



Meeting: APMP Greater Midwest Chapter Board Meeting
Meeting Date: Thursday, June 12, 2008
Attendees: Mike Green, Alan Minnick, Amy Singer, Caryn Smith, Daryl VanderWilt
Absent: Jeanette Waldie
Minutes By: Caryn Smith

Note: On teleconferences, *6 = Mute & *7 = Deactivate Mute

ACTION ITEMS			
Target Date	Person Responsible	Item	Date Accomplished
06.13.08	Caryn/Amy	Determine role descriptions	
	Caryn	Merge spreadsheets to compile member database.	
	Mike	Discuss w/Jeanette: 1. Tax i.d. number (to Alan) 2. Website – domain name, hosting info., etc. 3. Any telecommunications support through APMP for virtual chapters? 4. Confirm states included in Midwest Chapter. 5. Understand guidelines as to when an announcement can be sent to members regarding revitalized chapter and plans for Aug. General Membership Meeting.	
06.27.08	Mike	Draft of Operating Plan and By-laws to petition for reinstatement to interim board members for review.	
	Mike/Amy	Discuss Shipley sponsor/relationship.	
	Alan	Send teleconference number/info. for next board meeting (week of July 9 th)	

Mike welcomed all attendees and gave a special thank you to Jeanette Waldie as Regional Director for all her help. It was noted that during the 19th Annual APMP conference's chapter meeting, Mike, Alan, Daryl, and Charlie Devine discussed the different roles of interim positions in order to resurrect the Midwest Chapter. The following roles have been identified:

Mike – Interim Chair

Alan – Interim Treasurer

Caryn – Interim Secretary/Publicity

Amy – Interim Program Chair/Membership

I. Introductions & Background



Each attendee to note name, home, career, involvement with APMP, and what they want out of chapter.

Mike Green. Home: Minneapolis, MN - Career: Eagan, MN @ Lockheed Martin 24 years (7-8 different positions during tenure) - Involvement: Lockheed Martin had been a corporate member for several years; however, along the lines, lost involvement. Mike convinced Lockheed to reconnect and he joined last Dec. – Chapter: Share ideas, grow, best practices, learn.

Alan Minnick. Home: Based & live in Chicago (North side) – Career: JP Chase Morgan (in business dev., proposal management, etc.) – Involvement: Member 3-4 yrs., attended last 3 conferences, & 1 Midwest Chapter virtual meeting when still active – Chapter: Same as Mike and would like to get his team involved.

Caryn Smith. Home: Janesville, WI - Career: Data Dimensions, BPO for 2 ½ yrs. – Involvement: Began researching proposal writing & stumbled across APMP. Contacted Midwest Chapter with no response. Attended conference last year & began discussing resurrecting Chapter with Jeannette & other members. Received certification during last year's conference. – Chapter: Same: best practices, networking, etc.

Daryl VanderWilt. Home: DesMoines, IA - Career: Non-profit sector, state of IA work with a lot of gov't. proposals, teach proposal writing. – Involvement: Attended first conference this year and has learned a lot already. – Chapter: learn best practices, etc.

Amy Singer. Home: Geneva, IL – Career: Experian: proposal manager; however, does not have anyone under her. Experian has a couple of proposal coordinators that manage the process. Well developed staff in U.S. and expanding globally. U.K. has a new team that will duplicate the U.S. model. Amy noted that they have executive level buy-in for their process and looking to build a team in China & Latin America. – Chapter: Joined when joined Experian (3 years). There were only two meetings after joining; however, Amy was unable to attend either. - Chapter: Experian's V.P. is Kelly Stephenson and Kelly commented that the Midwest Chapter was not run very effectively and fizzled out. Amy would like the same: best practices, share of knowledge, building of relationships, networking, etc.

II. Short History of Midwest Chapter

Noted above. In addition,

III. Vision & Expectations

Mike noted that he felt to run the meetings effectively, he expects:

- Clear agenda and stay true to the focus and time slots
- Everyone to be fully engaged during meetings
- Stay focused
- Honor speaker
- One conversation

Everyone agreed.

IV. Formal Announcement of Interim Officers & Roles

Discussion ensued regarding roles (see above designation). It was decided that Caryn and Amy will discuss roles and submit to Mike.

V. Chapter Resurrection – Plan & Schedule

Steps of APMP Chapter Charter Guide. Mike reviewed the steps outlined in the guide.

- **Contact Regional Chapter Rep.** Jeanette is fully engaged at this time.

- **Determine Local Interest.** Everyone agreed virtual chapter. It was determined that we will strive to meet twice a year for face-to-face meetings in a geographically-friendly location (possibly moving the meetings between large cities in IL, MN, MO, IA, etc.). Mike will inquire about telecommunication support for virtual chapter meetings. In addition, Mike will discuss a possible sponsorship from Shipley for help with Amy.
 - Survey. With the help of Kelly, Jeanette, and others, Caryn sent out a survey to members in Oct. 2007 to determine interest level. Caryn will merge the Excel spreadsheet with the newest Excel file that was sent recently for a single membership database. Everyone agreed.
- **Plan Chapter/Prepare Charter Petition.**
 - Members. Midwest has plenty of members to meet the minimum requirement. Mike will inquire about what states make up the Midwest Chapter.
 - Chapter Name. APMP has elected to keep our name and number.
 - Chapter Logo. Caryn has possession of logos and can forward as well as website.
 - Location of Chapter. It was agreed upon to use Mike's corporate address.
 - Meetings of the Members. It was determined (for By-laws) for 2008/2009, the following meetings will occur:
 - June: Board Meeting (#1)
 - Aug: Gen. Membership Meeting (#1)
 - Sept: Board Meeting (#2)
 - Oct: Gen. Membership Meeting (#2)
 - Jan: Board Meeting (#3)
 - Feb: Gen. Membership Meeting (#3)
 - Mar: Board Meeting (#4)
 - May: Gen. Membership Meeting (#4)

It was decided that Board Meetings will occur on the 2nd Thurs. of the months listed above, in the evenings; however, to remain flexible, this will not be included in the By-laws.

Mike noted that Jeanette suggested that once general membership meeting dates are decided upon to never change those dates.

Amy noted that she will discuss sponsorship of meetings with Experian (video conferencing, tape recording, telecomm support, etc.).
 - Chapter Officers. The interim board is listed above and official elections will take place at first general membership meeting, slated for Aug. Chapter treasurer is responsible for checking account and Alan noted that he has established that he needs a tax i.d. number for the checking account.
 - Chapter Website. In the past, Chapter websites were hosted by APMP; however, this must not be the case currently. We will need a domain name. It was decided that Mike will discuss websites/domains with Jeanette.
 - Chapter Operating Plan/By-Laws/Petition.
 - Amy noted that she would like the Midwest Chapter goals to include "Chapter of the Year" Award. Everyone agreed that this would be a goal for the Midwest Chapter.

- Mike will draft the operating plan and by-laws to petition reinstatement and will send to interim board members for review within next two weeks.

VI. Additional Items/Thoughts.

- Some discussion ensued regarding the July/Aug. timeline for meetings and it was decided:
Next Board Meeting: Week of July 9th to finalize petition & operating plan.
Board Meeting: Week of July 23rd to finalize agenda for general membership meeting.
- Alan noted that we need to understand when we can send communication out to members regarding the Midwest Chapter and the General Membership Meeting. Alan offered to host next meeting (he will send teleconference number/info.).
- Everyone agreed that it was a good meeting with many accomplishments. Mike noted that he would like dates attached to action items and a commitment to accomplish them to reach our goal of Best Chapter of the Year Award!