

PMI Board Meeting Minutes

Meeting Date: May 8, 2014 - 6:00 PM **Meeting Location:** DeVry Campus

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

1. **Meeting called to order:** 6.11 PM (Bob called the meeting to order)
2. **Approval Minutes:** For April 2014 Minutes Willem moved and Sabby seconded to approve the March minutes as read/written. The vote was unanimous.



3. Financial Status: (All original numbers are as of 5/7/14)

#Corrections to expense reports 0
#Corrections to GL 0
#Requests for Changes to GL 0 (as of 5/7/14)

***All Budget to Actuals are sent to Board prior to Board meeting – they will not be handed out. At \$7.3k income so far this year**

- ❖ Financial Position as of April 30, 2014:
 - Checking Account \$ 88,424
 - Savings Account \$ 178,122
- ❖ April Chapter P&L Review:
 - Income \$ 11,592
 - Expenses \$ 18,618
 - Net \$ (7,026)
- ❖ Year to Date thru April 30, 2014 Chapter P&L Review
 - Income \$ 88,940
 - Expenses \$ 81,585
 - Net \$ 7,355
- ❖ Year to Date thru April 30, 2014 Budget vs. Actual:
 - ❖ Income Budget vs. Actual 96%
 - ❖ Expenses Budget vs. Actual 98%
- ❖ Budget Notes:
 - ❖ Region 1 expenses of \$4,432 hit in April but are budgeted in May
 - ❖ Income from ACP Prep Course Spring 2014 \$10k with ~\$1.5k expenses – not sure if additional expenses coming.
 - ❖ Workshop #5 Risk Management~\$3.4k income with ~\$21.00 expenses –sure there will be additional expenses in future months
 - ❖ Workshop #4 Leadership Skills ~\$4.7k income – \$169 expenses so far –sure there will be additional expenses in future months
 - ❖ Additional expenses for Region 1 will show in May

*All original numbers are as of 05/07/14

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 meeting
 - April Total Registered: Unknown
- ❖ 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 March
 - Board Attendance 7 out of 12 for March

5. Volunteer recognition

- ❖ Douglas Jacobs – Is being recognized by the Programs Portfolio for his outstanding work in processing February invoices and coordinating with the hotel staff and vendor for the March Dinner Meeting and Seminar.
- ❖ Rebecca Buell – Recognized by the Professional Development Portfolio.

6. New Business/Issues:

- ❖ Finance clarified that the strategic reserves is the savings account, operating account is the checking acct and the cash reserves is the “Emergency Fund (~\$120k)”. Finance will decide how to store the emergency fund. Shelley will update the Board next month.
- ❖ Shelly to advise the amount of funds that we should have in the checking acct and savings account.
- ❖ The Annual Conference Milestone Report was reviewed by Trish and the Schedule, Budget, Scope and Resources are currently on schedule.
- ❖ The discussion of how to spend the funds will be extended to next month's Board meeting. During this months' meeting the Board brainstormed ideas on how to spend funds remaining after emergency funds:
 - Willem listed infrastructure, return to members and outreach as ideas.
 - Bob recommended having a fulltime hired administrator for needed functions in the Chapter.
 - Diane had previously 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.
- ❖ The Board provided input on the Networking event agenda. It was decided that if at least 15 Directors did not confirm they would attend that the meeting should be postponed.

7. Toastmaster Club

- ❖ None

8. Annual Business Meeting

- ❖ During the meeting, the Board reviewed the slides. The updates for certain slides were assigned to VP's and added to the action items list. He requested that all VP's provide updates to their respective slides by June 1st.

9. Action Items

- ❖ See separate spreadsheet for updated action items.

10. Decisions:

- ❖ None

11. Other:

- ❖ None

Meeting Adjourned: At 8:03 PM the meeting was voted to an end. Sabby moved, Willem seconded. Vote was unanimous.

Respectfully submitted,
Molita Sloan, PMP Assistant Secretary

Molita Sloan