



Board of Directors Meeting Minutes
June 12, 2002

Members Present	Janice Eplett - President (Y), Paula Felver –V.P. Programs (N), Ken Helms – V.P. Communications (Y), Dave Maynard – V.P. Professional Development (Y), Robert Nichter – V.P. Finance (Y), Linda Nobel – V.P. Administration (Y), Dianne Minneman–V.P. Membership (N), June Ball - Past President (Y)
Administration (Linda Nobel)	<ul style="list-style-type: none"> • Reviewed agenda • May Minutes were approved for posting on the website.
Finance (Bob Nichter)	<ul style="list-style-type: none"> • Financial Report <ul style="list-style-type: none"> ○ Bob Nichter presented financial report. Bob mentioned the taxes were mailed on time. The fee for tax preparation was \$250. ○ After reviewing the financials for vendor night, it appears we broke even.
Programs (Paula Felver)	<ul style="list-style-type: none"> • Program Report <ul style="list-style-type: none"> • This is the first year for Vendor Night. The BOD wanted to try something different and our polled membership showed an interest in trying this in lieu of a speaker at one meeting. We also wanted to see if this type of chapter meeting might attract some new membership. We did see some new faces at the meeting. • The total attendees for vendor night including vendors were 31 people. • It was recommended an article be written about the success of vendor night for our next newsletter. • Recommendations include: <ul style="list-style-type: none"> ○ Get feedback from vendors on how they felt it went and any suggestions for future vendor nights. ○ Have Paula write an article for the next newsletter about the success of vendor night. This may help with vendor recruiting next year. ○ Start earlier researching and recruiting vendors. The article should help vendors understand the Chapter interest in these types of meetings. ○ Poll the membership on their interest on doing this again next year. The survey could be part of the newsletter. ○ Put a team together to coordinate vendor night. The coordination effort is greater than one person should have to handle. Kudos to Paula for a job well done this year.
Professional Development / Website (Dave Maynard)	<ul style="list-style-type: none"> • Professional Development/Website Report <ul style="list-style-type: none"> ○ There are two students enrolled for the July class. The current class is taking too long to finish.
Membership (Dianne Minneman)	<ul style="list-style-type: none"> • Membership Report. <ul style="list-style-type: none"> ○ Not able to attend this meeting. Report will be given at our next scheduled BOD meeting.
Communications (Ken Helms)	<ul style="list-style-type: none"> • Communications Report <ul style="list-style-type: none"> ○ Next newsletter is issued in September.
Old Business (Janice Eplett)	<ul style="list-style-type: none"> • ‘Turn over’ instructions – leaving office, documented procedures. <ul style="list-style-type: none"> ○ No discussion on this topic. Each officer should work on his or her ‘office instructions’ this summer. The topic will be discussed again when the BOD meetings resume in the fall.

<p>New Business (Janice Eplett)</p>	<ul style="list-style-type: none"> • Relationships with other chapters of Fort Wayne professional organization. <ul style="list-style-type: none"> ○ Dave provided a screened list of other professional Fort Wayne Chapters that may have some synergy with PMI. The thought was we might want to develop a mutually beneficial relationship with them to share information, speakers, and membership. ○ The BOD discussed the idea. It was decided a letter would be drafted top send to the President of each of these organizations to see if they would have an interest. Janice volunteered to draft the letter.
<p>Next Meeting and Adjournment</p>	<ul style="list-style-type: none"> • Next BOD meeting on 9/11/02, 5:30 p.m. to 6:30 p.m., ACPL • Next NEIC PMI meetings is and 9/23/02 at 5:30 p.m., Hall, Guest House