

ISM NYNJ Forum –
Winter Planning Meeting minutes
Friday, March 26, 2010
Holiday Inn, Binghamton, NY

Call to order at 1:30 pm

In attendance: Ed Riggie, Guy Haddix; Ann Marie Wayne-; Kathy Perna, Maria Kwialle; Deb Csonotos, Gerald McDonald

Excused: Sherri Pappas, Pauline Malone, Dave Duprey

Seven Counties submitted their proxy for voting purposes (Al Perrecca) Deb Mason also sent Finger Lakes proxy via email and with Gerry thanks

Election of officers to be voted on during the International Conference in San Diego April 2010 in accordance with forum bylaws.

'09 - '10 budget reviewed and updated to reflect actual revenue/expenses

'10 - '11 budget prepared

Will complete budget in compliance with Business Plan

There is \$9,500 in forum fund balance, how do we move money from the fund balance to current budget?
Deb Csonotos will find out from Jan Miller.

Plan to keep at least \$5,100 in fund balance at all times.

The I&T for Networking Solution for forum domain name is paid until 2014.

Front Line Communications changed something on the website and only notified the contact for billing in their system. Gerry and Deb will make necessary corrections to have them notify a backup so the forum is aware of changes.

Find out if ISM paid web hosting fee of \$53.85 recently

Will keep two tracks for 2010 conference.

Main objective is to offer forum members education and CEUs toward certification

2 tracks on Friday

1.5 tracks on Saturday

Affiliate position training Saturday afternoon

Gerry's computer training to be a general session

Award luncheon is a general session

Rates (per person) for conference:

Regular = \$300

Early bird = \$275

5 or more team discount = \$250

At door = \$ 300

Students = \$100

Guest meals = \$75

Child meal = \$25

Sponsorships:

Platinum	Corporate	Affiliate
	\$500 includes table top and full page ad	\$250 includes ad
Gold	\$250 includes table top and ½ page ad	\$100

just add in booklet business card size = 25; ½ page = 100, full page = 250

Meeting Adjourned

ISM NYNJ Forum –
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Saturday, March 27, 2010
Holiday Inn, Binghamton, NY

Present: Dave Dupree, Maria Kwialle, Kathleen Campbell, Larry Clark, Ann Marie Wayne, Guy Haddix, Ed Riggi, Gerry MacDonald, Kathy Perna, Deb Csontos

Excused: Sherri Pappas, Pauline Malone

Call to order 9:25am

Motion to approve org chart - updates to show Maria as Membership Chair; Dave as Marketing Chair; Kathy responsible for ISM updates; Guy in charge of winter meeting; Kathleen responsible for program evaluation - all in favor

Review of survey results for 2009 conference

Move conference - perhaps alternate between three sites; Binghamton, Glens Falls, Corning
Guy will report back by May 1 with pricing and availability
Conference desired date = November 5 -6, 2010

Keep two educational tracks on Friday and Saturday morning:
Sustainability; risk management; social networking for business; negotiation; contracts (how to read); project management (alt name for marketing); computer (insider secrets).

use Gerry's computer skills as general session then create smaller "breakout" sessions for specifics

Market track of Project Management with different name but keep concepts of PM consistent

Negotiations to include role play and case studies; could be used as general session; get in touch with Charlie Zettek from Rochester.

Investigate bringing in manufacturer (micro brewery) to discuss business in these economic times;

Saturday afternoon: Affiliate Resource Actualization - get directors' roles/responsibility packets from National; open to affiliate directors as well as anyone interested in the position; need session facilitators

Speakers get conference registration and meals; no fees

Market to affiliates ASAP - need to establish budget and schedule

Sponsorships confirmed by September 1; save the date notices sent out by June 1;

Theme for conference: PREPARE TO GROW

Theme for Friday night networking: FLIGHT OF THE NERDS

Friday night memorial for Terry; slide show; commentary by Larry; history; fond memories; special moments.

Invite Mary Pat.

Change name of Leadership POY to J. Terry McLaughlin POY Award for Leadership

All pictures of Terry to be sent to Gerry. Gerry will post all pictures that are imbedded in the website already. Comments to pictures are welcome

Affiliate updates;

Glens Falls has been disbanded and members can join ENY

Twin Tiers is now a satellite chapter of Buffalo

Dave will double check on: Long Island, NY, Northern NY ENY

Deadline for award nomination to Pauline is September 1; deadline to ISM is January 31, 2011

Motion to adjourn: Dave, seconded by Guy 11:22 am