



PMI Board Meeting Minutes

Meeting Date: December 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
Maria Schaeffer	Asst. Secretary	Yes	N/A
Anne Chalmers	VP Marketing	Yes	No
Jimmy Godard	VP Programs	Yes	Yes
Trish Kelley	VP at Large	Yes	No
Alan John	VP Outreach	Yes	No
Stephen Wilks	VP Operations	Yes	Yes
Gay Lynn Calonge	VP Membership	Yes	Yes
Brett Anderson	VP Prof.Development	Yes	No

1. **Meeting called to order:** 6:12 PM (Bob called the meeting to order)
2. **Approval Minutes:** For November 2014 Minutes Anne moved and AJ seconded to approve the October minutes as edited. The vote was unanimous.



3. Financial Status: (All original numbers are as of 12/11/14)

#Corrections to expense reports 0
#Corrections to GL 3
#Requests for Changes to GL 0 (as of 12/7/14)

❖ Financial Position as of November 30, 2014
❖ Operating Account \$ 128,174
❖ Strategic Reserves \$ 53,145
❖ Emergency Fund \$ 120,000
Total \$ 301,319

Strategic Reserves Position as of November 30, 2014

Beginning of Month \$ 53,145
Expenditures – Agreed Upon \$ 0.0
Balance end of Month \$ 53,145

November Chapter P&L Review

Income \$ 17,527
Expenses \$ 11,760
Net \$ 5,767

Year to Date thru November 30, 2014 Chapter P&L Review

Income \$ 260,037
Expenses \$ 210,453
Net \$ 49,584

Year to Date thru November 30, 2014 Budget vs. Actual:

Income Budget vs. Actual 103%
Expenses Budget vs. Actual 83%

*All original numbers are as of 12/07/14

4. Portfolio Updates:

a. Marketing

- ❖ None

b. Membership

- ❖ Current Membership as of November 2014 – 1,742
 - Transfers - 0
 - Non-renewals – 44
 - Renewals – 83
 - Late Renewals – 18
 - New Members – 56
- ❖ 3.44% Growth
- ❖ 21.44% Attrition

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

- ❖ Brett recognized Rebecca Buell for successfully conducting her first ACP prep course without classroom support.
- ❖ Jimmy recognized all of the round table leaders for their great work in 2014.

6. New Business/Issues:

- ❖ Reviewed each Portfolio's Budget at the top line.
- ❖ The Proteon project will be managed by the Operations portfolio and monthly status updates will be provided to the Board. The Operations portfolio is to provide a budget.
- ❖ The budgets will be sent out by the VP of Finance to all Portfolios for review. The board will vote on the budget via email on Monday noon. If any problems are found they should be reported to the VP of Finance for correction prior to the Monday vote.

7. Board Outreach Update

- ❖ None

8. Toastmaster Club

- ❖ None

9. Action Items

- ❖ See separate spreadsheet for updated action items.



10. Decisions

- ❖ Stephen moved to continue with the Proteon project limiting the expenses to \$20k and to be implemented by December 31, 2015. Anne seconded the motion. The vote was unanimous.

11. Other:

- ❖ None

Meeting Adjourned: At 7:59 PM the meeting was voted to an end. Saby moved, AJ seconded. Vote was unanimous.

Respectfully submitted,
Molita Sloan, Secretary

Molita Sloan