



## PMI Board Meeting Minutes

**Meeting Date:** June 11, 2015 - 6:00 PM

**Meeting Location:** Hayden's Grill, Tualatin

Board Member Outgoing (O) | Board Member Incoming (I)

2015 – 2017 Board Members (bold)

Name	Title	Present	Status Report
<b>Bob Bondaruk</b>	<b>President (O)   Past President (I)</b>	Via Phone	No
<b>Saby Waraich</b>	<b>President Elect (O)   President (I)</b>	Yes	No
<b>Diane Brady</b>	Past President (O)	Yes	No
<b>Molita Sloan</b>	Secretary (O)	No	Yes
<b>Shelley Crabtree</b>	VP Finance (O)	Yes	Yes
<b>Carrie Hertel</b>	<b>AVP Finance (O)   VP Finance (I)</b>	Yes	N/A
<b>Maria Schaeffer</b>	<b>Asst. Secretary (O)   Secretary (I)</b>	Yes	N/A
<b>Anne Chalmers</b>	VP Marketing (O)	No	No
<b>Jimmy Godard</b>	<b>VP Programs (O)   President Elect (I)</b>	Yes	No
<b>Trish Kelley</b>	VP at Large (O)	Yes	No
<b>Alan John</b>	<b>VP Outreach</b>	Yes	No
<b>Stephen Wilks</b>	<b>VP Operations</b>	Yes	Yes
<b>Gay Lynn Calonge</b>	<b>VP Membership</b>	Yes	Yes
<b>Brett Anderson</b>	VP Prof. Development (O)	No	No
<b>Shannon Musson</b>	AVP Membership	Yes	N/A
<b>Hiedi Simon</b>	Director of Annual Conference	Yes	N/A
<b>Josh Moriarty</b>	<b>VP at Large (I)</b>	Yes	N/A
<b>Titu Hariharan</b>	<b>Director of Regis (O)   VP of Programs (I)</b>	Yes	N/A
<b>Jean Richardson</b>	<b>VP Professional Dev (I)</b>	Yes	N/A
<b>Lokesh Aggarwal</b>	<b>Director Sponsor Programs (O)   VP of Marketing (I)</b>	Yes	N/A

**1) Standard items I:**

- a) **Meeting called to order:** 6:12 PM (Saby called the meeting to order/ Shelley seconded the order)
- b) **Approval Minutes:** For May 2015 Minutes Alan John moved and Trish seconded to approve as amended. The vote was unanimous.
- c) **Financial Status: (All original numbers are as of 5/31/15)**

#Corrections to expense reports 1

#Corrections to GL 3

#Requests for Changes to GL 0

**Budget to Actual Observations**

At 47% of income so far this year – 47% of expenses

- o Financial Position as of May 31, 2015

<b>Operating Account (\$)</b>	150,976
<b>Strategic Reserves (\$)</b>	40,791
<b>Emergency Fund (\$)</b>	120,000
<b>Total (\$)</b>	<b>311,767</b>

- o Strategic Reserves Position as of May 31, 2015

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

- o **May Chapter P&L Review**

<b>Income (\$)</b>	19,684
<b>Expenses (\$)</b>	46,969
<b>Net(\$)</b>	<b>(27,285)</b>

- o **May Chapter % Budget to Actual**

<b>Income (%)</b>	127
<b>Expenses (%)</b>	97

- o **Year to Date thru April 30, 2015 Chapter P&L Review**

<b>Income (\$)</b>	111,973
<b>Expenses (\$)</b>	130,729
<b>Net(\$)</b>	<b>(18,756)</b>

- **Budget Notes:**
  - Room rental is at 150% of budget with more events to come
    - \$13,350 Actual; \$8,922 Budgeted
    - Some of this is accounted for by the Timbers Events and Portland Spirit (both of which did not have “room rental” budget).
- **Other Notes:**
  - Working on coming up with an invoice/ expense reporting system so that we don't have to rely upon emails that get lost or buried
  - Meeting for Bank Changeover on 6/27, 10am.

*\*All original numbers are as of 6/9/15*

## 2) Old Business:

### ❖ Timbers

- ❖ Bob stated he is still looking for Sponsors for the Timbers and Thorns. The amount of sponsorship: \$500.

