

<b>Greater Houston Chapter</b>		<b>Meeting Minutes</b>	
<b>APMP</b> Association of Proposal Management Professionals	<b>Subject:</b> It's Not Personal! Understanding Why People Behave the Way They Do!	<b>Date:</b> 06-04-08	<b>Start Time:</b> 11:00 AM
	<b>Written By:</b> Janet Dodd	<b>Date of Report:</b> 07-21-08	<b>Meeting Location:</b> CB&I
	<b>Attended By:</b> 33 Members and Guests	<b>Distribution:</b> APMP Houston Chapter Website	<b>Speaker:</b> Robert Pennington

<b>Topic</b>	<b>Notes</b>	<b>Action</b>
Meeting Welcome	Jeannette Waldie, President, opened the meeting. She welcomed everyone, spoke a few words about the benefits of APMP and recapped some of the highlights of the recent National conference. She also described recent initiatives from National including the restructured chapter rebate program and the chapter grant program.	
Speaker Introduction	Monica Williams introduced Dr. Robert Pennington of Resource International.	
Presentation	After lunch, Dr. Pennington made his presentation, "It's Not Personal! Understanding Why People Behave the Way They Do!" Key points of his presentation include: <ul style="list-style-type: none"> <li>• When people don't do what we want, we feel uncomfortable, we make negative judgments, we take it personally, and we react unconsciously in ways that usually makes them uncomfortable.</li> <li>• We often misunderstand other people's motives for why they do what they do, and we interpret their behavior in light of what it would mean if we behaved that way. Often we aren't even aware of it because most of our reactions are automatic and unconscious.</li> <li>• The first step to stopping the cycle of conflict is to learn it's not personal ... the individual is behaving the way they are whether you're there or not.</li> <li>• Step two is to become aware and to become more conscious in your reaction. <i>"What I am unaware of, controls me. What I become aware of, I can change."</i> Be aware that there may be a misunderstanding. Try to focus on the issues that you do agree on.</li> <li>• Beliefs determine our emotions, which in turn affect our behaviors, producing results in the world around us. Simply put, positive thoughts produce positive emotions down to effective results, while negative thoughts flow down to produce ineffective results.</li> <li>• In working with a team, follow these four steps to facilitate collaborative teamwork.</li> </ul>	

Topic	Notes	Action
	<ol style="list-style-type: none"> <li>1. Create commitment with a rallying cry.</li> <li>2. Create clarity by "defining objectives".</li> <li>3. Define accountability by connecting the project's defining objectives to standard operating departmental objectives.</li> <li>4. Focus on results with metrics to get everyone clear on how progress will be measured.</li> </ol>	
Door Prize Drawing	<p>Dr. Pennington brought several door prizes. The lucky winners were:</p> <ul style="list-style-type: none"> <li>• David Arnold – audio CD</li> <li>• Michael Kent – audio CD</li> <li>• Dorianne Eggleston – 1 hour free coaching</li> <li>• Meg Leachman – 1 hour free presentation</li> <li>• Yvonne Vargas – web based training</li> </ul>	
Close of Meeting	<p>The next General Meeting will be held on Wednesday, August 6, 2008 at the ABB building (3010 Briarpark Dr.). The speaker will be Dr. Ann Jennings of the University of Houston - Downtown. Her topic will be "Crossing the Line: Ethics in Professional and Proposal Writing."</p>	