

## HDI NE Regional Conference Call Minutes

Date: 07/19/06

Time: 12:00 EST

Notice: [3RD Tuesday of each month: 877-228-3600, pass code 196443](#)

### INVITED PARTICIPANTS

	Chapter Name	Attendees	# Attending
1	Baltimore	Brian Spiva	1
2	Connecticut	Bob Fliss	1
3	Delaware Valley	Marie Clark	1
4	Hudson Valley	Danielle Gowen	1
5	New England	Jeremy Kurtz	1
6	New Jersey	Iwona Antonik	1
7	New York	Kevin Staley	1
8	Washington DC	Bob Malloy, Paula Locke	2

### MEETING AGENDA

	Topic Description	Presenter
	Open Meeting – Roll Call	Virginia
	Regional Call Schedule	Virginia
	DelVal HDIAOY reimbursement	Virginia
	Regional Website	Virginia
	Regional Summit	Virginia
	MAB update	Virginia
	Chapter Roundtable	Attendees

### OPEN ACTION ITEMS

	Action Item	Owner	Status

### NEW ACTION ITEMS

	Action Item	Owner	Status
	HDI AOY reimbursement – list of pres and finance to DelVal for PayPal invoicing	Virginia	
	Secure location for Summit – Nov. 10-11	Virginia	
	Rework website	Lou Eggert/ Virginia	
	Send committee request from Lee Roland	Virginia	Done
	Update officer contact lists	Virginia	Get from Sophie/Officers

### HANDOUTS/REFERENCES

	Title	Contact

### DISCUSSION POINTS:

New meeting day – all agreed to the THIRD Tuesday of each month at noon.

HDI AOY reimbursement – DelVal offered to pay all of the expenses for our Regional HDI AOY winner with the expectation that all chapters in the region would contribute paying expenses incurred. All attendees agreed to contribute equally, estimated at \$136 per chapter. Virginia will send a list of email addresses for the presidents and vps of finance to David Sharp and Marie Clark for PayPal invoices to be submitted for payment. While PayPal is preferred method of payment by DelVal, a check may be accepted.

## **HDI NE Regional Conference Call Minutes**

---

Regional Website – it was agreed that the website is valuable and should be for use by regional chapter officers, not open to the members. Lou Eggert will continue to manage the site with input from all officers in the region. Some of the ways our regional website can be used include:

- sharing meeting info for opportunities to attend if in other cities in the region
- speaker information and scheduling
- meeting minutes
- photos of officers for networking and rapport building
- communication forum organized by officer position for information sharing
- posting of schedules and tentative events for possible collaboration

Regional Summit – the last summit was on November 13 – 14, 2005 in Philadelphia, PA. All attendees agreed to hold the next regional summit around November 10 – 11, again in Philadelphia. Virginia will look into securing a location. Possible topics include leadership; leading volunteers and what it means to be a volunteer; also, guidance and discussions by officer position. All are invited to provide suggestions for speakers and topics, venue, etc.

MAB Updates – committees are being formed for templates and “best practices” as presented at the LOC Summit. All officers are encouraged to consider participating. Virginia will forward request for participation from Lee-Ann Roland McBride for Chapter Meeting Best Practices.

Chapter Updates – Baltimore – postponed July boat trip; regrouping for upcoming meetings

DelVal – taking summer off, preparing for Vendor Fair on September 13, planning for the year, HDI AOY winner celebration in Nov – may collaborate with Hudson Valley

Hudson Valley – Inspired by LOC Summit to hold regular monthly conference calls for officer meetings, training/fundraisers in Sep. (ITIL Foundation) and Oct (HDM), HDI AOY winner celebration on Nov. 8

New England – July/August off, using time for new officer training, contacting Bronze members to explain changes to membership and encourage continuation of membership by email and USPS postcards, May be willing to share method of success once underway.

New York – inspired by LOC Summit, held Officer Dinner in late June, speakers scheduled for July and August (speaker and topics will be on new website), soliciting hosts for help desk tours, working on Membership drive

DC –annual social on Spirit of Washington Cruise in July, August meeting is ITIL Overview presentation by request, September roundtable discussion on best practices in ticketing systems utilization and analysis, preparing end of year calendar.

### **Close Meeting**

### **Next Meeting**

The next conference call will be:  
Tuesday, August 15, 2006 12:00 EST  
877-228-3600 code 196443