

The **2009 1st Kick-off Board Meeting with New Elected Board of Officer** of the PMI–Arabian Gulf Chapter was successfully held on 01-May-2009 at Al-Murooj Rotana Hotel, Dubai – United Arab Emirates. The meeting started at 9:00 am with the following Board Members in attendance.

<u>Name of Officer:</u>	<u>Initial</u>	<u>Chapter Position</u>
Mohammed Hammad	MAH	President – PMI-AGC
Ibrahim Khader	ILK	President – Saudi Arabia Branch
Dr. Khalid Naji	KKN	President – Qatar Branch
Salem Khamis Al-Shair	SKS	President – UAE Branch
Hashim El-Rifaai	HMR	President – Kuwait
Abdul Majeed Al-Gassab	AMG	President – Bahrain Branch
Nasser Mohammed Al-Hajri	NMA	President – Oman Branch
G. Farooq Quadir	GFQ	Sr. VP – Admin & Public Relation
Dr. Firas Abouzaki	FAZ	Sr. VP – Membership
<u>Officer Not-Present:</u>		
Motaz A. Al-Mashouk	MAM	Sr. VP – Certification & Education
Bader S. Modhayan	BSM	Treasurer

The Newly elected PMI-AGC President, Mohammed Hammad (MAH) chaired the meeting and welcome everyone. Mohammed Hammad congratulated each board member for winning in the election and requested each one to introduce themselves to the new board. Mohammed thanked everyone for attending the Kick-off meeting at a very short notice and he presented the Business Plan. He mentioned that there is lot to be done to meet the challenge for the 3 year term.

Item	Topics of Discussions	Action By	Target Date
1	<i>Distribution of Business Plan Implementation Roadmap Template</i>	GFQ	05-May-2009
2	<i>Input for Business Plan Implementation Roadmap</i>	All	09-June-2009
3	<i>Submission of Business Plan to PMI</i>	MAH/GFQ	30-June-2009
4	<p>Strengthening stakeholder loyalty – 70% membership retention & members satisfaction</p> <p>Various strategies were discussed on increasing membership retention and satisfaction including :</p> <ul style="list-style-type: none"> ➤ Send welcome message to all new members, Recognize and announce new PMPs and other certified members thru email and website. ➤ Setup Employment Center on website, conduct Resume Workshops and Certification Clinics. 	FAZ FAZ	

	<ul style="list-style-type: none"> ➤ Charges to be implemented to non-members attending the technical presentation. ➤ Partner with hotels & other Establishment of extending the discounts to our ACTIVE members. ➤ Recognize and giving out awards/mementoes/gifts to longstanding ACTIVE members; Volunteers; Sponsors. ➤ Visit universities & colleges to target students membership. ➤ Contact PMI US to advise PMI-AGC once the new member is enrolled. ➤ The board also noted that while target of 70% is high due to the uniqueness of the Arabian Gulf in that most of the members are expats and as such there is a comparatively higher turnover rate, the board will continue to aim for achieving this target. ➤ Needs to develop survey for members for their feedback and accordingly act on the same. 	<p>BOARD</p> <p>GFQ/FAZ</p> <p>BOARD</p> <p>Region Presidents</p> <p>FAZ</p> <p>Board</p> <p>SAM</p>	<p>30-June-09</p>
5	<p>Thought Leadership – Roundtable program</p> <p>Plan and conduct programs similar to the recently conducted Oil and Gas Forum preferably in each region. Additionally, we need to have a leadership meeting under PMI-AGC banner preferably in UAE or other region as we already had one in Bahrain. Board agreed to have it in Abu Dhabi</p>	Board	30-June-09
6	<p>Profession enablers - Monthly meetings/Site Visits/Annual Conferences</p> <p>All Region Presidents will provide the tentative schedule of the training program on the minimum number of events that can guarantee that will happen. In addition to the above Sr. VP Certification & Education needs to provide the Tentative Training/Workshop schedule and consequently be posted in our website.</p> <p>Board needs to brain storm & decide the location on the next Oil & Gas Forum which should be Doha Qatar, UAE or Kuwait. Saudi Arabia, Oman & Bahrain have already conducted the</p>	Region Presidents	

	Forums in their region.		
7	<p>Partnering – Meeting/Program/event Sponsors.</p> <p>Develop long-term partnering with sponsors, hotels, Universities, Rent-A Cars and other associations for extending the discounts to our active members.</p> <p>Approach Universities, for offering student membership and accordingly offer them the workshops with discounted fees. Arrange technical events.</p> <p>Board needs to have conference call at least once in 2 months for updates on activities.</p> <p>Region Presidents to give priority in maintaining the membership of their respective region and assist members on their queries on a timely manner.</p> <p>PMI-AGC Admin to follow up with PMI Headquarters to announce Chapter events and other activities in PM-Today, plus forward the details to EMEA to be included in their e-flash news.</p> <p>Region Presidents needs to study & approach advertising/Media organization to improve and publicize PMI-AGC current & future events, and it would be better we announce the events in the magazine or newspaper for free, if not then, Chapter is ready to shoulder the minimum expenses for the announcement.</p>		
8	<p><u>Component Website :</u></p> <p>PMI-AGC Website needs to be updated regularly with more enhanced reports such as the details of New join members, renewals, new PMPs. It should also include the latest e-flash news of Kuwait regions and need to do the same for other regions. Additionally, we need to add the section for job advertisement and other useful information.</p> <p>Kuwait Region E-flash newsletter will be used as model for all regions.</p> <p>All the presentations that took place needs to be added for each region to enable the members to download the presentations from the website.</p>		

<p>9</p>	<p><u>Communication with members via newsletter :</u></p> <p>Need to give priority to issue the magazine on a timely manner and with useful information.</p> <p>Regions Presidents are required to approach sponsors in their respective region for sponsoring the ad in our magazine, plus technical dinner meetings & other events.</p> <p>Region Presidents are requested to fill up the template with the information/articles/news/current & future events by 15th of each month.</p> <p>Presidents message to be submitted with a new theme each month. The theme for May issue is "Value for Membership".</p>		<p>01-Sept-09</p>
<p>10</p>	<p>Each region Presidents are required to provide a small abstract with the photos of the presentation to PMI-AGC office so that it can be posted in e-flash & newsletter.</p>		
<p>11</p>	<p><u>Membership Satisfaction Survey:</u></p> <p>Sr. VP Membership/SIG is required to prepare online survey for members and ensure that provide them with proper information.</p> <p>Sr. VP Membership/SIG needs to create a special section for SIG.</p> <p>Ensure to send welcome message to all new members or thank you message for renewing members.</p>		

Prepared by: 
G.FARGOOQ QUADIR
 Sr. VP of Admin & PR
 PMI – Arabian Gulf Chapter

Concurred by: 
MOHAMMED HAMMAD
 President
 PMI – Arabian Gulf Chapter