## 3) Standard items II:

### a) Portfolio Updates:

#### I. Marketing

- ❖ Lokesh stated that Jim Ure will leave his role as Newsletter Director. Kaylan Adams accepted the Newsletter Director, and Jim will act as Assistant Newsletter Director.
- ❖ Lokesh stated that Aaron Weincoff from Xtreme Consulting (one of several sponsors of PMI Portland Chapter) will act as Director. To mitigate the perceived conflict of interest, in the interim Lokesh will keep some of the current responsibilities; thereby splitting the role. Lokesh will create an Assistant Director position and seek out a volunteer to replace his interim role.

#### II. Membership

- ❖ Gay Lynn acknowledged that the June 6, 2015 Volunteer Event went well. Gay Lynn thanked Shannon and Stephen for their planning and effort. The turnout of the event was 86 people.
- ❖ Shannon commented that she will seek feedback for a future article and photos of the event.
- ❖ Gay Lynn stated that the membership count is 1721.

#### III. Operations

- ❖ Steven stated that the DBA and Director of Technology resigned, which resulted to an opening of new positions:

- New Web assistant is Shancy Holland who will work with Nancy. They both will report to Jani, Web Master.
- Heung-for Cheng resigned because of his missionary work, therefore no longer having bandwidth.
- Peter McCarthy resigned as he accepted a promotion at work and will relocate to NY.
- Open positions, DBA, Director of Tech and New A/V Manager.
  - A/V Manager will be the keeper of the chapter equipment and be available at chapter meetings as well as the annual event to make sure that Audio Visual including speaker/sponsor laptops work for the events. This frees up the venue folks to focus on venue and hopefully will give us a more polished appearance at our meetings. There may be more than one in this position as we need across town coverage as well.
- ❖ Stephen stated that the Zimbra sub-project will go live tomorrow, 06:00
  - Stephen asked that everyone use web interface. Instructions for IMAP is on the website. (old and new)
  - Stephen explained new features like 'briefcase'
    - Status reports can be stored in new briefcase called "Status Reports"
    - Team folders like, "Operations Staff"
  - Global directory exists but not as visible as "corporate directory" in MC.
  - Email history moved by Proteon on 13th, should be ready early morning on 13th.
  - All VP's need to look at the email accounts their portfolio uses and verify they are still required and let us know who needs access to them.
    - Use of email, per guidelines. We need to be checking our mail regularly. Some have email forwarded to another address, this does not exempt you from checking your PMI Portland email frequently. Use of clients makes us more available but still does not exclude checking frequently.
- ❖ Stephen stated that the Proteon Project overall looking good. Most of the tasks have been completed, however some webpages need to be compared and verified.
- ❖ For Registration, Jimmy purchased new thermal printer, tested with memberclicks badges and new proteon badges. Both work great after template was created.
- ❖ Stephen requested input on the visibility of the member list. Board voted no to the director role visibility, and so the member list will be visibility to Vice-Presidents and up.

#### **IV. Outreach**

- ❖ AJ stated that Joanna (Director of Educational Outreach) connected with Darryl to set up a meeting next Wednesday on a pilot program for education. AJ commented that the team will work on a strategy plan.
- ❖ Ashish Gupta, will attend the Strategy Follow-up meeting on AJ's behalf.

#### **V. Professional Development**

- ❖ Hiedi commented that the Conference is moving along well. All 12 speakers have been selected and notified. The team is working to gather and compile the speaker information for marketing.
- ❖ Saby conducted an interview with Scott Crabtree. Marketing will edit the recorded video.
- ❖ Hiedi stated that the Conference registration count is 57 to-date. Hiedi reported that for the period of June 19 – 22<sup>nd</sup>, Conference registration will be closed due to the system change to Proteon.
- ❖ Diane reported 2 Lean workshops in May, under SLA of 4.0, netting what we usually get for one.
- ❖ The next upcoming workshop is called Collaboration for Cross-Functional Teams 6/17/15 with 14 people registered to-date.

