PMI Board Meeting Minutes

Meeting Date: April 9, 2015 - 6:00 PM   **Meeting Location**: Devry, Portland OR

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	No	Yes
Carrie Hertel	AVP Finance	Yes	N/A
Maria Schaeffer	Asst. Secretary	Yes	N/A
Anne Chalmers	VP Marketing	Yes	No
Jimmy Godard	VP Programs	Yes	No
Trish Kelley	VP at Large	Yes	No
Alan John	VP Outreach	Yes	No
Stephen Wilks	VP Operations	Yes	Yes
Gay Lynn Calonge	VP Membership	Yes	No
Brett Anderson	VP Prof. Development	No	No
Shannon Musson	AVP Membership	Yes	N/A
Rebecca Buell	AVP Prof. Development	Yes	N/A

1. **Meeting called to order:** 6:16 PM (Bob called the meeting to order/ Molita seconded the order)
2. **Approval Minutes:** For March 2015 Minutes Alan John moved and Saby seconded to approve as amended. The vote was unanimous.

3. **Financial Status: (All original numbers are as of 3/31/15)**

   #Corrections to expense reports 0

   #Corrections to GL   TBD

#Requests for Changes to GL   TBD

- ❖ Financial Position as of March 31, 2015
  - ❖ Operating Account $ 323,407
  - ❖ Strategic Reserves $ 40,791
  - ❖ Emergency Fund $ 120,000
  - **Total**   **$ 162,616**

Strategic Reserves Position as of March 31, 2015
Beginning of Month $ 42,151
Expenditures – Timbers $ 1,360
Balance end of Month   **$ 40,791**

- ❖ **March Chapter P&L Review**
  - o Income $ 28,146
  - o Expenses $ 19,738
  - o Net $ 8,408

- ❖ **March Chapter % Budget to Actual**
  - o Income   94%
  - o Expenses   97%

- ❖ **Year to Date thru March 31, 2015 Chapter P&L Review**
  - o Income $ 74,794
  - o Expenses $ 66,385
  - o Net $ 8,409

- ❖ **Budget Notes:**
  - o Membership dues from February came in March (along with March's)
  - o Missing expenses from most workshops. Overall for portfolio is $51,842 for income and only $8,465 for expenses.

All original numbers are as of 4/9/15

4. **Portfolio Updates:**

    a. **Marketing**
  - ❖ Ann reported great Linkedin page activity, however requests more engagement activities to share

    b. **Membership**
  - ❖ Gay Lynn requested responses to update the list for the Volunteer Event June 6, 2015.

c. Operations

❖ Stephen shared a Proteon user-interface view of the PMI Portland Chapter page. Stephen will send a link for feedback on the "look-and-feel". Stephen will share a link for portfolio owners to review content/ feedback.

❖ Live date is May 25, 2015.

d. Outreach

❖ AJ attended a conference with Greg Spehar.

❖ JoAnna's efforts with academic outreach is ongoing

e. Professional Development

❖ Rebecca reported a $27K in profit in the PMP certification course Fall 2015

❖ PMI Annual Conference
  - ○ Scott Crabtree is a keynote speaker
  - ○ May 15th is the speaker deadline
  - ○ Registration is now open on April 20th
  - ○ Registration and group rates confirmed same as last year
  - ○ New volunteer confirmed
    - ▪ Chloe Beard, Volunteer Manager, Speaker team
  - ○ Volunteer tracking plan and volunteer recognition plan confirmed
  - ○ Conference agenda confirmed:
    - ▪ Registration 7:30 to 8:30
    - ▪ 8:30 to 8:45 Welcome, Announcements
    - ▪ 8:45 to 10:15 Keynote Speaker
    - ▪ 10:30 to Noon Breakout Session 1
    - ▪ Noon to 12:45 Lunch, Sponsor Tables, Networking
    - ▪ 1 to 2 pm Breakout Session 2
    - ▪ 2 to 2:30 pm Coffee Break
    - ▪ 2:30 to 3:30 pm Breakout Session 3
    - ▪ 3:45 to 4:45 pm Breakout Session 4
    - ▪ 4:45 to 5:15 pm Closing Remarks, Raffle (must be present to win)

f. At Large

❖ Toastmaster's ongoing, however will need 13 more to be classified as a club charter. Wednesday nights 6:30 – 7:30 PM.

g. Programs

❖ Chapter Din exist speaker slots open for September and December 2015. PMI June speaker will be splitting the costs for payment with PMI.
  - ○ Jimmy is unable to attend April dinner meeting, however will have appropriate coverage.

❖ Round tables
   o None
❖ Registration
   o None

h. Execs
❖ None

5. Volunteer recognition

❖ Saby recognized Stephen and Jimmy for partnering with Saby at the Interface conference.
❖ Anne recognized Julie for her work on the Proteon update.
❖ Bob recognized Carrie for stepping up for Shelly for financial reporting.

6. New Business/Issues:
❖ 81 total as of today, 90% yes to approve; 10th is the last day for voting. Diane will send to GOC after Bob's approval for implementation.
❖ Bob will hold the Timber tickets. Bob will market the event via facebook email, and sponsor. Molita/ Maria will inquire with GOC if additional coverage is needed for the Timbers event. Molita/ Maria will coordinate with Stephen in obtaining the banner.
❖ Bob advised that the Thorns event is confirmed for August however exact dates are TBD.
❖ Bob shared the Charter renewal process questionnaire, contact info, address, 2014 financial info, 2014 operational performance.
❖ Saby reported a request from the LIM conference a silent auction item feedback he is planning to buy in the next 2 weeks. Limit is $50. Recommendation items from 'Made of Oregon'. Saby confirmed no website about the conference at this time.
❖ Saby reported that the nominations are open to the 24th of April. Open positions are available at the website and applicants forms. Results will be report May 25th/26th.

7. Board Outreach Update
❖ None

8. Toastmaster Club
❖ Trish reported the update during the Portfolio status update

9. Proteon Update
❖ Stephen reported the update during the Portfolio status update

10. Action Items
❖ See separate spreadsheet for updated action items.

11. Decisions
❖ None

12. Web Page Review:
❖ The chosen web page review was Marketing. The Board agreed that:
  o 'About Us' > 'Welcome to PMI Portland' – Executive will own page
  o 'About Us' > Brochure – Membership will work with Marketing to update the content
  o 'Resources' > Follow Us – Marketing will followup and report that the 'Follow Us' - social media page will be deleted from the Webpage
  o 'Meeting Handouts and Materials' - Professional Development will followup and report that the page will be modified. Trish will report status to remove the professional development items.

Meeting Adjourned: At 7:59 PM the meeting was voted to an end. Gay Lynn moved, Alan seconded. Vote was unanimous.

Respectfully submitted,
Molita Sloan, Secretary

Molita Sloan