



# PMI Board Meeting Minutes

**Meeting Date:** August 13, 2015 - 6:00 PM

**Meeting Location:** City of Portland, 1900  
SW 4<sup>th</sup> Avenue, Conf 2500B, 2<sup>nd</sup> Floor,  
Portland OR

Name	Title	Present	Status Report
Saby Waraich	President	Yes	No
Jimmy Godard	President Elect	Yes	Yes
Bob Bondaruk	Past President	Yes	No
Maria Schaeffer	Secretary	Yes	Yes
Carrie Hertel	VP Finance	Yes	No
Lokesh Aggarwal	VP Marketing	Yes	No
Titu Hariharan	VP Programs	Yes	No
Josh Moriarty	VP at Large	Yes	No
Alan John	VP Outreach	No	No
Stephen Wilks	VP Operations	Yes	Yes
Gay Lynn Calonge	VP Membership	Yes	Yes
Jean Richardson	VP Prof. Development	Yes	No
Shannon Musson	AVP Membership	Yes	N/A
Trish Kelley	Toastmaster   VP		N/A
Mistymarie Wilks- Salguero	New Director of Registration   Communications PM	Yes	N/A
Ashish Gupta	Volunteer Management Taskforce PM	Yes	N/A

## 1) Standard items I:

- a) **Meeting called to order:** 6:20 PM (Saby called the meeting to order/ Jimmy seconded the order)

**b) Approval Minutes:** For June 2015 Minutes, Lokesh moved and Carrie seconded to approve as amended. The vote was unanimous.

**c) Financial Status: (All original numbers are as of 7/31/15)**

**Metrics**

#Corrections to expense reports	0
#Corrections to GL	0
#Requests for Changes to GL	0

**Budget to Actual Observations**

*All Budget to Actuals will be emailed out after July data is entered and books are reconciled*

- *Not prepared yet (still need July figures into Quickbooks)*

○ **Financial Position as of July 31, 2015**

<b>Operating Account (\$)</b>	134,798
<b>Strategic Reserves (\$)</b>	40,791
<b>Emergency Fund (\$)</b>	120,000
<b>Total (\$)</b>	<b>295,859</b>

○ **Strategic Reserves Position as of July 31, 2015**

<b>Beginning of Month (\$)</b>	40,791
<b>Expenditures (\$)</b>	0
<b>Balance end of Month (\$)</b>	<b>40,791</b>

○ **June Chapter P&L Review**

<b>Income (\$)</b>	20,283
<b>Expenses (\$)</b>	41,219
<b>Net(\$)</b>	<b>(20,936)</b>

○ **June Chapter % Budget to Actual**

<b>Income (%)</b>	177
<b>Expenses (%)</b>	221

○ **Year to Date thru June 30, 2015 Chapter P&L Review** (with some July expenses and estimated income)

<b>Income (\$)</b>	157,270
<b>Expenses (\$)</b>	188,600
<b>Net(\$)</b>	<b>(31,330)</b>

- **Budget Notes:**
  - Do not have July 2015 income entered into QuickBooks yet and still reviewing June entry (was just done 8/10). Delay due to personal issues and new reconciling process with Paypal and Proteon
  - Web Services is over budget (to be expected)
  - Professional Development is already over 100% of budgeted income
- *\*All original numbers are as of 8/13/15*
- Carrie will offer a tutorial on Quickbooks via JoinMe in September.

## 2) Old Business:

### a) Board Meeting Location Mapping

- ❖ *Most have* responded with their address, however not all. Titu will provide the centralized meeting area and the Board will make a decision at next meeting. Saby will book the same conference room at the City of Portland for September.

### b) Portland Timbers/ Thorns

- ❖ Jimmy stated that the acquisition of the Tshirts will cost \$984 (160 @ \$6.15). One time set up fee is \$100+.
- ❖ Bob stated he is still looking for Sponsors for the Timbers and Thorns.

