



## PMI Board Meeting Minutes

**Meeting Date:** Feb 13, 2014 - 6:00 PM

**Meeting Location:** DeVry Campus

Name	Title	Present	Status Report
<b>Alan John</b>	Past President	Yes	No
<b>Anne Chalmers</b>	VP Marketing	No	No
<b>Bob Bondaruk</b>	President Elect	Yes	No
<b>Diane Brady</b>	President	Yes	Yes
<b>Jimmy Godard</b>	VP Programs	Yes	Yes
<b>Linda Read</b>	VP at Large	Yes	Yes
<b>Mandalyn Echols</b>	VP Outreach	No	No
<b>Michael Wallis</b>	VP Operations	No	No
<b>Saby Waraich</b>	VP Membership	Yes	No
<b>Shelley Crabtree</b>	VP Finance	No	Yes
<b>Trish Kelley</b>	VP Prof.Development	Yes	No
<b>Willem Stoeller</b>	Secretary	Yes	Yes
<b>Molita Sloan</b>	Assistant Secretary	Yes	Yes
<b>Carrie Herttel (Finance)</b>	Assistant VP of Finance	Yes	n/a



1. **Meeting called to order:** 6.12 PM
2. **Approval Minutes:** December Minutes approved as written.  
January Minutes approved as amended (the volunteer's last name is "Nunley").



### 3. Financial Status: *(All numbers are as of 12/31/13)*

- #Corrections to expense reports            2 (due to use of old forms)
- #Corrections to GL                                3 (due to above & allocation of CC fees)
- #Requests for Changes to GL                0 (as of 2/8/14)

#### ❖ Financial Position as of January 31, 2014:

- Checking Account    \$ 89,971
- Savings Account     \$ 178,100

#### ❖ January Chapter P&L Review:

- Income            \$ 37,408
- Expenses        \$ 20,062
- Net                \$ 17,345

#### ❖ Year to Date thru January 31, 2014 Chapter P&L Review:

- Income            \$ 37,408
- Expenses        \$ 20,062
- Net                \$ 17,345



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

- Expenses Budget vs. Actual      203%
- Income Budget vs. Actual      89%

❖ Budget Notes:

- Paid \$3,366 for Region 1 Conference (Robin Hood Fund)
- Income from PMP Spring 2014 ~\$16k with ~\$2k expenses (maybe additional expense in the future months)
- Workshop #3 Communicating with Stakeholders ~\$6.1k income ~will be additional expenses in future months
- Workshop #4 Leadership Skills ~\$670.00 income ~ will be additional expenses in future months
- Web Design and Design Services need re-allocated between Operations and Marketing

#### **4. Portfolio Updates:**

##### **a. Marketing**

- ❖ None

##### **b. Membership**

- ❖ Current membership (PMI Portland) as of December 2013: 1,684
  - New members: 30
  - Renewals: 80
  - Rejoin: 0
  - Renew late: 14
  - Non-renew: 34
  - Growth Rate: 3.57%
  - Attrition Rate: 28.11%

##### **c. Operations**

- ❖ None

##### **d. Outreach**

- ❖ None

##### **e. Professional Development**

- ❖ None

##### **f. At Large**

- ❖ None

### **g. Programs**

#### ❖ Chapter meeting

- Total Registered: 158
- Total Check in: 141
- Late count: 15
- Walk in Registration: 4
- Meals: 120
- Educational presentation only 8
- Keynote (no meal) plus Educational presentation 8
- Keynote (w/ meal) 35
- Keynote (w/o meal) 5
- Keynote (with meal) plus Educational presentation 85

#### ❖ Round tables

- None

#### ❖ Registration

- None

### **h. Execs**

#### ❖ None

## 5. Volunteer recognition

- ❖ Divya Jain for working with the team in creating new volunteer hire process/webpage.
- ❖ Steve Wilkes for greatly representing the Programs Portfolio.
- ❖ Douglas Jacobs for helping to set up meetings for the Programs Portfolio.
- ❖ Sherry Morisch for her can do attitude and willingness to take on new responsibilities.
- ❖ Rebecca Buell for stepping up to help out in both workshops and the ACP certification.

## 6. New Business/Issues:

- ❖ Willem has had the Board event calendar added to the Chapter's website event calendar.
- ❖ The Willamette Valley chapter would like unallocated zip codes to determine if some of our members are geographically closer to their chapter.
- ❖ Diane spoke with both Marketing and Outreach (Anne and Mandalyn) about getting the portfolios in place and moving forward.
- ❖ Still awaiting update from the attorney on the copyright issue since sending the letter to the complainant.

## 7. Toastmaster Club

- ❖ AJ to send the notice to March newsletter creator and webmaster to advertise for the start of Toastmaster Club for the Chapter. He will set up a meeting to take place before the March chapter meeting to talk to interested members.



## 8. Action Items

- ❖ See separate spreadsheet for updated action items.

## 9. Decisions:

- ❖ None

## 10. Other:

- ❖ None

**Meeting Adjourned:** 7.50 PM, the meeting voted to an end.

Respectfully submitted,

Molita Sloan, PMP Assistant Secretary

*Molita Sloan*