



MEETING MINUTES – PROJECT MANAGEMENT TEAM (PMT)

February 3, 2006 1:30 – 2:30 p.m.

Kent / MSU Extension

Present: Bonnie Shupe, Cynthia Price, Herb Ranta and Kendra Wills

Absent: Paul Haan, Barb Holt, Gail Heffner, Andy Guy, Terry Sanford, Mike Williams, Tom Cary, Marsha Wilcox, Betty Blase

I. Meeting called to order at 1:45 p.m.

II. November minutes were reviewed and approved.

III. Financial Reports/2006 Budget

- a. The group reviewed the proposed budget for 2006 and determined that what was drafted is a good start but budget will need to be revisited once membership dues for 2006 start coming in.
- b. The group decided they would like to maintain an annual carry forward balance of \$2,000.
- c. As a fundraising/membership incentive, the PMT would like to offer 4 workshops in 2006 over the lunch hour: one video (pizza or brown bag), one speaker, one panel discussion and the fall membership/land use networking luncheon.
- d. After membership dues start coming in, the group would like to revisit the possibility of offering mini grants for land use projects.
- e. The group decided they were not interested in contacting a marketing consultant but wanted to spend the WKK grant funds on contracting a professional graphic designer to design and print a professional brochure with membership form for United Growth.

IV. Membership Renewal Letter

- a. The group reviewed the membership renewal letter and made some small edits. The letter will be mailed once the new Project Management Team is appointed.
- b. The group set a goal of increasing membership 25% over 2005 level.

V. Plan agenda for February 21 Coalition meeting

- a. Herb agreed to chair the meeting.
- b. The PMT will give a report on the workshop ideas.
- c. Will need to hear reports from Principles Subcommittee and other committee reports.

VI. Membership dues to MLUI and MI Trails and Greenways Coalition.

- a. Group decided that United Growth should not pay membership dues to any organization. Will only become a member if that organization joins United Growth and there is no cash transferred just reciprocal membership.

VII. Meeting adjourned at 2:30 p.m.

Submitted by Kendra Wills