



PMI Board Meeting Minutes

Meeting Date: May 14, 2015 - 6:00 PM

Meeting Location: Hayden's Grille

Name	Title	Present	Status Report
Bob Bondaruk	President	Via Phone	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	No	N/A
Maria Schaeffer	Asst. Secretary	No	N/A
Anne Chalmers	VP Marketing	No	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	No	Yes
Brett Anderson	VP Prof. Development	No	No
Shannon Musson	AVP Membership	Yes	N/A
Mistymarie Wilks	Volunteer Recognition	Yes	N/A

1. **Meeting called to order:** 6:11 PM (Saby called the meeting to order/ Molita seconded the order)
2. **Approval Minutes:** For April 2015 Minutes Alan John moved and Jimmy seconded to approve as amended. The vote was unanimous.

3. Financial Status: (All original numbers are as of 5/14/15)

#Corrections to expense reports 0
 #Corrections to GL 4
 #Requests for Changes to GL TBD

Budget to Actual Observations

All budget to Actuals are sent to Board prior to Board meeting – they will not be handed out.

- At 38% of income so far this year – 38% of expenses

❖ Financial Position as of April 30, 2015	
❖ Operating Account	\$ 161,444
❖ Strategic Reserves	\$ 40,791
❖ Emergency Fund	<u>\$ 120,000</u>
Total	\$ 322,235

Strategic Reserves Position as of April 30, 2015

Beginning of Month	\$ 40,791
Expenditures	<u>\$ 0</u>
Balance end of Month	\$ 40,791

❖ April Chapter P&L Review

○ Income	\$ 17,495
○ Expenses	<u>\$ 22,643</u>
○ Net	\$ (5,148)

❖ April Chapter % Budget to Actual

○ Income	80%
○ Expenses	90%

❖ Year to Date thru April 30, 2015 Chapter P&L Review

○ Income	\$ 92,289
○ Expenses	<u>\$ 83,761</u>
○ Net	\$ 8,529

❖ Budget Notes:

- Income from ACP Prep Course Spring – income at \$6,460 with only \$483 of expenses entered.
- Workshop #2 MS Project with Agile – income of \$7,102 and \$4,892 of expenses thus far.

- Workshop #3 Writing Req. – income of \$11,436 and only \$2,509 of expenses thus far.
- Workshop #4 Proj Mgmt Presentation – income of \$5,483 and only \$1,824 of expenses thus far.
- Workshop#5 Lean Leaders – income of \$3,182 and only \$123 of expenses thus far.

**All original numbers are as of 5/13/15*

4. Portfolio Updates:

a. Marketing

- ❖ None

b. Membership

- ❖ The June 6, 2015 Volunteer Event is still on track. There will be an estimated 60 people.
- ❖ Surveys are all posted on the website and copied over to the Proteon Site.
- ❖ PMI Global no longer provides membership performance statistics.

c. Operations

- ❖ Proteon Update:
 - Challenges with getting Volunteers to review the Proteon sites.
 - Single Level Sign on does not always work. The Operations portfolio may give the option to have a separate sign on.
- ❖ The Chapter Dinner Meeting pricing structure will need to be reviewed being that the new Proteon system works on discounts only.

d. Outreach

- ❖ AJ to meet with Outreach Staff to plan one item from the strategic plan that the portfolio wants to accomplish.

e. Professional Development

- ❖ The Speaker Team will meet on Tuesday May 19 to evaluate plan for reviewing and booking speakers. Maria contacted over 30 Speakers. 16 speakers submitted and 4 pending.
- ❖ The Portfolio is maintaining a living document of speakers and why or why not utilize them.
- ❖ Diane and Trish are coordinating the workshops moving forward.
- ❖ PMI Annual Conference
 - Everything is on schedule.
 - Marketing plan is being finalized.

f. At Large

- ❖ Toastmaster's is ongoing, however will need 9 more members to be classified as a club charter. Wednesday nights 6:30 – 7:30 PM.
- ❖ The new Toastmaster location is Everest Institute in Portland.

g. Programs

- ❖ Chapter Dinner Meeting
 - Bob will conduct a Portfolio based Panel Discussion in September for the Chapter Dinner Meeting.
- ❖ Round tables
 - None
- ❖ Registration
 - None

h. Execs

- ❖ None

5. Volunteer recognition

- ❖ Jimmy recognized Trish , Brian and Jim. He was pleased with their Round Table and wants to thank them for their stellar work.
- ❖ Jimmy recognized Maria for her hard work at the City of Beaverton Round Table.
- ❖ Jimmy recognized Holly for her work during registration.
- ❖ Diane recognized Brian for his work as an ACP instructor.
- ❖ Saby recognized Stephen and AJ for continuing in their current roles.
- ❖ Saby recognized Trish and Jimmy for their hard work on the Board.
- ❖ Saby recognized Shelly for her work in Finance.
- ❖ Saby recognized AJ and Diane for stepping up and helping out.

6. New Business/Issues:

- ❖ Bob is looking for Sponsors for the Timbers and Thorns. We can start advertising for these events now. The Thorns date has been set for August 30th at 6pm.
- ❖ The Annual Meeting is in a few weeks. All Portfolios need to update their slides.
- ❖ Strategy meeting will be June 13th at 9am to 5pm, McMennamins (Kennedy School). Lunch and Dinner provided.
- ❖ Saby shared that PDU guidelines/categorization will change.
- ❖ Saby advised that the last day to vote is May 19th. Results will be reported out on May 25th/26th.
- ❖ Discussed benefits of being a Portland Chapter Fellows. Diane and AJ to create outline.

7. Board Outreach Update

- ❖ None



8. Toastmaster Club

- ❖ Trish reported the update during the Portfolio status update

9. Proteon Update

- ❖ Saby to organize a team to review the Marketing Proteon Sites.

10. Action Items

11. See separate spreadsheet for updated action items.

12. Decisions

- ❖ None

13. Web Page Review:

- ❖ None

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

Respectfully submitted,
Molita Sloan, Secretary

Molita Sloan