



PMI Board Meeting Minutes

Meeting Date: March 12, 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	Yes	Yes
Carrie Hertel	AVP Finance	Yes	N/A
Maria Schaeffer	Asst. Secretary	No	N/A
Anne Chalmers	VP Marketing	Yes	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	No
Gay Lynn Calonge	VP Membership	Yes	Yes
Brett Anderson	VP Prof.Development	No	No
Shannon Musson	AVP Membership	Yes (online)	N/A
Ashish Gupta	Academic Outreach	Yes	N/A

1. **Meeting called to order:** 6:15 PM (Bob called the meeting to order/ Molita seconded the order)
2. **Approval Minutes:** For February 2015 Minutes Saby moved and Stephen seconded to approve as amended. The vote was unanimous.



3. Financial Status: (All original numbers are as of 3/12/15)

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

❖ Financial Position as of February 28, 2015
 ❖ Operating Account \$ 156,033
 ❖ Strategic Reserves \$ 42,151
 ❖ Emergency Fund \$ 120,000
Total \$ 318,184

Strategic Reserves Position as of February 28, 2015
 Beginning of Month \$ 54,145
 L Expenditures – LIM \$ -8,000
 Expenditures – Timbers \$ -2,994
 Balance end of Month \$ 42,151

❖ **February Chapter P&L Review**

○ Income \$ 14,361
 ○ Expenses \$ 26,923
 ○ Net \$ (12,562)

❖ **February Chapter % Budget to Actual**

○ Income 109%
 ○ Expenses 143%

❖ **Year to Date thru February 28, 2015 Chapter P&L Review**

○ Income \$ 46,648
 ○ Expenses \$ 41,379
 ○ Net \$ 5,269

❖ **Budget Notes:**

- Income from ACP Prep Course – Spring at \$4,770 with only \$52 of expenses entered.
- Workshop #2 income of \$3,041 and only \$227 of expenses thus far.
- Workshop #3 income of \$3,608 and only \$1,275 of expenses thus far.

**All original numbers are as of 3/10/15*

4. Portfolio Updates:

a. Marketing

- ❖ The Board discussed if Marketing for the Conference should be separate from the Chapter Marketing.

b. Membership

- ❖ It appears that the Member data we received from PMI Global this month is not accurate. The Portfolio will follow up with PMI Global.

c. Operations

- ❖ See below Proteon Update

d. Outreach

- ❖ Ashish proposed starting a pilot program to provide PMI education to High School and Middle School students. We would need volunteers to go into the classrooms to present and talk about projects in a relatable way.

e. Professional Development

- ❖ Diane provided an update that we are looking for a new Director for ACP.
- ❖ We have a date, venue and keynote for the Annual Conference in place.

f. At Large

- ❖ None

g. Programs

- ❖ Chapter Dinner Meeting
 - The speaker slots for January and February 2016 have been filled.
- ❖ Round tables
 - None
- ❖ Registration
 - None

h. Execs

- ❖ None

5. Volunteer recognition

- ❖ Jani wanted to recognize Nancy Cole for all of the work she is doing on the Proteon change-over.
- ❖ Jimmy wanted to recognize Titu, Rick and Sherry for Chapter Dinner support during his absence.
- ❖ Gay Linn recognized Rick Ferrin for helping the survey team that the box is in place and made available for pick-up.
- ❖ Shannon recognized Rick for assisting her with the projector.

6. New Business/Issues:

- ❖ Diane has confirmed that the voting poll for the bylaw change is now available online. The voting poll ends on April 10th.
- ❖ Bob advised that the Timbers event date is a confirmed go for October 25.
- ❖ Bob announced the available dates for the Thorns event. The board opted for June 19th or a date in August.
- ❖ Saby advised that there are 14 persons attending the Region 1 Conference.
- ❖ Saby advised that elections are coming up. Nominations will be out on April 1st.
- ❖ The Board has agreed to pass on the Spring Director's Networking Event due to scheduling and the proximity/timing as it relates to the Volunteer Recognition event.

7. Board Outreach Update

- ❖ None

8. Toastmaster Club

- ❖ Toastmasters met twice in this last month. The Board discussed offering a scholarship for promoting and allowing members who cannot afford it to attend.

9. Proteon Update

- ❖ In Proteon, non-members will no longer be registered.
- ❖ Currently targeting Labor Day for the cut-over to Proteon, but the Board suggested that we wait until after the Annual Conference to cutover. The Operations Portfolio will propose another cut-over date.

10. Action Items

- ❖ See separate spreadsheet for updated action items.

11. Decisions

- ❖ None



12. Web Page Review:

- ❖ The chosen web page review was Finance . The Board agreed that:
 - The copy account process and the expense reporting process documents on the website need to be updated.
 - Finance should provide all updated Corporate Documents to Jani.
 - The 2011 Map Day exercise document should be deleted from the site.

Meeting Adjourned: At 8:29 PM the meeting was voted to an end. Molita moved, Jimmy seconded. Vote was unanimous.

Respectfully submitted,
Molita Sloan, Secretary

Molita Sloan