



## PMI Board Meeting Minutes

**Meeting Date:** October 15, 2015, 6:00 PM

**Meeting Location:** City of Portland

1900 SW 4<sup>th</sup> Avenue, Conf 2500B, 2<sup>nd</sup>  
Floor, Portland, OR

Name	Title	Present	Status Report
Saby Waraich	President	Yes	No
Jimmy Godard	President Elect	No	Yes
Bob Bondaruk	Past President	Via Phone	No
Maria Schaeffer	Secretary	Yes	Yes
Carrie Hertel	VP Finance	Yes	No
Lokesh Aggarwal	VP Marketing	No	No
Titu Hariharan	VP Programs	Via Phone	Yes
Josh Moriarty	VP at Large	Via Phone	No
Alan John	VP Outreach	Yes	Yes
Stephen Wilks	VP Operations	Yes	Yes
Gay Lynn Calonge	VP Membership	Via Phone	Yes
Jean Richardson	VP Prof. Development	Yes	Yes
Shannon Musson	AVP Membership	Yes	N/A
Penelope Leudtke	Director of Volunteer Recognition	Yes	N/A
Sunny Zobel	Director of Quality	Yes	N/A
Greg Hawkins	Director of Workshops	Yes	N/A
Ashish Gupta	AVP Professional Development	Yes	N/A
Mistymarie Wilks-Salguero	Director of Registration	Yes	N/A

### 1) Standard items I:

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

**b) Announcements and Volunteer Recognitions:**

- ❖ Guests were welcomed:
  - Mistymarie Wilks-Salguero – Director of Registration
  - Sunny Zobel – Director of Quality
  - Penelope Leudtke – Director of Workshops
  - Shannon Musson – AVP Membership
  - Greg Hawkins – Director of Workshops
  - Ashish Gupta – AVP Professional Development
  
- ❖ Volunteer Recognition

No.	Nominator	Recognized member	Reason/ Comments
1	Gay Lynn	Sunny	Being enthusiastic for joining.
2	Gay Lynn	Penelope	Efforts on the program to-date.
3	Gay Lynn	Shannon	Bringing in a lot of volunteers to the portfolio.
4	AJ	Shannon & Greg	Attending the Portland Toastmasters (TMI), representing PMI. Shannon for heading up the speakers' contest; and Greg for winning the contest.
5	Ashish	Shannon	Participating in all PMI events including the PMP certification classes.
6	Saby	Annual Conference Volunteers	Attributing to a successful event
7	Jean & Shannon	Wes	Stepping and setting up the PMP certs.
8	Jean	Greg Hawkins	Managing work so far on the workshops.
9	Jean	Ric Ferrin	Managing the events.
10	Josh & Saby	Jimmy	Setting up the LIM conference for all those who attended and organizing the group.
11	Bob	Saby	Building the Tweet interest and traffic - 200 tweets in 3 days!

**c) Approval Minutes:** For September 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 9/30/15)**

**Metrics**

#Corrections to expense reports      2  
 #Corrections to GL                              6

#Requests for Changes to GL 0

**Budget to Actual Observations**

- At 108% of income so far this year – 86% of expenses

**Financial Reports**

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

<b>Operating Account (\$)</b>	197,665
<b>Strategic Reserves (\$)</b>	40,791
<b>Emergency Fund (\$)</b>	120,000
<b>Total (\$)</b>	<b>358,456</b>

- **Strategic Reserves Position as of September 30, 2015**

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

- **September Chapter P&L Review**

<b>Income (\$)</b>	50,660
<b>Expenses (\$)</b>	43,250
<b>Net(\$)</b>	<b>7,410</b>

- **September Chapter % Budget to Actual**

<b>Income (%)</b>	60
<b>Expenses (%)</b>	97

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

<b>Income (\$)</b>	<b>251,657</b>
<b>Expenses (\$)</b>	238,791
<b>Net(\$)</b>	<b>12,866</b>

**Budget Notes:**

- All Annual Conference Income is in, but expenses are still pending
- LIM expenses coming in for travel, etc
- Will be cancelling our old Credit Card processing system this month
- Reminder about approving expense reports: It is best if you forward the expense report email to the bookkeeper with your approval in the body of

the email. Make sure documents are attached. You do not need to copy VP Finance (I get all bookkeeper emails)

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

## **2) Old Business:**

### **a) Timbers Game**

- ❖ Bob stated that tickets sold out in 48 hours. There were 65 tickets in total. The Lessons learned feedback and marketing effort proved a success.

### **b) Quickbooks Training Update**

- ❖ Carrie conducted training at LIM. Carrie created a document of the process for those unable to attend sent it to the boardlist email.

### **c) Strategic Initiatives Update**

#### **❖ Communications**

- i. No update

#### **❖ Volunteer Management**

- i. Jimmy/ Gay Lynn and team identified the volunteer life cycle. The team established bi-monthly calls (last and first Thursday of every month).
- ii. Gay Lynn reported out that Margaret Mateia identified current-state.

#### **❖ Outreach**

- i. AJ commented that Business Outreach Director has a plan and will invite Greg Spehar to a future board meeting.
- ii. AJ raised the concern for a simplified method of bulk student registration for events. The discussion with Board members led to the one payment solution fee per event with a discount code to be utilized by the students for registration.
- iii. Jean and AJ acknowledged the possibility of stakeholder/client overlap between Academic Outreach's role and AVP of Professional Development of Certs and Educational Outreach's

goals. Both agreed to share the communication and be aware of the targeted areas or programs each role strives to achieve. University of Portland is currently an overlap, however the AVP of Professional Development will apply focus to PMO developments, while Academic Outreach will apply focus to the University leaders for chapter involvement.

