

# Toronto SPIN Steering Committee Meeting Minutes

## Purpose

To conduct a face-to-face planning session and build a plan for Toronto SPIN activities in 2007 (with a focus on the first quarter)

## Logistics

Date: Wednesday, November 29<sup>th</sup>, 2006

Time: 4:30 pm – 7:30 pm

Location: Room E301@ 3600 Steeles Avenue East, Markham, Ontario

## Agenda

Agenda Item	Presenter	Time
1. Gather and Roll Call	Rekha	10 min
2. Update from the Chair	Rekha	5 min
3. 2006 Accomplishments	Rekha	5 min
4. Ideas for 2007	All	45 min
5. Prioritize and Assign Owners	All	45 min
6. Develop Draft Plan for top 3 – 5 Initiatives	All	60 min
7. Other Business	All	5 min
8. Roundtable and wrap-up/adjourn	All	5 min

## Attendees

Lara Duncan	Andrew Gurudata
Peng Hu	Rekha Kulshreshtha
Susan Muckle	David Penty
Rodolfo Zuniga	

## Summary of Discussions

Discussion Items
1. <b>Gather and Roll Call</b> - Doris, Sanford, Marie, Vivienne, Steven, Winifred and Monalisa sent their regrets in being unable to attend this session. The team welcomes a new team member, Lara Duncan.
2. <b>Update from the Chair</b> - Our current committee, sub-committee structure and team membership was shared with the group. <ul style="list-style-type: none"> <li>Lara has volunteered to lead the Sponsorship Sub-committee.</li> <li>With Marie moving on at the end of the year, and need for significant development on our website, the need for additional technical resources was discussed. Peng offered to confirm availability of Leigh Chen to assist. Lara offered to investigate possible availability of resources from CAI to assist. Rodolfo will take over the role of webmaster/technical team leader from Marie.</li> <li>Lara provided an update that approximately 25 – 30 Toronto SPIN members took advantage of the complimentary</li> </ul>

ITMPI conference tickets that were offered as a membership benefit in October 2006.	
3.	<p><b>2006 Accomplishments</b> – Rekha reviewed the progress made in 2006 based on input from all committee members.</p> <ul style="list-style-type: none"> <li>While it was not as successful a year as 2005, it was by no means our worst year. We offered 2 Toronto SPIN events and 1 Partner Event to our members.</li> <li>Significant progress is made in the Finance Sub-committee to transition our bank account from a fee-based account to a no-fee account specifically designed for non-profit organizations. The Finance Subcommittee is in the process of moving funds from the old bank account into the new one.</li> <li>The web-migration project was completed to move off a proprietary server to the independent ISP supplier.</li> <li>Due to the fewer events in the year, and most of our membership benefits tied to events, the membership program had limited activities during the year.</li> </ul>
4.	<p><b>Ideas for 2007</b> - A number of ideas were explored in addition to the ones reviewed in the meeting package:</p> <ul style="list-style-type: none"> <li>Try to hold events in different locations (e.g. Markham; Mississauga).</li> <li>Have a networking session in a restaurant environment with light refreshments.</li> <li>Use technology to generate knowledge-sharing benefits for our members (e.g. WIKI forum; Message Board)</li> <li>Link with universities to increase exposure; consider cheaper student rates.</li> </ul>
5.	<p><b>Prioritize and Assign Owners</b> – The following top ideas were agreed upon:</p> <ul style="list-style-type: none"> <li>Regular Committee Meetings - Rekha</li> <li>Improve the website - Rodolfo</li> <li>Focus on Sponsorship Sub-committee - Lara</li> <li>Review Program Sub-committee to plan next event - Vivienne</li> <li>Build relationship with PMI to host a co-sponsored event – Sue</li> </ul>
6.	<p><b>Develop Draft Plan for top 3 – 5 Initiatives</b></p> <ul style="list-style-type: none"> <li><b>Regular Committee Meetings</b> – Have monthly teleconference meetings on the 3<sup>rd</sup> Wednesday of the month from noon – 1 pm; Meet face-to-face once per quarter from 4:30 pm – 6:30 pm; In the face-to-face meeting, the 1<sup>st</sup> hour will be a regular committee meeting and the 2<sup>nd</sup> hour will be a planning session for the next quarter. The location of the next face-to-face meeting will be determined during the planning session. The next face-to-face meeting will be hosted by Sue at her office at Yonge and Eglinton (further details will be provided). Prime Facilitator is Rekha; Backup will be Lara. Subcommittee Leads must send material for inclusion in Meeting package to Rekha and Lara 2 days prior to meeting; Rekha or Lara will send consolidated meeting package to steering committee 1 day prior to meeting.</li> <li><b>Improve the website</b> – We need upgrades to facilitate more efficient internal communications. This is also critical for our external communications. Include on agenda for January committee meeting. Bring change log. We need to determine our vision – we want to deliver something to our members; and ask for feedback/ideas.</li> <li><b>Focus on Sponsorship Sub-committee</b> – We need to formalize and push forward on the offers that we have received in the past.</li> <li><b>Review Program Sub-committee to plan next event</b> – It takes approximately 3 – 4 months to plan an event. The Program Sub-committee should start planning for an event, without worrying specifically about when it will be held.</li> <li><b>Build relationship with PMI to host a co-sponsored event</b> – Sue will continue to pursue establishing a formal relationship with Toronto SPIN the PMI Southern Ontario Chapter. The plan is to try to hold this joint event sometime next year.</li> </ul>

## Decisions Taken

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1.	None.

## Action Items

Item	Action Items	Owner	Due Date
1.	Investigate availability of Leigh Chen to assist with internet maintenance	Peng	mid-Dec
2.	Investigate availability of resources from CAI to assist with internet development and maintenance	Lara	mid-Dec
3.	Forward emails from SEI related to other SPIN activities around the world to Committee members	Rekha	ongoing

4.	Investigate if there is a contact at the universities that we can work with	Lara	mid-Dec
5.	Provide a status on web activities and the updated change log in the January meeting	Rodolfo/ Rekha	Jan 2007

**Minutes Prepared by**

Rekha Kulshreshtha

**Next Meeting**

January 17, 2007