

NCMA Baltimore/Washington Corridor Chapter - #103
Board Meeting
1/10/2008 at 11:30 AM
SRA // RABA, 8830 Stanford Blvd., Suite 205, Columbia, MD 21045

Attendees:

Monica Lewis, Chris Coker, Donna Levin, Taryn Gray, Athena Starry, Courtney Koy (via phone)

Treasurer's Report

- D. Nixon was not present at meeting. No treasurer's report.

Volunteer Committee

- M. Lewis identified several people interested in volunteering (identified at the December Social Event):
 - Jonathan Isaac
 - Mike Hughes
 - Sam McDonald
- M. Lewis to send D. Levin information to discuss volunteer opportunities

Membership

- C. Koy was not in the office, but stated that we had approximately 6 new members join this month.

Programs

New Small Business Rules (tentative Jan-2008 or Feb-2008)

M. Lewis to reach out to speaker(s) for availability and try to schedule in the January or February timeframe. Potential speaker is Pam Porter at SADBU.

Cost and Pricing (tentative Jan-2008 or Feb-2008)

M. Lewis to reach out to speaker(s) for availability and try to schedule in the January or February timeframe. Potential speakers are Bob Peska and Jack Gerard.

Managing Your Success (20-March-2008)

Joint program with the Freestate chapter. C. Coker has lead to make speaker/location arrangements.

Location: The Johns Hopkins University, Applied Physics Laboratory, Kossiakoff Center
11100 Johns Hopkins Road
Laurel, Maryland 20723

Time: 11:30am-1:00pm

Presenter: M. Sylvia Ball

Secondary Timekeeping (tentative Apr-2008)

D. Levin has the lead to identify speaker. Potential speaker(s): RSM (a professional services firm).

Networking Business Etiquette (coaching) (tentative May-2008)

No speaker identified at this time. Need to begin search for speaker. All board members have lead to try and identify speaker. M. Lewis mentioned potential company, TDF International in Elkridge, MD.

Other possible program topics:

SOX requirements

Business Ethics

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Website

We really need to get the website updated. C. Koy can do this. Some things to update:

- Clear out any old job openings.
- Upload meeting minutes.
- Add programs schedule for the year (once we have a schedule)

Newsletter

L. Earles has the lead (but was not present at this meeting). M. Lewis requested status on the newsletter. Have we received anymore articles from the members? Last update was that we didn't have enough content for a newsletter and needed more writers/articles. D. Levin offered to contact volunteers for potential "writers" for articles.

Other

- Need to determine criteria for sponsoring a member for the Contract Management Leadership Development Program (CMLDP). The deadline for nominating an individual is February 29th. C. Coker to put criteria together and will send to M. Lewis.
- M. Lewis needs minutes for report.
- Next meeting – February 14th, 11:30am, location TBD.

Action items:		Person responsible:	Deadline:
(1)	Send D. Levin volunteer contacts information.	M. Lewis	
(2)	Reach out to new potential volunteers.	D. Levin	
(3)	Reach out to speaker(s), Pam Porter at SADBU, for the New Small Business Rules program.	M. Lewis	
(4)	Reach out to speaker(s), Bob Peska and Jack Gerard, for the Cost and Pricing program.	M. Lewis	
(5)	Firm up details and confirm with speaker, M. Sylvia Ball, for the Managing Your Success program on 20-March-2008.	C. Coker	
(6)	Identify/contact potential speaker, RSM (a professional services firm), for Secondary Timekeeping program.	D. Levin	
(7)	Try to identify speaker for the Networking Business Etiquette (coaching) program.	All Board Members	
(8)	Contact potential speaker, TDF International in Elkridge, MD, for the Networking Business Etiquette (coaching) program.	M. Lewis	
(9)	Update website.	C. Koy	
(10)	Finish newsletter.	L. Earles	
(11)	Contact volunteers as potential "writers" for articles for the newsletter.	D. Levin	
(12)	Determine criteria for sponsoring a member for the Contract Management Leadership Development Program (CMLDP). Send to M. Lewis.	C. Coker	
(13)	Send M. Lewis minutes for chapter report.	T. Gray	