



PMI Board Meeting Minutes

Meeting Date: October 9, 2014 - 6:00 PM

Meeting Location: DeVry Campus

| Name | Title | Present | Status Report |
|------------------|----------------------------|---------|---------------|
| Bob Bondaruk | President | Yes | No |
| Saby Waraich | President Elect | Yes | No |
| Diane Brady | Past President | Yes | No |
| Molita Sloan | Secretary | Yes | Yes |
| Shelley Crabtree | VP Finance | Yes | Yes |
| Anne Chalmers | VP Marketing | No | No |
| Jimmy Godard | VP Programs | Yes | Yes |
| Trish Kelley | VP at Large | Yes | No |
| Alan John | VP Outreach | No | No |
| Stephen Wilks | VP Operations | Yes | Yes |
| Gay Lynn Calonge | VP Membership | Phone | Yes |
| Brett Anderson | VP Prof.Development | Yes | Yes |
| Shannon Musson | Dir. Volunteer Recognition | Yes | N/A |
| Jani Hansen | Webmaster | Yes | N/A |
| Nancy Cole | Asst. Webmaster | Yes | N/A |
| Carrie Hertel | Asst. VP Finance | Yes | N/A |
| | | | |

1. **Meeting called to order:** 6:10 PM (Bob called the meeting to order)
2. **Approval Minutes:** For September 2014 Minutes Trish moved and Saby & Diane seconded to approve the September minutes as edited. The vote was unanimous.

3. Financial Status: (All original numbers are as of 10/9/14)

#Corrections to expense reports 0
 #Corrections to GL 6
 #Requests for Changes to GL 0 (as of 10/9/14)

- ❖ Financial Position as September 30, 2014
 - Operating Account \$ 157,779
 - Strategic Reserves \$ 53,145
 - Emergency Fund \$ 120,000
 - Total \$ 330,924**

- ❖ Strategic Reserves Position as of September 30, 2014
 - Beginning of Month \$53,145
 - Expenditures – Agreed Upon \$0*
 - Balance End of Month \$53,145

*\$250 deposit on Timbers Event but final amount not yet known

- ❖ September Chapter P&L Review
 - Income \$ 37,172
 - Expenses \$ 18,046
 - Net \$ 19,125

- ❖ Year to Date thru September 30, 2014 Chapter P&L Review
 - Income \$216,877
 - Expenses \$143,181
 - Net \$73,696

- ❖ Year to Date thru September 30, 2014 Budget vs. Actual:
 - Income Budget vs. Actual 108%
 - Expenses Budget vs. Actual 72%

- ❖ Budget Notes:
 - PDD Conference \$64,355 of income with \$4,011 of expenses
 - Doubletree Invoice of \$22,614 to be paid in October
 - Not sure of the other invoices still out there.....
 - Income from PMP Prep Course – Fall at \$15k with \$2.3k of expenses entered. Last PMP Prep Course costs were \$5.7k.
 - Workshop #8 Leading through Influence income of \$4.5k and only \$80 of expenses thus far. There will be additional expenses.

**All original numbers are as of 10/9/14*

4. Portfolio Updates:

a. Marketing

- ❖ None

b. Membership

- ❖ Current Membership as of August 2014 – 1,708
 - Transfers - 2
 - Non-renewals – 53
 - Renewals – 80
 - Late Renewals – 11
 - New Members – 38
- ❖ 1.43% Growth
- ❖ 18.94% Attrition

c. Operations

- ❖ The Chapter netbooks will be replaced with Google Chrome Books.

d. Outreach

- ❖ Due to AJ's medical emergency, Saby will temporarily take over the Outreach Portfolio.

e. Professional Development

- ❖ Annual Conference Wrap-up: The Portfolio confirmed that they actually purchased 350 speaker books. There were 301 registered attendees.

f. At Large

- ❖ None

g. Programs

- ❖ Chapter Dinner Meeting
 - The Portfolio will look into changing up the educational aspect of the dinner meeting such as round tables, panels, project discussions, etc.
- ❖ Round tables
 - None
- ❖ Registration
 - None

h. Execs

- ❖ Saby advised that the University of Portland has signed up and paid to be our Gold Level Sponsor.

5. Volunteer recognition

- ❖ Diane recognized all of the Annual Conference Volunteers for their professionalism and organization.

6. New Business/Issues:

- ❖ Reviewed the Proteon versus Member Clicks comparison document. We will hold off making a decision until after LIM.

7. Board Outreach Update

- ❖ Trish and Molita both connected with new persons to discuss the value of the PMI Chapter.

8. Toastmaster Club

- ❖ Diane and Trish has assumed responsibility for Toastmaster Club.

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. Saby moved, Bob seconded. Vote was unanimous.

Respectfully submitted,
Molita Sloan, Secretary

Molita Sloan