



PMI Board Meeting Minutes

Meeting Date: August 14, 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 | No | Yes |
| 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 | No | Yes |
| Alan John | VP Outreach | No | No |
| Stephen Wilks | VP Operations | Yes | Yes |
| Gay Lyn Calonge | VP Membership | Yes | No |
| Brett Anderson | VP Prof.Development | No | Yes |
| Julie Gorham | Dir. of Engagement Mktg | Yes | N/A |
| Gabby Nunely | Director of Certification | Yes | N/A |
| | | | |

- 1. Meeting called to order:** 6.15 PM (Bob called the meeting to order)
- 2. Approval Minutes:** For July 2014 Minutes Shelley moved and Gay Lyn seconded to approve the July minutes as read. The vote was unanimous.

3. Financial Status: (All original numbers are as of 8/6/14)

- #Corrections to expense reports 0
- #Corrections to GL 4
- #Requests for Changes to GL 0 (as of 8/6/14)

***All Budget to Actuals are sent to Board prior to Board meeting – they will not be handed out. At 123% of income so far this year – 85% of expenses**

- ❖ Financial Position as of July 31, 2014
 - Operating Account \$ 102,886
 - Strategic Reserves \$ 58,145
 - Emergency Fund \$ 120,000
 - Total \$ 281,031**
- ❖ July Chapter P&L Review
 - Income \$ 18,373
 - Expenses \$ 9,131
 - Net \$ 9,242
- ❖ Year to Date thru July 31, 2014 Chapter P&L Review
 - Income \$152,398
 - Expenses \$119,531
 - Net \$32,867
- ❖ Year to Date thru July 31, 2014 Budget vs. Actual:
 - Income Budget vs. Actual 123%
 - Expenses Budget vs. Actual 85%
- ❖ Budget Notes:
 - PDP Conference \$30,882 of income with only \$1,323 of expenses
 - Income from PMP Prep Course – Fall at \$7,260 with only \$230 of expenses entered.

**All original numbers are as of 8/6/14*

4. Portfolio Updates:

a. Marketing

- ❖ None

b. Membership

- ❖ None

c. Operations

- ❖ None

d. Outreach

- ❖ None

e. Professional Development

- ❖ None

f. At Large

- ❖ None

g. Programs

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

h. Execs

- ❖ None

5. Volunteer Recognition

- ❖ Zena Bartusch for an excellent job contributing to the social media portion of the marketing portfolio.
- ❖ Cynthia Berg for an excellent job as a social media writer for the Marketing Team.
- ❖ Nancy Cole for backing up the Webmaster for two weeks while she was on vacation.
- ❖ Sharon Watkins for expanding the newsletter content.
- ❖ Jim Ure for starting the very popular Book Review program.

6. New Business/Issues:

- ❖ For LIM Saby has requested and additional funds so that ten people may go to LIM.
- ❖ Each portfolio is compiling their status reports differently. They need to track each volunteer's hours for volunteer recognition.
- ❖ Completed Transition Activities:
 1. Reviewed the Code of Conduct (everyone in attendance signed the code)
 2. Reviewed Governing Guidelines
 3. Reviewed Volunteer Benefits
 4. Reviewed Volunteer List
 5. Strategic Plans
 6. Presidential Goals
 7. Transition Guide

Toastmaster Club

- ❖ None

7. Action Items

- ❖ See separate spreadsheet for updated action items.



8. Decisions:

- ❖ The proposal was to take \$5k out of Strategic Reserves to be able to send a total of 10 people to LIM. Shelly moved and Stephen seconded, vote was unanimous.

9. Other:

- ❖ None

Meeting Adjourned: At 8:52 PM the meeting was voted to an end. Gay Lynn moved, Saby seconded. Vote was unanimous.

Respectfully submitted,
Molita Sloan, Secretary

Molita Sloan