



PMI Board Meeting Minutes

Meeting Date: December 10, 2015, 6:00 PM **Meeting Location:** City of Portland
 1900 SW 4th Avenue, Conf 2500B, 2nd
 Floor, Portland, OR

Name	Title	Present	Status Report
Saby Waraich	President	Yes	N/A
Jimmy Godard	President Elect	Yes	N/A
Bob Bondaruk	Past President	Yes	N/A
Maria Schaeffer	Secretary	Yes	N/A
Carrie Hertel	VP Finance	Yes	N/A
Lokesh Aggarwal	VP Marketing	Yes	No
Titu Hariharan	VP Programs	Via Phone	No
Josh Moriarty	VP at Large	No	N/A
Alan John	VP Outreach	Via Phone	Yes
Stephen Wilks	VP Operations	Yes	Yes
Gay Lynn Calonge	VP Membership	Yes	Yes
Jean Richardson	VP Prof. Development	No	No
Shannon Musson	AVP Membership	Yes	N/A
Ashish Gupta	AVP Prof Development	No	N/A
Mike Goss	Director of Sponsor Program	Yes	N/A
Chen Chen	Director of Technology	Yes	N/A
Matthew Langer	Technology Manager	Yes	N/A
Nina Chamlou	Assistant Technology Manager	Yes	N/A

1) Standard items I:

- a) **Meeting called to order:** 6:11 PM (Saby called the meeting to order/ Jimmy seconded the order)

b) Announcements and Volunteer Recognitions:

- ❖ Chen welcomed her Tech team:
 - Matthew Langer – Technology Manager
 - Nina Chalau – Assistant Technology Manager
- ❖ Saby welcomed Mike Goss – Director of Sponsor Programs
- ❖ Saby welcomed Shannon Musson – Assistant VP of Membership
- ❖ Volunteer Recognition

No.	Nominator	Recognized member	Reason/ Comments
1	Stephen	Valerie D'Sayer	Her work to-date with the mentoring program.
2	Lokesh	Kaylan Adams	Her efforts to-date because her effectiveness has reduced Jani's hours and has allowed Jani to apply focus onto other things.
3	Gay Lynn	Shannon Musson	Stepping up to become the PM for Volunteer Initiative.
4	Saby	Mike Goss	His efforts and significant role with the Annual Conference.
5	AJ	Jerry	His dependability and consistent job effort in doing his role for many years.
6	Maria	Jimmy	His presentation / influence at the Construction RT
7	Shannon	Jimmy	His efforts leading the Volunteer Initiative to-date.
8	Saby	Titu	Her efforts to the success of the December Chapter dinner and welcoming the large group of college students.

c) Approval Minutes: For November 2015 Minutes Stephen moved and Gay Lynn seconded motion to approve as amended. The vote was unanimous.

d) Financial Status: (All original numbers are as of 11/30/15)

Metrics

#Corrections to expense reports	0
#Corrections to GL	~15
#Requests for Changes to GL	0

Budget to Actual Observations

- At 118% of income so far this year – 101% of expenses

Financial Reports

- **Financial Position as of November 30, 2015**

Operating Account (\$)	149,949
Strategic Reserves (\$)	40,791
Emergency Fund (\$)	120,000
Total (\$)	310,740

○ **Strategic Reserves Position as of November 30, 2015**

Beginning of Month (\$)	40,791
Expenditures (\$)	0
Balance end of Month (\$)	40,791

○ **November Chapter P&L Review**

Income (\$)	14,388
Expenses (\$)	19,752
Net(\$)	(5,364)

○ **November Chapter % Budget to Actual**

Income (%)	182
Expenses (%)	143

○ **Year to Date thru October 31, 2015 Chapter P&L Review**

Income (\$)	261,114
Expenses (\$)	261,038
Net(\$)	76

Budget Notes:

- I would like to remove the % of budget for the month. It doesn't mean much since income and expenses for events tend to show up in several other months...
- Reviewed all transactions for 2015 in Quickbooks and re-categorized many entries.
- Need Red Lion PDD conference details to be able to break out that expense. Currently all \$23K is in Room Rental making those numbers look high.
- Reminder to ALL to get expense reports in for reimbursements ASAP

**All original numbers are as of 12/09/15*

2) Old Business:

a) Budget Review Follow-up

- ❖ Carrie reviewed revision 2 with the Board. Jean was not able to provide her budget review. Therefore will Board will pass the budget with the updates submitted. Jean will submit a change in January with the Exec team. Portfolio highlights below:
 - i. Executive – increased \$6K in hotel/ lodging on the plan to bring in more people to conferences; and \$15K for entertainment: Thorns-Timber-Winterhawks
 - ii. Finance – minimal difference than last year, however slight increase with maintaining the PO box
 - iii. Marketing – minimal difference than last year; there will be work on a sponsor plan to meet goal of \$16K since actuals went down
 - iv. Membership – increased \$4K to add 2 career development networking events and reduced expenses. Focus is on member retention, engagement and outreach.
 - v. Operations - increased to include migration recognition events/ meetings; increase in web development services; google apps
 - vi. Outreach – portfolio remained the same
 - vii. Programs – lowered costs in price, however increase in speaker fees
 - viii. Prof Dev – TBD, however matching Prof Dev fees to this year's actuals
- ❖ To date, the budget figures, despite expenses yet incurred, resulted to a deficit of \$21K. Board voted net loss of \$15K: Income \$284K; Expenses \$299K. Gay Lynn motioned to approve the budget as discussed. Lokesh seconded the motion. All in favor was unanimous. Budget was approved.

b) Strategic Initiatives Update

❖ **Communications**

- i. None

❖ **Volunteer Management**

- i. Jimmy presented a formulated plan to then act as a model for future: Progress/ Accomplishment Decision, VRMS, automated workflow applications, and 60/90 Milestones.

❖ **Outreach**

- i. None

c) Mentoring kick-off was an informal after-dinner event in which 27 people registered and 24 were in attendance. In future chapter dinner meetings, there will be a networking table for Mentors to promote the program. The mentoring program will include plans to conduct quarterly education sessions and provide speakers on coaching skills.

d) Chen presented Google apps for business as the technology tool for PMI Portland Chapter organizations. Chen conveyed the many features/ functions of Google app: gmail docs, cloud storage, hangouts. Chen proposed to the Board to substitute Zimbra with Google Drive. Board agreed to the current use of Dropbox. Gay Lynn motioned to replace Zimbra with Google Apps. Stephen seconded the motion. The vote was unanimous.

3) Standard items II:

a) Portfolio Updates:

I. Programs

- ❖ None

II. Membership

- ❖ None

III. Operations

- ❖ None

IV. Professional Development

- ❖ Valerie D'Sayer will move into the Asst VP, marking her point of Annual Conference and that Trish and Wes will provide mentorship and support.

V. Marketing

- ❖ None

VI. Outreach

- ❖ Announcement was made on membership renewal, and to bring a guest at the next Toastmaster's event for December.

VII. At Large

None

VIII. Execs

- ❖ None

4) New Business

None

5) Opens

None

Meeting Adjourned: At 8:32 PM, Lokesh adjourned the meeting, and Jimmy seconded the motion. Vote was unanimous.

Respectfully submitted,
Maria Schaeffer, Secretary

Maria Schaeffer