

Attachment 1

Minutes from APMP Central Texas Planning Committee

October 10, 2007

Bear Rock Café

Attendees: Steve Beeler, Mary Anne Bernard, Martha Hallman, Amy McGeady

Minutes Recorded by Martha Hallman

Name of group was decided upon: Central Texas Chapter of the APMP

Meetings will be held quarterly: Feb, May, Aug, Nov

Suggested topics for each:

February: Networking (how to network effectively within your organization and professional community)

May: Proposal Evaluators Panel (How decision makers evaluate successful proposals)

August: Collaboration Technology (new software and web-based application that can improve your productivity and effectiveness)

November: Process Development (best practices) and/or overview of the APMP Certification Program (how to and benefits)

Next planning meeting scheduled for Nov. 7th, Bear Rock Cafe, 6pm.

Action Items:

1. Charter requirements - Amy to research requirements for setting up our chapter charter. Due 11/7
2. Board positions - Martha to research appropriate board positions and description of responsibilities that we will need to fill with an interim team in order to launch the chapter for 2008. Due 11/7
3. Production timeline - Martha to compile essential tasks for launching the chapter including messaging, marketing, membership, etc. in order to start assigning tasks to the launch team. Due 11/7
4. Graphics - Mary Anne and Dee to source a graphics team to create visual identity for new chapter.
5. Amy to draft communication to survey respondents
6. Amy to filter survey responses for San Antonio responders to see what time of day would be most convenient for all to attend future meetings.
7. Martha to provide initial draft of messaging, possibly in form of creative brief to also help drive the creative development of the visual identity.

November 7, 2007

Bear Rock Café

Attendees: Steve Beeler, Dee Hutchison, Martha Hallman, Amy McGeady

Minutes Recorded by Martha Hallman

- Amy's discussion with Jeanette on "how to start a chapter" - perhaps this would be a good panel discussion to have at the national meeting.
- Announcements out to the charter membership should always be bcc'd, but perhaps we could have an opt-in function or member listing on the website if members would like to be "on a roster."
- Possibilities of joint session with the Houston Chapter for later in the year.
- Reviewed logo concepts, as presented by Dee. Dee to make some revisions to the top picks and we will poll the charter members for the winner.
- Discussed first meeting, to be held February 7th. Considered an Open House theme where it is more meet and mingle versus professional training/topics. Perhaps a session on networking best practices within your company and within the market.
- Scheduling of the quarterly meetings determined as the 1st Thursday of the 2nd month of each calendar quarter. Charter members to be polled with these dates to uncover any serious conflicts.
 - Q1 - February 7th
 - Q2 - May 1st
 - Q3 - August 7th
 - Q4 - November 6th
- Reviewed board positions and responsibility description as presented by Martha. This was also sent out to the planning committee via email. Interim board set up with the following positions. Please send Martha and corrections or concerns.
 - President - Amy McGeady
 - Vice-President & Membership Chair - Steve Beeler
 - Secretary/Treasurer - Martha Hallman
 - Communications Chair/Webmaster - Dee Hutchinson
 - Program Chair - to be address by Board of Directors
 - Other positions to be assigned as needed
- Reviewed creative brief of suggested messaging as presented by Martha. This was also sent out to the planning committee via email. Please send Martha any comments or edits.
- Reviewed 1st draft of Chapter Launch production schedule as presented by Martha. This was also sent out to the planning committee via email. Please send Martha any comments or edits. Martha to revise schedule with updated actions and to correct February meeting date.
- Martha and Amy to work on outline for Operation Plan, with writing assignments for each section.
- Dee to work with her staff on compiling a simple website for the chapter, Amy to provide hosting/URL via a GoDaddy account. Costs incurred to be expensed back to the chapter.

December 5, 2007

Bear Rock Café

Attendees: Julie Wickert, Dee Hutchison, Martha Hallman

Minutes Recorded by Martha Hallman

Discussion Topics and Action Items:

1. Reviewed html invite for similar group's networking event. Liked the concept. **Martha** to investigate Acteva engine to see if this provides a usable RSVP functionality for our group.
2. Review website concept. Approved by group. **Dee** to continue with development. Dee to send out a request for content (1) one tip for networking and (2) suggested "other links" to include on the site.
3. Discussed how our current membership will be affiliated with the new chapter. **Mark** to investigate how this process works with the national group. We assume that they take the roster that we submit with our petition and associate those names to the chapter for the next year.
4. Review tasks for the Secretary/Treasurer role. Questions on reporting requirements. **Martha** to contact Jeanette to get contact information on these individuals within the Houston chapter to "pick their brains" on the process.
5. **Martha** to review notes embedded in the petition document to make sure that Amy receives the input she has requested. Review revised production schedule (attached). In order to get our chapter petition approved prior to our February meeting, we probably need to submit our paperwork to National by mid-December
6. Membership Plan - how to acquire new members, **Steve** to start a comprehensive list of media outlets that we could use to post information on the new chapter, in addition to a member-get-a-member effort.
7. Press Releases. Discussed having 2 releases. First to announce the chapter formation - to release in mid-December Second, to announce our first meeting (release later in January). **Julie** to draft with the help of the communications chair.
8. Meeting locations: Discussed having 2 locations. One north (Tres Amigos on Anderson Mill & 183), the other a southern Austin/San Marcos location. **Mark** to investigate and make a recommendation to the group.
9. **Steve** to compile an "elevator pitch" for the board to use when introducing new members to the group. Will repurpose his content of a presentation he has compile on the topic to an internal IBM group. Steve to share presentation with Julie as content for the press releases as well.
10. Co-operative meeting with other chapters via Webex. While we are not able to accomplish currently, by late-'08 or early-'09 the technology should be available.
11. **Next meeting date is 1/10/08. Bear Rock Cafe 6pm.**