### 3) Standard items II:

#### a) Portfolio Updates:

##### I. Programs

- ❖ 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 stated she will look into options with other venues and will send the information to Saby and Jimmy.
- ❖ Round tables
  - None.
- ❖ Registration
  - None

##### II. Membership

- ❖ Gay Lynn identified a new Director of QA as well as other new QA team members.
- ❖ Gay Lynn shared an interest to an online app, similar to the LIM conference free online app. Gay Lynn will set up a Meeting with QA next month. The team will be developing questions for the meeting.
- ❖ Gay Lynn stated a new initiative for Greeters or Ambassadors to be present at the Chapter Dinner meetings and other events.
- ❖ Gay Lynn applauded the efforts of Divya, Sunny and Chloe for increasing the quality of the chapter.

##### III. Operations

- ❖ Stephen asked Chen/Jani to look into other web communication tool options similar to Zimbra.
- ❖ Stephen inquired on the additional time and effort needed to provide reciprocal discounts by chapter registrar, in which the action is to apply the discounts. Stephen will speak with Jani – to implement for all Region 1; renew agreements with ODN.
- ❖ Stephen stated that the Cost of the Proteon project is high but not surprising. Stephen will monitor and control the costs, and field questions.

- ❖ Stephen encouraged board member support for volunteers' to utilize Track-It-Forward Tool and welcome other portfolios. Stephen will send out the look to the VPs and Directors.

#### **IV. Professional Development**

- ❖ None

#### **V. Marketing**

- ❖ None

#### **VI. Outreach**

- ❖ None

#### **VII. At Large**

None

#### **VIII. Execs**

- ❖ None

### **4) New Business**

#### **a) Annual Conference Retrospective and Board Decision items**

Jean shared comments from the Annual Conference Retrospective that required Board feedback:

1. PDU reporting by session: An idea was presented for PDUs to be earned by each session attendance, similar to LIM. As our Annual Conferences are paid events, Board did not see the value in the effort. Instead the Board recommend the ethics oath as reference and the need for more research with other chapters. Board collectively agreed to hold the subject for further discussion.
2. Raffle drawings excluded to Board members: An idea was presented to exclude board members from winning sponsor donations. To honor sponsor's intent to extend their market reach to chapter members, the Board agreed. Board stated that the change will be acknowledged in future slide presentations.

3. Meal ticket distribution: To prevent from confusion and conflict coordinate with the committee for issues.
4. Registration Closure
  - a. Positive; Propose to go to Profession Development for issues
5. PDU alignment of topics against Project Triangle
  - a. Go back 3 years to categorize topics and then upcoming conference, workshops, dinners and programs.
6. Decision to pick future venues more than 3 years in advance
  - a. To manage cost effectively or a rolling 2 year contract, advertising next contract  
Integrated project Plan – Asst VP Annual conference – Mentoring, may restore Trello;  
Structure, better use of volunteers, idea of regional area if 2 days (using reciprocity agreements); launch the advisory committee to be set up next month

#### **b) LIM**

Fellow board members shared their experiences and feedback on LIM:

- ❖ Gay Lynn experienced a newly-found interest to [projectmanagement.com](http://projectmanagement.com).
- ❖ Lokesh enjoyed the learnings of best practices from other chapters.
- ❖ Josh found the experience educational offering clarity to the variety of portfolios.
- ❖ Titu shared a positive experience in learning more on the membership track.
- ❖ Maria learned the use of Crowd Compass app for a professional development day and about a Career Month event.
- ❖ Shannon shared an interest to better incorporate TMI to our local chapter.

#### **c) Budget Review**

- ❖ Carrie sent over the budget review of 2014/2015 to help with 2016 budget. Carrie stated the November 6<sup>th</sup> deadline as noted in a past email. Carrie will compile to a Master for the Board to pass the budget in December.

#### d) Directors Networking Event

- ❖ Maria stated that the event is secured for Friday 11/20/15, and the contract was signed with Portland City Grill. Maria acknowledged that a 'Save the Date' invitation will be sent out. Maria explained that the event's intent is to develop working relationships between directors and board members. The approximate start is between 6 – 6:30 pm and no +1 guests will be offered.

#### 5) Opens

- a) Carrie shared the topic of discount reporting on educational sponsorship – Crosswind PMP/ U of P facility discussion. Carrie/ AJ agreed to go with the status quo.
- b) Shannon presented a proposal to add a 2016 Volunteer Recognition event into our 2016 Budget. The event proposed is the Portland Spirit for the evening, June 4, 2015. A beverage plan will approximately be \$1K, leading to an overall proposal amount of \$10K NTE. Board approved the line entry in the Membership portfolio. The vote was unanimous. The effort was to secure the budgeted amount and to secure the event.
- c) Jean inquired the Board's document control plan to proactively store files for future auditing purposes. The Board recommend research to determine the current state.

**Meeting Adjourned:** At 8:04 PM meeting was adjourned. Stephen/ Titu moved and Gay Lynn seconded the motion. Vote was unanimous.

Respectfully submitted,  
Maria Schaeffer, Secretary

*Maria Schaeffer*