

PMI Board Meeting Minutes

Meeting Date: June 12, 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	No
Jimmy Godard	VP Programs	Yes	Yes
Linda Read	VP at Large	Yes	No
Mandalyn Echols	VP Outreach	No	No
Michael Wallis	VP Operations	No	No
Saby Waraich	VP Membership	Yes	Yes
Shelley Crabtree	VP Finance	Yes	Yes
Trish Kelley	VP Prof.Development	Yes	Yes
Willem Stoeller	Secretary	No	Yes
Molita Sloan	Assistant Secretary	Yes	N/A
Stephen Wilks	Director of Registration	Yes	N/A
Brett Anderson	Director of PMP Cert.	Yes	N/A
Shannon Musson	Director of Volunteer Rec	Yes	N/A

1. **Meeting called to order:** 6.09 PM (Diane called the meeting to order)
2. **Approval Minutes:** For May 2014 Minutes Trish moved and Sabby seconded to approve the May minutes as amended. The vote was unanimous.



3. Financial Status: (All original numbers are as of 6/10/14)

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

***All Budget to Actuals are sent to Board prior to Board meeting – they will not be handed out. At 100% of income so far this year**

❖ Financial Position as of May 31, 2014:

- Checking Account \$ 89,037
- Savings Account \$ 178,130

❖ May Chapter P&L Review:

- Income \$ 18,878
- Expenses \$ 30,324
- Net \$ (14,423)

❖ Year to Date thru May 31, 2014 Chapter P&L Review

- Income \$ 107,818
- Expenses \$ 98,093
- Net \$ 9,725

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

- ❖ Income Budget vs. Actual 100%
- ❖ Expenses Budget vs. Actual 87%

❖ Budget Notes:

- ❖ Not all expenses for Workshop #5 Project Risk Mgmt (right now there is \$128 of expenses entered with ~3,500 expected).
- ❖ Income from ACP Prep Course Spring 2014 \$10k with ~\$1.6k expenses – not sure if additional expenses coming? None entered in past month.
- ❖ Workshop #4 Leadership Skills ~\$1.6 income after most all expenses entered.

*All original numbers are as of 06/10/14

4. Portfolio Updates:

a. Marketing

- ❖ None

b. Membership

- ❖ Current membership (PMI Portland) as of April 2014: 1698
 - New members: 36
 - Renewals: 114
 - Rejoin: 0
 - Renew late: 13
 - Non-renew: 56
 - **Growth Rate: 0.83%**
 - **Attrition Rate: 10.04%**

c. Operations

- ❖ None

d. Outreach

- ❖ None

e. Professional Development

- ❖ We still don't have any Sponsors for the Annual Conference.
- ❖ 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
 - Programs will request that our monthly dinner event consistently be on the second level of the hotel.
- ❖ Round tables
 - None
- ❖ Registration
 - None

h. Execs

- ❖ None

5. Volunteer recognition

- ❖ Gabrielle Nunley – Recognized by the Professional Development Portfolio
- ❖ Rebecca Buell – Recognized by the Professional Development Portfolio
- ❖ Ken Austin - Recognized by the Professional Development Portfolio
- ❖ Stephen Wilks – Recognized by the Programs Portfolio for all of his work with the Dinners
- ❖ Douglas Jacobs – Events Director RE
- ❖ Zena Bartuch – A member who travels from Seattle and has helped Marketing with the Social Media
- ❖ Jim Ure – The assistant newsletter editor launched the book review program
- ❖ Lokesh Aggarwal – recognized by Diane for his commitment
- ❖ Janice Hansen – recognized by Diane for helping to keep us on track for all

6. New Business/Issues:

- ❖ Diane proposed that the Executive Committee Team determine the process of how to use the “designated funds” available for use. The designated funds are the funds available after the restricted emergency funds are set aside.
- ❖ The Board discussed/brainstormed ideas on possible ways to utilize the “designated funds” to better service the members and advance the PMI initiative.
Top Votes were:

1. Provide more value to members (member only free event, volunteer promotional items, career network events/job fair, celebrate PMI international day and purchase high value chapter meeting raffle items).
 2. Infrastructure (equipment, projector, laptops, documentation management, member clicks)
 3. Volunteer recognition
 4. Paid Advertisement/promotion
 5. Offsite team building
 6. Subsidize chapter events for members in a financial bind.
- ❖ The Board agreed to continue board meetings for the months of July and August in lieu of meeting for a full Saturday this month. During the July and August meeting we will devote 1.5 hours to transition activities and 30 minutes to Board meeting business.
 - ❖ The New President, Past President, Secretary, Finance VP and President Elect will need to meet and sign transfer documents at banks in July. The Secretary will have to draft an Officer Change Letter for authorization to change account access. Molita will get with Willem on this to draft the letter.

7. Toastmaster Club

- ❖ Currently 32 people are interested. There will be another opportunity made for interested persons during June's Dinner Meeting.

8. Annual Business Meeting

- ❖ Bob still needs slides from Marketing.

9. Action Items

- ❖ See separate spreadsheet for updated action items.

10. Decisions:

- ❖ None



11. Other:

- ❖ None

Meeting Adjourned: At 8:04 PM the meeting was voted to an end. Diane moved, Saby seconded. Vote was unanimous.

Respectfully submitted,
Molita Sloan, PMP Assistant Secretary

Molita Sloan