



PMI Board Meeting Minutes

Meeting Date: July 10, 2014 - 6:00 PM **Meeting Location:** DeVry Campus

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

1. **Meeting called to order:** 6.11 PM (Bob called the meeting to order)
2. **Approval Minutes:** For June 2014 Minutes AJ moved and Diane seconded to approve the June minutes as amended. The vote was unanimous.

3. Financial Status: (All original numbers are as of 7/10/14)

#Corrections to expense reports 0

#Corrections to GL 0

#Requests for Changes to GL 0 (as of 7/8/14)

***All Budget to Actuals are sent to Board prior to Board meeting – they will not be handed out. At 113% of income so far this year**

- ❖ Financial Position as of June 30, 2014
 - Operating Account \$ 97,390
 - Strategic Reserves \$ 58,137
 - Emergency Fund \$ 120,000
 - Total \$ 275,527**
- ❖ June Chapter P&L Review
 - Income \$ 26,206
 - Expenses \$ 12,307
 - Net \$ 13,899
- ❖ Year to Date thru June 30, 2014 Chapter P&L Review
 - Income \$ 134,204
 - Expenses \$ 110,400
 - Net \$ 23,625
- ❖ Year to Date thru June 30, 2014 Budget vs. Actual:
 - Income Budget vs. Actual 113%
 - Expenses Budget vs. Actual 85%
- ❖ Budget Notes:
 - Workshop#5 Project Risk Mgmt 2,690 profit. (if all expenses in)
 - Income from PMP Prep Course – Fall at \$3,480 with only \$37 of expenses entered.
 - Workshop #4 Leadership Skills ~\$1,116 income
 - Workshop #3 CMU Stakeholders~\$1,662 income
 - Workshop #2 Deliver Project~\$1,272 income
 - Workshop #1 Integrated Programs~\$4,522 income

**All original numbers are as of 7/8/14*

4. Portfolio Updates:

a. Marketing

- ❖ None

b. Membership

- ❖ Current membership (PMI Portland) as of May 2014: 1728
 - New members: 63
 - Renewals: 87
 - Rejoin: 0
 - Renew late: 13
 - Non-renew: 44
 - **Growth Rate: 2.61%**
 - **Attrition Rate: 12.05%**

c. Operations

- ❖ None

d. Outreach

- ❖ None

e. Professional Development

- ❖ 101 people have registered for the Conference so far.
- ❖ Our PMP prep course is being audited by PMI Global. Trish is working with Brett and Gary to get the necessary documents.

f. At Large

- ❖ None

g. Programs

- ❖ Chapter Dinner Meeting
 - None
- ❖ Round tables
 - Nike will not continue the West Roundtable in the Fall.
- ❖ Registration
 - None

h. Execs

- ❖ Strategic Plans 7 out of 8 received (Outreach outstanding) - Annual
- ❖ Status Reports 4 out of 12 received for May
- ❖ Board Attendance 7 out of 12 for May

5. Volunteer recognition

- ❖ None

6. New Business/Issues:

- ❖ We still don't have any Sponsors for this new term.
- ❖ For L IMM 2014 Saby advised that we have an \$8900 budget for L IMM and can take about 7 people. He will send an email this month. The Conference is October 23-25 in Phoenix, AZ. The Executive Committee will draft a process for calculating how to allocate additional funds for L IMM.
- ❖ Completed Transition Activities:
 1. Reviewed Bylaws
 2. Reviewed Accounting and Finance Policy & Procedure Manual
 3. Reviewed the Travel Policy
 4. Reviewed a sample expense report
 5. Trish showed QuickBooks usage



6. Diane showed how to run Job Reports
7. Reviewed budget vs. Actual Reports

7. Toastmaster Club

- ❖ Currently 39 people are interested. AJ is coordinating with the Lead Toastmaster Club and will plan a kick-off meeting in the Fall (September).

8. Action Items

- ❖ See separate spreadsheet for updated action items.

9. Decisions:

- ❖ None

10. Other:

- ❖ None

Meeting Adjourned: At 8:56 PM the meeting was voted to an end. AJ moved, Trish seconded. Vote was unanimous.

Respectfully submitted,
Molita Sloan, Secretary

Molita Sloan