



Meeting: APMP Greater Midwest Chapter Meeting

Meeting Date: Wednesday, August 27, 2008

Attendees: 23 Participants

Minutes By: Amy Singer

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

I. Introductions. Mike Green, Interim Chapter Chair, welcomed everyone and each interim board members introduced themselves as follows:

Michael Green, Interim Chapter Chair (michael.r.green@lmco.com) p: 612 747-1852)

Caryn Smith, Interim Publicity/Promotion Chair (csmith@datadimensions.com)

Alan Minnick, Interim Treasurer (alan.g.minnick@jpmchase.com)

Amy Singer, Interim Programs Chair (amy.singer@experian.com)

All attendees introduced themselves and a variety of interest were identified as follows:

- Getting the chapter up and running
- Networking
- Best practices (adherence and insight)
- Certification
- Ideas to manage process
- Efficiency in proposal management
- Lessons learned
- Benchmarking proposal activity/metrics
- Software and solutions for maintaining reusable content

Caryn noted the Greater Midwest Chapter has received some proposal books, which she is willing to share. In addition, Mike noted that he has a collection of PDF files/articles that he is willing to share with anyone. Eventually, the website will include a library/collection, which is available. Members were encouraged to contact Caryn via e-mail if they are interested in receiving any information and/or books.

Charlie Divine joined the call. He is the current director of education for APMP and an APMP fellow.

Mike thanked Jeanette Waldie for her help in getting the Midwest Chapter restarted. Mike described what the interim board has been doing to prepare to launch the chapter to the MW membership.

Alan reported that he is opening a bank account, getting signatory authorities, developing a report for first/second quarter so we can receive chapter funds from APMP, and developing a budget.

Caryn talked about the re-establishment of the website. As soon as funds are available, we should have the website up and running. Caryn asked all members for input on what everyone expects to see on the site.

Amy spoke regarding plans of developing speaker events and how she will go about this, as well as encouraged members to get on the distribution list for the APMP organization and joining the official

group on LinkedIn. The speakers and other various events will largely be based upon expressed member interests.

Some of the members agreed they are not receiving emails from Michael Green; however, receiving them from Caryn. Mike and Caryn will synch their lists to correct the situation.

II. Summary of Chapter By-laws.

Main Points. Mike emailed the by-laws tonight and the following main points were discussed:

- A minimum of eight chapter meetings annual.
- Board to meet June, Sept, Jan., and March.
- General membership to meet Aug., Oct., Feb., and May.
- Meetings will be virtual using various media.
- Physical meetings twice annually.
- Chapter elections are to be held in October. Interim officers have been working to develop the chapter, and will be elected or replaced in October.
- Chair, co-chair, treasury, secretary, programs, membership, publicity promotion chair are up for election. Section 4 details the information regarding these positions. Elections will be staggered bi-annually to maintain leadership continuity.
- Mike asked Alan for signing authority (one person/two?) Alan clarified that one person can sign; there will be three people with signing authority.
- We will baseline the chapter by-laws in October and sign them into affect.

III. Speaker, Events, Presentation - Open Discussion.

Next Meeting. Wed., Oct. 29 Mike opened up the next meeting for discussion (what date is best and what type of speaker would we like to have). Alan expressed interest in having Charlie speak on the Body of Knowledge. Amy agreed. Charlie agreed. Mike noted that Wednesdays or Thursdays work best. It was decided to schedule the next meeting for Wednesday, October 29 as our next general meeting. Charlie Divine will give a 45 minute presentation via Live Meeting (Amy to host).

Proposed Agenda.

Election rules and requirements. Mike takes the action to distribute the rules, requirements, and gather information from members that express interest in running for any board position.

Chapter elections.

Charlie to present at the end on the Body of Knowledge.

IV. Next Steps.

Caryn and Amy to refine notes and distribute general meeting minutes with proposed agenda for our next meeting.

Once the site is up and running, minutes and other information will be posted.

Dolly Wick asked for a membership list with associated e-mail addresses. Caryn will check with APMP on the rules for sharing member information. Amy will forward Dolly's contact information to Caryn.

Caryn will manage the master membership list. Mike asked all members to ensure that Caryn has their e-mail and other contact details. The interim board members provided their contact details to all members. Board expressed their appreciation to Experian for hosting the conference call, and meeting in October.

Mike will send information on cutoff dates for sign-off and review of the by-laws.

Mike closed the meeting at 8:13 p.m. Central.