

PMI Board Meeting Minutes

Meeting Date: March 13, 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	Yes
Jimmy Godard	VP Programs	Yes	Yes
Linda Read	VP at Large	Yes	Yes
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	Yes	Yes
Molita Sloan	Assistant Secretary	Yes	Yes

1. **Meeting called to order:** 6.10 PM (Diane called the meeting to order)
2. **Approval Minutes:** For the February 2014 Minutes, Trish moved and Saby seconded to approve the February minutes as Amended. The vote was unanimous.

3. Financial Status: (All original numbers are as of 3/9/14)

#Corrections to expense reports 0

#Corrections to GL 1 (due to allocation of CC fees)

#Requests for Changes to GL 0 (as of 3/9/14)

❖ Financial Position as of February 28, 2014:

- Checking Account \$ 95,465
- Savings Account \$ 178,107

❖ February Chapter P&L Review:

- Income \$ 14,112
- Expenses \$ 24,453
- Net \$ (10,341)

❖ Year to Date thru February 28, 2014 Chapter P&L Review:

- Income \$ 52,714
- Expenses \$ 43,979
- Net \$ 8,736

❖ Year to Date thru February 28, 2014 Budget vs. Actual:

- Expenses Budget vs. Actual 98%
- Income Budget vs. Actual 115%

❖ Budget Notes:

- Income from PMP Spring 2014 ~ \$27k with ~ \$2.2k expenses – not sure of additional expenses in future months.
- Workshop #3 Communicating with Stakeholders ~\$9.3k income with ~ \$600 expenses – not sure of additional expenses in future months.

- Workshop #4 Leadership Skills ~\$1,035 income ~ will be additional expenses in future months

4. Portfolio Updates:

a. Marketing

- ❖ None

b. Membership

- ❖ Current membership (PMI Portland) as of January 2014: 1,732
 - New members: 48
 - Renewals: 100
 - Renew late: 16
 - Non-renew: 25
 - Growth Rate: 2.85%
 - Attrition Rate: 0.53%

c. Operations

- ❖ None

d. Outreach

- ❖ None

e. Professional Development

- ❖ January Workshop – Managing Integrated Programs – Jeff Oltmann presenter
 - 25 participants
 - Survey rating 4.2 out of 5 rating for overall workshop
- ❖ February workshop - xTreme Project Management - Leading Software Maniacs
 - 31 participants
 - Survey rating 95% said it met their goals with 4.35 out of 5 rating for the overall workshop

f. At Large

- ❖ None

g. Programs

- ❖ Chapter meeting
 - Total Registered: 109

- Meals: 95
- Educational presentation only : 1
- Keynote (no meal) plus Educational presentation:6
- Keynote (w/ meal): 25
- Keynote (w/o meal): 8
- Keynote (with meal) plus Educational presentation: 69
- ❖ Round tables
 - None
- ❖ Registration
 - None
- h. Execs**
- ❖ None

5. Volunteer recognition

- ❖ Carrie Herttel for greatly assisting the Finance Portfolio.

6. New Business/Issues:

- ❖ AJ advised that PMI Global accepted our bylaws.
- ❖ The PMI Portland Annual conference has been set for September 19th.
- ❖ The Board discussed Willem's cash reserve proposal (See decision).
- ❖ It has been decided that the PMI Portland Annual Business Meeting will be in June.
- ❖ Bob asked all VP's to provide volunteer names/nominations for elections.
- ❖ The Region 1 conference is in Tricities, WA, Bob is accepting volunteers who want to attend (May 2nd – 4th).
- ❖ Willem confirmed that even if a certificate of insurance is not requested via the Event Request Form, our Chapter events are still covered.

7. Toastmaster Club



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

8. Annual Business Meeting

- ❖ Adding to board agenda per Diane's request.

9. Action Items

- ❖ See separate spreadsheet for updated action items.

10. Decisions:

- ❖ Anne moved to adopt option #4 of Willem's cash reserve policy proposal, which states that the Chapter cash reserves should be equal to 1.5 times of the average non-revenue generating expenses based on the last three years. This Cash reserves policy is to be re-evaluated yearly during the budget cycle. Saby seconded it. The vote was unanimous.

11. Other:

- ❖ None

Meeting Adjourned: At 8:00 PM the meeting was voted to an end. Willem moved, Saby seconded. Vote was unanimous.

Respectfully submitted,

Molita Sloan, PMP Assistant Secretary

Molita Sloan