



PMI Board Meeting Minutes

Meeting Date: November 12, 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	No	N/A
Bob Bondaruk	Past President	No	N/A
Maria Schaeffer	Secretary	Yes	N/A
Carrie Hertel	VP Finance	Yes	N/A
Lokesh Aggarwal	VP Marketing	No	No
Titu Hariharan	VP Programs	Via Phone	No
Josh Moriarty	VP at Large	Yes	No
Alan John	VP Outreach	Yes	No
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	Yes	N/A
Beth Ouitelle	PMI Global MAC	Yes	N/A
Chen Chen	Director of Technology	Yes	N/A

1) Standard items I:

- a) **Meeting called to order:** 6:17 PM (Saby called the meeting to order/ AJ seconded the order)

b) Announcements and Volunteer Recognitions:

- ❖ Guests were welcomed:
 - Chen Chen – Director of Technology
 - Shannon Musson – AVP Membership
 - Ashish Gupta – AVP Professional Development
- ❖ Volunteer Recognition

No.	Nominator	Recognized member	Reason/ Comments
1	Gay Lynn	Sunny	Ideas and efforts as Director of Quality for a short-term.
2	Gay Lynn	Penelope, Shannon	Quality and time into the chapter and growing the volunteers.
3	Gay Lynn	Margaret	Management and commitment to her role
4	Jimmy	Maria	Facilitating the roundtable

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

d) Financial Status: (All original numbers are as of 10/31/15)

Metrics

#Corrections to expense reports	0
#Corrections to GL	2
#Requests for Changes to GL	0

Budget to Actual Observations

- At 112% of income so far this year – 94% of expenses

Financial Reports

- **Financial Position as of October 31, 2015**

Operating Account (\$)	155,899
Strategic Reserves (\$)	40,791
Emergency Fund (\$)	120,000
Total (\$)	316,690

- **Strategic Reserves Position as of October 31, 2015**

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

○ **October Chapter P&L Review**

Income (\$)	9,456
Expenses (\$)	29,046
Net(\$)	(19,590)

○ **September Chapter % Budget to Actual**

Income (%)	60
Expenses (%)	91

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

Income (\$)	261,114
Expenses (\$)	261,7038
Net(\$)	76

Budget Notes:

- Unknown expense: Logmein.com for \$749.64.
- Jill Lubin LIM travel expenses for \$992.85.
- Expected to have more expenses than income this month due to Annual Conference expenses coming in.

**All original numbers are as of 11/12/15*

2) Old Business:

a) Timbers Game

- ❖ Bob stated that tickets sold out in 48 hours. There were 65 tickets in total. The implementation of the lessons-learned and the marketing effort was a success.

b) Budget Review Follow-up

- ❖ Carrie requested feedback on their budget reviews with Titu, Jean and Lokesh. Carrie recommended budget review edits this weekend to then have figures rolled up 11/20. VPs will have 2 weeks to review for delivery of the December 5th deadline. Carrie will then compile thereafter.

c) Directors Networking Event Update

- ❖ Maria announced that the count to-date is about 24. The menu and headcount count will be finalized and communicated to Portland City Grill within three days prior to the event, 11/20/15.

d) Strategic Initiatives Update

❖ Communications

- i. Josh stated that there will be an update in a communication plan in December.

❖ Volunteer Management

- i. Gay Lynn stated that the group met a couple of times after the LIM conference and reviewed current state. The next focus will be on proposed stated. The group will meet December 1st and discuss how to make volunteer management better and how can we measure success. The group requested board participation for a survey. Gay Lynn acknowledged a plan of face-to-face meetings to evaluate to get to that end-state. The group will provide a forecast at a later date.

❖ Outreach

- i. AJ will present a future plan for strategic business.
- ii. Jimmy presented community involvement options to the Board for input and participation
 - a. MLK Day of service/ Oregon Food Bank
 - b. Oregon Food Bank Monthly Event
 - c. Independence Day Vancouver Volunteer
 - d. Habitat of Humanity
 - e. Playground

The Boarded recommend the MLK event as the first community involvement. Jimmy will take the lead to coordinate.

3) Standard items II:

a) Portfolio Updates:

I. Programs

- ❖ Titu stated plans of festive music-playing at the December Chapter dinner meeting. The back-up entertainer will be Brad, the piano player who supported last year's chapter dinner meeting. Titu stated that the max count of registrants to the December dinner meeting is 500. The Board agreed to a special ticket price where every member / non-member cost will be \$10. Jani and Stephen will work out the systems and plan accordingly.
- ❖ Titu stated that the Assistant Director of Speaker Acquisition, Trisha Bowman, will complete her training by the end of this month.
- ❖ Titu acknowledged dates that the Double Tree will not host the regularly-scheduled Chapter Dinner meetings: May and June 2016. Due to a conflict of events, replacement dates were offered by the Double Tree: May 24 and June 14. Titu stated that she will keep the tentative holds. Titu and Jimmy stated they will assess opportunities for negotiations with the hotel.
- ❖ Round tables
 - None.
- ❖ Registration
 - None

II. Membership

- ❖ Gay Lynn proposed for all to use TrackitForward for all portfolios. The proposal was agreed and AJ seconded the motion. Stephen will work with GayLynn on training.
- ❖ Reflecting on the recent departure of the Quality Director, Gay Lynn requested that any volunteer help needs or support to be directed to the VPs of that Portfolio so that we do not overburdened new Director volunteers during the onboard process.

III. Operations

- ❖ Stephen stated a need to add more volunteers to the use of the TrackitForward volunteer tracking system.

- ❖ Chen proposed google apps to replace Zimbra @\$50/ user. Chen proposed to stop payment of joinme and dropbox and that one person from every Portfolio work with the tactical team that is current reviewing options of a better system. Chen will send a proposal to the Board in future.

IV. Professional Development

- ❖ None

V. Marketing

- ❖ None

VI. Outreach

- ❖ AJ stated plans to review and improve the processes for the students with academic outreach.

VII. At Large

None

VIII. Execs

- ❖ None

4) New Business

a) Membership Quality Team Scope Look-Ahead

Gay Lynn shared upcoming Quality volunteers to join the Quality team and new processes to be generated that will be shared in more detail at a later date.

b) Online repository

Jimmy shared conflict of interest concern with utilizing You Tube as an online repository for PMI events under Mike Goss' professional account. Jimmy stated he will work with Stephen and come up with options or solutions for the chapter.

5) Opens

Saby introduced our guest, Beth Ouitelle, who is a group member of PMI's Member Advisory Council (MAC). Beth introduced herself to the Board and offered her



support. Beth was a former Chapter President of NY, who recently attained the MAC role in January.

Meeting Adjourned: At 8:03 PM the AJ adjourned the meeting Jimmy seconded. Vote was unanimous.

Respectfully submitted,
Maria Schaeffer, Secretary

Maria Schaeffer