



Board of Directors Meeting Minutes  
March 12, 2003

Members Present	Janice Eplett - President (Y), Paula Felver – V.P. Programs (Y), Ken Helms – V.P. Communications (Y), Dave Maynard – V.P. Professional Development (Y), Robert Nichter – V.P. Finance (Y), Linda Nobel – V.P. Administration (N), Dianne Minneman– V.P. Membership (N), June Ball - Past President (N)
Committee Members	<ul style="list-style-type: none"> <li>Melody Bliss (Y), Greg Aurand (Y)</li> </ul>
Administration (Linda Nobel)	<ul style="list-style-type: none"> <li>Agenda was reviewed and approved.</li> <li>February Minutes were reviewed and approved pending minor corrections. Paula Felver made the motion for approval, Ken Helms seconded.</li> </ul>
Finance (Bob Nichter)	<ul style="list-style-type: none"> <li>The Financial Reports were reviewed and accepted.</li> <li>Bob reported that our tax situation is in good shape. Roger Sipe is preparing the 990 federal and state forms, which are due in May. He will not be doing the NP20 state form that is due in April, as it is his opinion this form is not needed.</li> <li>Roger is not concerned with our advertising revenue as long as it stays under \$1,000. If it exceeds this amount we may need to do additional filing.</li> </ul>
Programs (Paula Felver)	<ul style="list-style-type: none"> <li>Program Report           <ul style="list-style-type: none"> <li>Cinda is all set for her presentation this month. It was agreed that NEIC would not give Cinda a recognition certificate; IEEE will be responsible for this. Janice will communicate this to IEEE.</li> <li>April’s program has to do with Risk Management. Speakers for the remaining programs are identified except for October. Paula has several possibilities for October she is following up on.</li> </ul> </li> <li>Vendor night status           <ul style="list-style-type: none"> <li>Forty-three vendors have been contacted. One company has committed to participate; a couple of others have indicated interest. Dave mentioned another vendor from last year that is interested.</li> <li>Melody and Greg will be contacting area universities and colleges as well. It was agreed the fee for them would be the same as other vendors.</li> <li>Three vendors is the break-even point with no prizes. Six to seven vendors would be ideal.</li> </ul> </li> </ul>
Professional Development / Website (Dave Maynard)	<ul style="list-style-type: none"> <li>Dave has fixed the problems with PayPal and requested someone to verify this. Bob will test it for his March payment.</li> <li>Dave reported Dianne could not access the RSVP database. Janice will test her access and report back.</li> <li>IIT is building their Project Management library materials, with the goal of becoming the number one place in Fort Wayne for Project Management information.</li> <li>Dave reported that he would not be requesting additional software for the class website, that he would write some Perl code instead.</li> <li>Three new functions have been added to the website. The first is a button to request being added to the Newsletter distribution. The second is to request being added to distributions regarding PMP class updates. The third is to request a reminder for our monthly meetings. It was suggested that Dianne monitor the newsletter and meeting reminder requests, Dave will monitor the class update requests. Dave will develop a un-subscription feature also.</li> </ul>
Membership (Dianne Minneman)	<ul style="list-style-type: none"> <li>No report was received.</li> </ul>

<p>Communications (Ken Helms)</p>	<ul style="list-style-type: none"> <li>• The flyer has gone out, the newsletter is in progress. It was discussed that payments for all advertising included in the Newsletter is up-to-date.</li> </ul>
<p>Old Business (Janice Eplett)</p>	<ul style="list-style-type: none"> <li>• Verification that 2003 Budget – to be done at the April meeting.</li> <li>• ‘Turn over’ instructions – leaving office, documented procedures. Will be discussed next meeting.</li> <li>• Review draft Yearly Calendar – to be reviewed at the April meeting.</li> </ul>
<p>New Business (Janice Eplett)</p>	<ul style="list-style-type: none"> <li>• Paula discussed the communication from Theresa Trent with PCI Group One. This organization is offering a one-day free seminar in Indianapolis in May that provides PDU credits. Theresa is requesting NEIC to communicate the availability of this seminar to our membership. The board agreed that this would be a good thing to do. Once the actual day in May is identified, this will be communicated in the newsletter and the business meeting prior to the event.</li> </ul>
<p>Next Meeting and Adjournment</p>	<ul style="list-style-type: none"> <li>• Next BOD meeting on 4/9/03, 5:30 p.m. to 6:30 p.m., Lincoln Building on Clinton, 5<sup>th</sup> Floor, CR 5044</li> <li>• Next NEIC PMI meeting is the joint meeting with IEEE on 3/24/03 at 5:30 p.m., Hall’s Guest House</li> </ul>