



# PMI Board Meeting Minutes

**Meeting Date:** September 11, 2014 - 6:00 PM

**Meeting Location:** DeVry Campus

Name	Title	Present	Status Report
Bob Bondaruk	President	Yes	No
Saby Waraich	President Elect	Yes	No
Diane Brady	Past President	Yes	No
Molita Sloan	Secretary	Yes	Yes
Shelley Crabtree	VP Finance	Yes	Yes
Anne Chalmers	VP Marketing	No	No
Jimmy Godard	VP Programs	No	No
Trish Kelley	VP at Large	Yes	No
Alan John	VP Outreach	Yes	No
Stephen Wilks	VP Operations	Yes	Yes
Gay Lynn Calonge	VP Membership	Phone	No
Brett Anderson	VP Prof.Development	Yes	No
Shannon Musson	Dir. Volunteer Recognition	Yes	N/A

1. **Meeting called to order:** 6:10 PM (Bob called the meeting to order)
2. **Approval Minutes:** For August 2014 Minutes AJ moved and Saby seconded to approve the August minutes as read. The vote was unanimous.

### 3. Financial Status: (All original numbers are as of 9/11/14)

- #Corrections to expense reports 0
- #Corrections to GL 6
- #Requests for Changes to GL 0 (as of 9/10/14)

**\*All Budget to Actuals are sent to Board prior to Board meeting – they will not be handed out. At 138% of income so far this year – 80% of expenses**

- ❖ Financial Position as of August 31, 2014
  - Operating Account \$ 129,071
  - Strategic Reserves \$ 53,145
  - Emergency Fund \$ 120,000
  - Total \$ 302,216**
- ❖ Strategic Reserves Position as of August 31, 2014
  - Beginning of Month \$58,145
  - Expenditures – Agreed Upon \$5,000
  - Balance End of Month \$53,145
- ❖ August Chapter P&L Review
  - Income \$ 27,308
  - Expenses \$ 5,604
  - Net \$ 21,704
- ❖ Year to Date thru August 31, 2014 Chapter P&L Review
  - Income \$179,706
  - Expenses \$125,135
  - Net \$54,571
- ❖ Year to Date thru August 31, 2014 Budget vs. Actual:
  - Income Budget vs. Actual 133%
  - Expenses Budget vs. Actual 80%
- ❖ Budget Notes:
  - PDD Conference \$39k of income with only \$1.7k of expenses
    - Conference Income Last Year - \$65.7k
    - Conference Expense Last Year - \$28.6k
  - Income from PMP Prep Course – Fall at \$14k with only \$520 of expenses entered. Last PMP Prep Course costs were \$5.7k.
  - Workshop #8 Leading through Influence income of \$4.5k and only \$80 of expenses thus far.
  - Many LIM expense reports have come through but checks not cut until next week.

*\*All original numbers are as of 9/10/14*

#### 4. Portfolio Updates:

##### a. Marketing

- ❖ None

##### b. Membership

- ❖ None

##### c. Operations

- ❖ Stephen is researching the Proteon Software package as a possible data storage and Member Clicks replacement.

##### d. Outreach

- ❖ AJ would like to add an Outreach Liaison role to connect with other Chapters.

##### e. Professional Development

- ❖ Portfolio has agreed to purchase a speaker book for each Conference attendee. A total of 300 books will be purchased and given to each registered Conference attendee. Current registration is 264.

##### f. At Large

- ❖ None

##### g. Programs

- ❖ Chapter Dinner Meeting
  - None
- ❖ Round tables
  - None
- ❖ Registration
  - None

#### h. Execs

- ❖ None

### 5. Volunteer recognition

- ❖ Lokesh Aggarwal was recognized for his stellar success in selling sponsorships.

### 6. New Business/Issues:

- ❖ The Board discussed how to document usage of the strategic reserves funds and the approval process for granting funds. **See below decision.**
- ❖ Board approved increasing the Network Event budget by an estimated \$1,000 so that it could be hosted at a location with better quality food for our volunteers.

### 7. Board Outreach Update

- ❖ Saby asked each Board Member to meet one new person each month and take them out for coffee to talk about the PMI Portland Chapter and how we deliver value to our Members.

### 8. Toastmaster Club

- ❖ AJ has the list of interested attendees. He will email all attendees to setup the kickoff for a Wednesday night at 7pm.

### 9. Action Items

- ❖ See separate spreadsheet for updated action items.

## 10. Decisions:

### ❖ Proposal for utilizing strategic reserves fund

- The Board will review proposals at every board meeting. All approved proposals will include reference to accounting information and adjustments will be made to that portfolio's budget. Finance will separately keep track of reserves amounts, funds leaving the reserves and funds going to portfolio budgets. Portfolio VP's will be responsible for monitoring those transferred funds within their Portfolios. Trish moved and Stephen seconded, vote was unanimous.

### ❖ \$5k of Strategic Reserves Fund for LIM

- The board approved the transfer of \$5k from the strategic reserves fund to the Executive (LIM) budget per the above process. Shelley moved, Saby seconded and the vote was unanimous.

### ❖ Strategic Reserves Fund Usage for Timbers/Thorns Membership Event

- The Board approved usage of strategic reserves fund to implement the Timbers and Thorns membership Proposal presented to the Board by the President. The amount of funds to be used will be decided at a later time. AJ moved, Stephen seconded and the vote was unanimous.

## 11. Other:

- ❖ None

**Meeting Adjourned:** At 7:52 PM the meeting was voted to an end. Gay Lynn moved, Saby seconded. Vote was unanimous.

Respectfully submitted,  
Molita Sloan, Secretary

*Molita Sloan*