Memorandum

To:	Jon Myerov	**Date:**	11/4/05
From:	Andrea Baker	**File:**	
RE:	APMP Nor'Easters, Minutes from 11/3/05 Meeting	**CC:**	Gregg Kulichik

Minutes from Nov. 3, 2005 meeting – at ENSR, Westford, MA

- 16 participants
- Guest speaker Sarah Beauchemin of MassMutual had to cancel
- Gregg Kulichik of ENSR made a brief presentation on ENSR's services and proposal process.
- Myerov distributed and reviewed the draft petition with the group
- Participants brainstormed topics for future sessions – we will need volunteers to moderate sessions. Myerov to email to members seeking their top three selections
- BJ Lownie to contact National regarding parliamentary procedures we'll need to follow to be recognized as a chapter
- Lownie volunteered to sponsor the new chapter with seed money from his organization; also possibly Pragmatech
- Kulichik updated members on initial steps for building a chapter website
- Discussion on teleconferences and/or Webex for members who can't attend meetings in person
- Group agreed to meet every two months
- Next meeting: February..?

Brainstorming topics for guest speakers or moderated discussion (in no particular order)

1. Bid / no-bid decision
2. Content management and version-control tools
3. Success rate: how to measure it
4. Oral proposals
5. Resource management and capacity planning
6. Messaging
7. Team building
8. Advancing the profession
9. Virtual proposals
10. Benchmarking / Proposal center performance
11. Evaluators panel (commercial, government)
12. Post-mortem or "learning review" – how to evaluate the proposal result
13. Formal tools for debrief or learning review
14. Managing / engaging the sales organization
15. Driving lessons learned