#### **VI. At Large**

- ❖ Trish commented that the Toastmaster's club activity is ongoing, however the club will need 7 more people to join who are new to be classified as a club charter. The meetings are weekly on Wednesday nights from 6:30 – 7:30 PM.
- ❖ Trish stated that the Toastmasters will have a signup table at the June Chapter meeting.

#### **VII. Programs**

- ❖ Chapter Dinner Meeting
  - Jimmy stated that one speaker is outstanding for December, however the status is in review.
  - Jimmy another speaker contact for 2016 this is under review. Next speaker opening is March 2016.
  - Terri Carbone will be a Director of Speaker Acquisition, and so her volunteer effort is undergoing processing.
- ❖ Round tables
  - Jimmy stated that the roundtable list of members were missed from recognition at the Volunteer Recognition Event. Jimmy stated that there will be a focus to integrate them into the PMI organization.
  - Jimmy plans to set up a roundtable recognition event in the near future.
- ❖ Registration

- None

**VIII. Execs**

- ❖ None

**b) Webpage Review (Different Portfolio Each month)**

❖

**c) Volunteer recognition**

No.	Nominator	Recognized member	Reason/ Comments
1	Jimmy	Gay Lynn, Shannon	For managing the recognition event boat cruise
2	Gay Lynn	Dustin Roth, Titu, Stephen, Shannon	Outstanding volunteers who went above and beyond in the volunteer recognition event
3	Shannon	Titu, Gay Lynn, Pam Bannon, Stephen Wilks, Dustin Roth, Sejal D'Souza and Ganesh Bhalerao	Recognition event
4	Jimmy	Titu, Sherry, Ric, Jean, Saby, Maria, et al.	Continuous work to-date and effort.
5	Saby	Stephen, Lokesh, Trish, AJ, Shannon, Gay Lynn, Jimmy, Carrie	Proteon and the Marketing review content
6	Lokesh	Hiedi	Work to-date for the Annual Conference
7	Diane and Saby	Jani	Ongoing efforts for her hard work and her consistent efforts and providing continuity.
8			

**d) Review open action items**

- ❖ See separate spreadsheet for action items.

**e) Proteon Update**

- ❖ The update was mentioned in the portfolio updates.

- ❖ Lokesh requested Board members by end of day Saturday to test the web pages. Board identify when unable. Gay Lynn requested access for other volunteers to review and web content.

#### **4) New Business**

##### **a) Access to PMI Membership Information**

- ❖ This was discussed in the Operations Update above.

##### **b) Volunteer Recognition Program**

- ❖ Shannon stated that the team will be unveiling a new process in September. Awards left over from prior to our summer break will be handed out in September and a new process will go into effect in September.

##### **c) Strategy Day Details**

- ❖ Saby stated that the strategy meeting will be June 13<sup>th</sup> at 9am to 12 noon; 1 – 4:30/5pm, McMennamins (Kennedy School). Saby confirm Laurel and Daryl's attendance. Lunch and Dinner will be provided.

##### **d) PDU Changes**

- ❖ Saby requested input options for promoting awareness or website to members of the PDU changes. Professional develop will own the structure – Jean will be the point of contact. Options are URL link from Global on the PDU or offer an education presentation, LinkedIn, receipt for the chapter dinners, and have a 2016 education presentation, e-blast, link on a website.

##### **e) Portland Chapter Fellows**

- ❖ AJ and Diane proposed changes in the document for the PMI Portland Fellow Award. The eligibility states:
  - a minimum of 5 years, exemplary behavior, intent to recognize selflessly, annually review to recognize people, board level discounts to the annual conference
  - President will make the final decision, the chapter will create a badge as Fellow and host an induction.

- Board will agree with the changes and will revisit again at the next meeting.

**f) Permanent Board Meeting Location**

- ❖ The follow members will research and take on the following actions in order to determine an optimized location for future board meetings:
  - AJ will reach out to Providence Hospital and the fire station near Shilo Inn.
  - Titu will reach out to newly elected board members for the addresses to identify a centralized location for a future venue.

**Meeting Adjourned:** At 8:01 PM the meeting was voted to an end. AJ moved and Jimmy seconded the motion. Vote was unanimous.

Respectfully submitted,  
Maria Schaeffer, Assistant Secretary

*Maria Schaeffer*