co-chair; Lisa Payne (XR Solutions) was nominated as a Membership Co-chair.

2. Budget –Crosby reviewed the proposed CY07 chapter budget with the group. He has misplaced the \$500 "seed" check provided by APMP national; he will request a new check. Four firms pledged \$500 each as corporate sponsors for the upcoming year, including: P3 Consulting (BJ

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Lownie), Pragmatech Software (Beth Goonan), Proposal Software (Mike McKenzie), and Shipley (Paul Ainsworth).

3. Chapter focus – Gary Crosby proposed three main areas of focus for the chapter in CY07: (1) establishing a chapter charter, (2) building membership, and (3) creating a successful fall '07 workshop. All in attendance were in agreement on these focus areas. BJ Lownie (P3 Consulting) offered to lead APMP accreditation training session as part of a Nor'easters workshop.
 4. Web site – Gregg Kulichik reported that content for the web site was complete; awaiting budget acceptance and bank account set-up to move forward on obtaining a URL and hosting the site.
 5. Membership – Nor'easters tri-fold brochures and APMP pocket folder brochures were made available to all attendees, who were encouraged to bring a guest to the next meeting.
 6. Programming – No new ideas for our next presentation were discussed; tentative speaker for next meeting is TBD.
 7. Next meeting – November 9 at HP in Marlboro, MA. It was agreed that future meetings could be vendor sponsored; BJ Lownie offered to sponsor the 11/9 meeting. (Sponsorship details need to be worked out.)
5. Action Items
1. Crosby to request new \$500 check from APMP national and send it to Amy Bennington (Liberty Mutual/Treasurer); 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.
 2. Crosby to distribute officers election email to distribution list by October 2, with results announced 2 weeks later.
 3. Bennington to coordinate/collect funds from corporate sponsors (as identified above) and deposit funds into the chapter account.