

PMI Healthcare SIG
Board of Directors Monthly Meeting Notes
September 12, 2007 @ 7:30pm EDT
Call-in Number: 866-897-0207

ATTENDEES

Paul Turkal, Katherine Hill, Michele Mills, Adam Birnbaum, Sue Houston, Dave Kumpf, Ray McIntyre, Mary Armijo, Beth Allen

ADMINISTRATIVE UPDATES

1. President Report – Michele
 - a. Slides detailing what you have accomplished in 2007 and what is still outstanding to accomplish in 2007 are due to Michele on September 26. These are needed to create the presentation for the retreat in Atlanta on October 6.
 - b. For the member meeting, Michele will be pulling in each person to participate in the presentation.
2. Plan for 2008 – Sue
 - a. The SIG goal for 2008 is Member Benefits, 2007 was Volunteers.
 - b. Sue will be gathering ideas from people in preparation for the retreat – Strategic Planning 08. The budget will be reviewed at the retreat to ensure that finances are allocated appropriately. Having this documented will assist with the transition of new board members.
 - c. 2008 BOD – the process is still taking place. Michele will be speaking directly with those people that have been nominated. The Treasurer position will be open in 2008.
 - d. Operations – Development pieces are still needed from Dave. Treasurer section needs modifications to account for bank changes. Role descriptions are needed prior to the retreat so that the final draft can be reviewed at the retreat.
3. Treasurer Report – Katherine
 - a. The finances for the year have been submitted to Sue – budget vs. actual. Sue is to use page 5 of the PDF for her portion of the presentation.
 - b. Treasurer report sent out to group for review. Negative numbers in the Expense columns mean that you are under budget; positive numbers mean you are over budget. For the column titled Income, negative means not received and positive is over budget.
 - c. Some people have not received various board emails, please ensure that all have received the logo and financial documents via the board redirects, if not contact Michele.
4. Approval of Minutes – Beth
 - a. The minutes from the July meeting were approved.

WINS

1. Ray brought in some website assistance for Mike Jenkins.

PROJECT REPORTS

1. Paul
 - a. NAGC Member Meeting – Scheduled for Saturday, October 6, 2007 at 7:30 at the Hyatt. There are 24 registered attendees at this point, eight of which are board or volunteers. Another message will be sent out this week and then the week before NAGC. The room will hold up to 55 people. There will be cheese and dessert bars, coffee, and non-alcoholic drinks provided. Each attendee will receive two tickets for complimentary drinks. The giveaway/drawing prize is a digital camera (the budget supports this expense).
 - b. NAGC Networking reception - Scheduled for Monday, October 8 in the early evening. Paul is looking for 1-2 volunteers to assist with manning the booth and volunteers will be wearing scrubs that advertise the SIG but not including the new logo, as it has not yet been approved by PMI.
 - c. Miscellaneous NAGC items – The retreat agenda will be sent to the board by Sue. The retreat will take place at the Marriott. Instead of an organized dinner a fancier lunch will be provided. The meeting is to be finished by 4:00 PM to allow for the board to get to the Hyatt to set up for the member meeting. It was discussed to have dinner at the Hyatt prior to the member meeting. The board was instructed to stay overnight at their PMI NAGC hotel. Sue's presentation will be held Monday morning and Michele will introduce Sue. Sue to send two bios to Michele.
2. Ray
 - a. The website has two resources working on it, they have encountered issues with the members only area and continue to troubleshoot.
 - b. New member stats will be sent to the board.
 - c. Ray suggested providing members at the member meeting with a demo of the members only section of the website.

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3. Mary
 - a. Tom McNellis course – the charge for the course will be \$525.00/person for SIG members and \$625.00/person for non-members. The board will be charged \$300.00/person with the balance going to the SIG. 250 attendees would result in \$56,000 for the SIG. The cost of the course covers materials and on-demand interaction. This is a three-month course, one class per week. There will be 40 PDUs awarded and attendees are green belt certified. The SIG will handle registrations and a contract is needed with Tom. Paula to set up online registrations on the SIG website and a communication will be distributed via HCSpeaks (registration deadline is October 19). Mary to work with Katherine on setting up a PayPal account and determine the best method of informing Tom of a registration and payment received. The SIG will issue Tom two checks – one midway through open registration and a final payment once registration is closed.
 - b. SolutionQ – Mary is sending a check to Katherine for \$3000.00 from SolutionQ. The website needs to be modified to reflect their sponsor status with us. The first course will be available on October 11 at 2:00 PM Eastern – Seven Secrets of a Successful PMO. Ongoing topics will be available.
 - c. Mary is talking with MeetingOne about becoming a sponsor for our webinars. The group agreed to pursue this – we would find the live speakers and MeetingOne, technical piece is complete.

HOT TOPICS

1. Dave suggested having the member meeting content and speakers available for 15 people off-site through his account. A sign-in process and broadband internet access is required. It was agreed that this is a good idea to offer for next year and we'll investigate in preparation for that meeting.

Next Meeting: Saturday, October 6, 2007 - retreat in Atlanta, GA. Agenda to be sent in advance.

Submitted by: Beth Allen