



PMI Board Meeting Minutes

Meeting Date: Jan. 16th, 2014 - 6:00 PM

Meeting Location: DeVry Campus

Name	Title	Present	Status Report
Alan John	Past President	Yes	No
Anne Chalmers	VP Marketing	No	Yes
Bob Bondaruk	President Elect	No	No
Diane Brady	President	Yes	Yes
Jimmy Godard	VP Programs	No	Yes
Linda Read	VP at Large	Yes	No
Mandalyn Echols	VP Outreach	No	No
Michael Wallis	VP Operations	No	No
Saby Waraich	VP Membership	No	Yes
Shelley Crabtree	VP Finance	Yes	Yes
Trish Kelley	VP Prof.Development	Yes	No
Willem Stoeller	Secretary	Yes	Yes
Molita Sloan	Assistant Secretary	Yes	Yes
Stephen Wilks (Programs)	Guest	Yes	n/a



Gay Lynn (Membership)	Guest	Yes	n/a
------------------------------	-------	-----	-----

1. **Meeting called to order:** 6.13 PM
2. **Approval Minutes:** No minutes approved, as we did not meet the quota of eligible voters. Approval of the December and January minutes to be postponed until February's meeting.



3. Financial Status: *(All numbers are as of 12/31/13)*

❖ Financial Position as of December 31, 2013:

- Checking Account \$ 77,757
- Savings Account \$ 178,093

❖ December Chapter P&L Review:

- Income \$ 28,848
- Expenses \$ 23,126
- Net \$ 5,722

❖ Year to Date thru December 31, 2013 Chapter P&L Review:

- Income \$ 309,740
- Expenses \$ 244,047 (not including \$2,000 donation to Education Fund)
- Net \$ 67,693

❖ Year to Date thru December 31, 2013 Budget vs. Actual:

- Expenses Budget vs. Actual 103%
- Income Budget vs. Actual 128%



❖ Budget Notes:

- Operations Web Development December invoice paid in January (\$2,640)
- Marketing Design Services December invoice paid in January (\$810)
- ACP costs in January - \$200 (expenses)
- Membership costs in January - \$357 (Holiday Party)

❖ Other

- Budget is complete and out in QuickBooks.

4. Portfolio Updates:

a. Marketing

- ❖ None

b. Membership

- ❖ Current membership (PMI Portland) as of November 2013: 1,669
 - New members: 46
 - Renewals: 60
 - Rejoin: 0
 - Renew late: 9
 - Non-renew: 33
 - Growth Rate: 2.64%
 - Attrition Rate: 26.88%

c. Operations

- ❖ None

d. Outreach

- ❖ None

e. Professional Development

- ❖ None

f. At Large

- ❖ None

g. Programs

❖ Chapter meeting

- Total Registered: 110
- Total Check in: 98
- Late count: 18
- Walk in Registration: 3
- Meals: 83
- Educational presentation only 6
- Keynote (no meal) plus Educational presentation 7
- Keynote (w/ meal) 28
- Keynote (w/o meal) 5
- Keynote (with meal) plus Educational presentation 64

❖ Round tables

- None

❖ Registration

- None

h. Execs

❖ None

5. Volunteer recognition

- ❖ Trish recognized Gabrielle Nunley the new PMP certification leader.

6. New Business/Issues:

- ❖ Tracking completion of status reports. They should be submitted a week before the board meeting. Adding a column to the monthly agenda roster to confirm status report was received.
- ❖ Reviewed webpage and owners list. Webpages are not getting updated. Need to add as action item for all VP's to update the webpages they are responsible for. Diane to send out the document that the Web Master created of pages and owners.
- ❖ Portfolio Deliverables List – Diane asked Linda Read to work with all portfolios to updated Portfolio Deliverables (list of processes).
- ❖ Discussed the image Copyright infringement issue. Our Chapter Attorney showed that we first used the image prior to the copyright being obtained. We have removed the image from all of our material. Will have update from attorney next week.

7. Toastmaster Club

- ❖ Trish to send AJ a list of the Toastmaster Club's starting requirements and AJ will set it up with a venue.

8. Action Items

- ❖ See separate spreadsheet for updated action items.



9. Decisions:

❖ None

10. Other:

❖ None

Meeting Adjourned: 8.05 PM, the meeting ended by default. There weren't enough voters to implement the motion.

Respectfully submitted,

Molita Sloan, PMP Assistant Secretary

Molita Sloan