### c) LIM Update

- ❖ Jimmy stated that all Board members and attendees are registered with the Disney Resort Hotel.
- ❖ Jimmy has yet to organize the transportation.
- ❖ Jimmy is waiting on flight info for 6 board members and PMI Member#s for 6 board members.
- ❖ Jimmy commented on next steps, indicated below:
  - Register all board members
  - Finalize transportation logistics to/from LIM
  - Procure t-shirts for LIM attendees
  - Finalize network activities

### 3) New Business

#### a) Annual Meeting

- i. Bob reviewed the status of the slides and requested updates from Board members. Requested items were noted on the action items list.

#### b) Strategy Day Follow-up Session | 2014 Membership Survey Feedback

##### i. Volunteer Management

- ❖ Jimmy presented slides to the Board on aims and goals. Jimmy will set up a task force to join with Membership, create SMART goals and inform Board. Carrie and Stephen volunteered their efforts to work with the task force as they are working on workflow management. There will be an example training program for Board/ Directors.
- ❖ Ashish Gupta accepted the PM position for the strategic initiative.

##### ii. Communications/ Media

- ❖ Lokesh communicated a division of two parts for communications/ media initiative.
- ❖ Josh will own the communication strategy. Josh will review the 'as-is' state and present back to the Board in September. Josh will then develop the SMART goals thereafter for October.
- ❖ Lokesh will own defining the roles and procedures. Lokesh will be involved in the connection of media practices that is currently being driven by PMI Global. PMI Portland is part of the pilot program.
- ❖ Mistymarie (Kit) accepted the PM position for the communications initiative, as well as Director of Registration.

##### iii. Outreach

- ❖ The initiative will be discussed at the next board meeting with AJ.

##### iv. Lessons Learned from Strategy Day

- ❖ Saby requested feedback from the Board from Strategy Day. Comments were provided below:

- ✓ Identify agenda and time allocated (Stephen)
- ✓ Facilitator's content felt more driven to PMI Global; suggest a facilitator outside of the PMI (Jean)
- ✓ Liked having Laurel and Darryl for awareness of Global initiatives and connection with our Chapter (Bob)
- ✓ Familiarity with our PMI Region 1 Mentor (Jimmy)
- ✓ Good facilitator (Shannon)
- ✓ Recommend agenda to be more structured with Mission, more context on a SWOT analysis, more content on competing organizations to build and improve on (Josh)
- ✓ Recommend meeting a different month other than June (Jan/Feb/ Mar), however June aligned with the recent Board elections to develop strategy

c) **Annual Conference Update**

- ❖ Jean commented that the conference activities are running smoothly, however the process to track and submit volunteer hours will be an area of focus.
- ❖ Jean stated that the registration count is great at 196. Registration rates for Directors are discounted and Board members are complimentary. The discount codes will soon be created and the discounted \$ identified.

d) **Toastmaster's Update**

- ❖ none

e) **Chapter Meeting Pricing Change**

- ❖ Stephen submitted a document reflecting the options for pricing change to the chapter dinner meetings to accommodate the Proteon system capabilities.
- ❖ Saby will setup an Executive meeting to close on the matter

f) **Action Items Review**

- ❖ none

#### 4) Volunteer Recognition

No.	Nominator	Recognized member	Reason/ Comments
1	Gay Lynn	Shannon	Extensive volunteer effort and hours with her many roles as AVP Membership, Director of Recognition and roles in the Annual Conference
2	Jean	Saby, Maria, Lokesh, Jani	Support and assistance in the Professional Development portfolio to-date.
3	Saby	Jean	Support of the PMP course location at the University of Portland's Beaverton Satellite location at Bethany Village.
4	Lokesh	Mike Goss	Hard work in generating work for sponsors
5	Maria	Sherry Morisch	Marketing effort-to-date on the Annual Conference

**Meeting Adjourned:** At 8:15 PM the meeting was voted to an end. Gay Lynn moved and Lokesh seconded the motion. Vote was unanimous.

Respectfully submitted,  
Maria Schaeffer, Chapter Secretary

*Maria Schaeffer*