

## PMI Board Meeting Minutes

**Meeting Date:** April 10, 2014 - 6:00 PM

**Meeting Location:** DeVry Campus

Name	Title	Present	Status Report
Alan John	Past President	Yes	Yes
Anne Chalmers	VP Marketing	Yes	No
Bob Bondaruk	President Elect	Yes	No
Diane Brady	President	Yes	Yes
Jimmy Godard	VP Programs	No	Yes
Linda Read	VP at Large	Yes	Yes
Mandalyn Echols	VP Outreach	No	No
Michael Wallis	VP Operations	No	No
Saby Waraich	VP Membership	No	Yes
Shelley Crabtree	VP Finance	No	Yes
Trish Kelley	VP Prof.Development	Yes	Yes
Willem Stoeller	Secretary	Yes	Yes
Molita Sloan	Assistant Secretary	Yes	N/A
Gaylynn Calonge	Asst. VP Membership	Yes	N/A
Ken Aust	Volunteer Programs	Yes	N/A
Divya Jain	Volunteer - Membership	Yes	N/A

1. **Meeting called to order:** 6.14 PM (Diane called the meeting to order)
2. **Approval Minutes:** For the March 2014 Minutes, AJ moved and Anne seconded to approve the March minutes as read/written. The vote was unanimous.



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

#Corrections to expense reports 0

#Corrections to GL 2 (due to allocation of CC fees & ACP vs PMP materials allocation)

#Requests for Changes to GL 0 (as of 4/8/14)

#### ❖ Financial Position as of March 31, 2014:

- Checking Account \$ 95,475
- Savings Account \$ 178,1115

#### ❖ March Chapter P&L Review:

- Income \$ 24,634
- Expenses \$ 18,875
- Net \$ 5,759

#### ❖ Year to Date thru March 31, 2014 Chapter P&L Review:

- Income \$ 77,348
- Expenses \$ 62,967
- Net \$ 14,381

#### ❖ Year to Date thru March 31, 2014 Budget vs. Actual:

- Expenses Budget vs. Actual 91%
- Income Budget vs. Actual 99%

#### ❖ Budget Notes:

- PMP Spring 2014 ~\$2,619 expenses recognized in March (income recognized in prior months.
- Income from ACP Prep Course Spring 2014 \$6,043 with ~\$1,071 expenses, most likely additional expenses in future months...
- Workshop #5 Risk Management~\$1.5k income with ~\$19.00 expenses –sure there will be additional income and expenses in future months
- Workshop #4 Leadership Skills ~\$2,025 income – \$100 expenses so far –sure there will be additional income and expenses in future months
- Expenses for Region 1 will start coming in in April/May

#### **4. Portfolio Updates:**

##### **a. Marketing**

- ❖ None

##### **b. Membership**

- ❖ Current membership (PMI Portland) as of February 2014: 1,721
  - New members: 481
  - Renewals: 112
  - Renew late: 12
  - Non-renew: 70
  - Growth Rate: 2.20%
  - Attrition Rate: 3.38%

##### **c. Operations**

- ❖ None

##### **d. Outreach**

- ❖ None

##### **e. Professional Development**

- ❖ March Workshop – Stakeholder Communications – Kimi Ziemski (Presenter)
  - 18 participants
  - Survey rating not provided

##### **f. At Large**

- ❖ Completed draft of VP Governance & Policy job description, as of 3/12/2014.  
Submitted to Current and Past Presidents.

##### **g. Programs**

- ❖ Chapter meeting
  - March Total Registered: 115

- ❖ Round tables
  - None
- ❖ Registration
  - None

#### **h. Execs**

- ❖ Portfolio Metrics from President's Report
  - Strategic Plans 7 out of 8 received (Outreach outstanding)
  - Status Reports 8 out of 12 received for February
  - Board Attendance 10 out of 12 for February

### **5. Volunteer recognition**

- ❖ Dick Sperry- Proactively working to make sure we are doing everything we can do to effectively market our workshops. He takes personal responsibility to make each workshop effective.
- ❖ Sid Ramachandran - Keeping the ACP moving forward as a relatively new offering for the portfolio. He has fought through the difficulties of finding instructors as well as the event planning to pull off a successful course.

### **6. New Business/Issues:**

- ❖ Diane noted that there are income and expenses not reflected per the Finance QuickBooks report. We are under income projections by \$15,324 and under expenses by \$3,311. Due to missing expenses she calculated we are actually \$12,013 negative... not \$14,381 positive as the current Finance sheet shows.
  - ❖ Diane noted that the Programs Portfolio has made more revenue than they budgeted for.
  - ❖ We have a budget to send 8-12 volunteers to the Region 1 meeting but 14 are interested in going. Diane had requested that Bob decide who will be the 12 to go out of the 14 people interested and the board upheld that decision.

- ❖ The Board will delay deciding on Reserves account setups until next month when the VP of Finance is in attendance. We will then discuss the creation of the cash reserves, strategic reserves and current operating reserves accounts.
- ❖ The discussion of how to spend the funds will be extended to next month's Board meeting. During this month's meeting the Board brainstormed ideas on how to spend funds remaining after cash reserves:
  - Willem listed infrastructure, return to members and outreach as ideas.
  - Bob recommended having a fulltime hired administrator for needed functions in the Chapter.
  - Diane recommended using funds towards a scholarship that we would administer.
  - The Board discussed giving a pot of funds to the Volunteer Recognition Director to use for recognizing volunteers.
- ❖ Willem requested assistance in planning the Chapter's Annual Networking VP & Director Networking Meeting. Molita offered to take the lead on the planning.

## 7. Toastmaster Club

- ❖ AJ advised we currently have 16 members interested in joining. The Chapter target is to have 30 total members. Once we have the target total we will arrange the first meeting. AJ will ramp up marketing to attain more interested members by adding details to LinkedIn and other social media sites.

## 8. Annual Business Meeting

- ❖ Bob requested that Board review the slides that will be presented during the meeting. He requested that all VP's provide updates to their respective slides by June 1<sup>st</sup>.

## 9. Action Items

- ❖ See separate spreadsheet for updated action items.

## 10. Decisions:



❖ None

**11. Other:**

❖ None

**Meeting Adjourned:** At 8:12 PM the meeting was voted to an end. Anne moved, Willem seconded. Vote was unanimous.

Respectfully submitted,  
Molita Sloan, PMP Assistant Secretary

*Molita Sloan*