



# PMI Board Meeting Minutes

**Meeting Date:** September 10, 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	Yes	Yes
Bob Bondaruk	Past President	Yes	No
Maria Schaeffer	Secretary	Yes	Yes
Carrie Hertel	VP Finance	Yes	No
Lokesh Aggarwal	VP Marketing	Yes	No
Titu Hariharan	VP Programs	Yes	No
Josh Moriarty	VP at Large	No	No
Alan John	VP Outreach	Via Phone	No
Stephen Wilks	VP Operations	Yes	Yes
Gay Lynn Calonge	VP Membership	Yes	Yes
Jean Richardson	VP Prof. Development	Yes	No
Shannon Musson	AVP Membership	Yes	N/A
Chen Chen	Director of Technology	Yes	N/A
Trish Kelley	Director of Toastmasters Club	Yes	N/A

## 1) Standard items I:

- a) **Meeting called to order:** 6:12 PM (Saby called the meeting to order/ Lokesh seconded the order)
- b) **Announcements and Volunteer Recognitions:**
  - ❖ Guests were welcomed:
    - Chen Chen – Director of Technology
    - Penelope Luedtke - Director of Recognition
    - Shannon Musson – AVP Membership

- Trish Kelley – Director of Toast masters and PDU Expert
- ❖ Lokesh announced that Mike Goss accepted the Director of Sponsors Programs, and will start next week. Lokesh commented of plans to revamp the marketing efforts, business case and marketing plan.
- ❖ AJ announced plans to review the Director staff and when needed make portfolio changes in future.
- ❖ Volunteer Recognition

No.	Nominator	Recognized member	Reason/ Comments
1	Jimmy	Shannon	Involvement in her volunteer recognition events for the Roundtable Leaders. Jimmy appreciated Shannon's support in organizing event, the program, and set-up.
2	Gay Lynn	Ganesh	Hard work and diligence collecting and recording volunteer hours from status reports and board meeting notes. Recognition for his leadership to-date.
3	Gay Lynn	Jordan	Contribution to the social media for volunteer recognition and his dedication with follow-through. Recognition for his leadership to-date.
4	Gay Lynn	Penelope	Great job in taking over as Volunteer Recognition Director, already providing great input on new ideas and processes.
5	AJ	Trish	Great job in TMI as VP of Education
6	Shannon	Maria	Work, dedication and efforts spent to-date as Secretary, Roundtable host, and Annual Conference Speaker PM.
7	Shannon	Gay Lynn	Taking on the membership portfolio and forming it to a well-oiled machine. Thanks to your contribution, work, patience and transparency.

**c) Approval Minutes:** For August 2015 Minutes Stephen moved and Titu/ Lokesh seconded to approve as amended. The vote was unanimous.

**d) Financial Status: (All original numbers are as of 8/31/15)**

**Metrics**

#Corrections to expense reports	0
#Corrections to GL	8
#Requests for Changes to GL	0

**Budget to Actual Observations**

- At 86% of income so far this year – 67% of expenses

### Financial Reports

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

<b>Operating Account (\$)</b>	154,975
<b>Strategic Reserves (\$)</b>	40,791
<b>Emergency Fund (\$)</b>	120,000
<b>Total (\$)</b>	<b>315,765</b>

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

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

- **August Chapter P&L Review**

<b>Income (\$)</b>	39,547
<b>Expenses (\$)</b>	8,310
<b>Net(\$)</b>	<b>31,237</b>

- **August Chapter % Budget to Actual**

<b>Income (%)</b>	627
<b>Expenses (%)</b>	105

- **Year to Date thru August 31, 2015 Chapter P&L Review**

<b>Income (\$)</b>	200,997
<b>Expenses (\$)</b>	197,611
<b>Net(\$)</b>	<b>3,387</b>

### Budget Notes:

- Keep in mind that a lot of income is coming in for the Annual Conference and we will have expenses coming in later.
- Also have more LIM expenses coming in for travel, etc.

*\*All original numbers are as of 9/10/15*

## 2) Old Business:

### a) Board Meeting Location Update / Rescheduling of October Meeting

- ❖ Titu identified a centralized location to be in the greater Portland area for future board meetings. Members agreed for the location at the City of Portland to remain.

- ❖ Saby requested to reschedule / push out the October board meeting by a week. Saby commented that most of our Board members will be at LIM. Board members agreed to reschedule the October meeting to Thursday October 15, 215. Saby will reserve the room reservations.

**b) Annual Business Meeting**

- ❖ Bob identified that the slides are done to report out the membership and income. The slides will be presented at the September Chapter Dinner.

**c) Thorns 08.30.15/ Timbers 10.25.15**

- ❖ Bob provided a status summary of the Thorns event. A total of 10 members bought Thorn tickets with 40 members in attendance. The chapter supplied tickets for the sponsors. The feedback about the event was minimal and unclear. Bob will reach out for feedback at the Chapter Dinner Meeting.
- ❖ 10.25.15 Timbers event will be at 4 PM.

**d) Chapter Dinner Pricing Change**

- ❖ Bob acknowledged the price change and board members shared positive feedback on the discounts.

**e) Annual Conference Update**

- ❖ Jean shared a registered count of 294 with 43 volunteers to-date registered. Jean acknowledged that registration will close at count of 400.
- ❖ Jean shared that at the September dinner meeting, a special discount of \$50 will be announced and a discount code will be communicated.
- ❖ Jean acknowledged a lessons-learned event the day after the Annual Conference at 11 AM for volunteers of the conference to attend. The venue is the Hotel Deluxe and details will be shared at a later date.
- ❖ Jean stated that a QA PM will soon be acknowledged and identified for the Annual Conference.

**f) LIM Update**

- ❖ Jimmy stated all members have been registered at the hotel.

- ❖ Board members agreed to arrange their own transportation with the effort of using the Disney's free shuttle transportation.
- ❖ Jimmy acknowledged that he will have polo shirts for all members attending the conference and will distribute them at a later date.

### **g) Strategic Initiatives Update**

#### **❖ Communications**

- i. Lokesh stated he will present a communication strategy at the October Board meeting. The role description of PM is nearly done. Once the description is complete, Lokesh will then engage Mistymarie Wilks.
- ii. Lokesh commented that he is currently pursuing Scott Otsby for a media position.
- iii. Board members recommended that roles and responsibilities will need to be clearly defined for the position. The discussion led to Saby offering training materials on VRMS. Saby suggested, if needed, a future training Q & A session or a webinar.

#### **❖ Volunteer Management**

- i. Jimmy stated that he will provide at a future date a PM and goals that will be tangible and measurable.
- ii. Gay Lynn offered to work with Jimmy on the initiative and set up Friday meetings. Both Jimmy and Gay Lynn stated that by next month, a timeline will be established and SMART goals addressed.

#### **❖ Outreach**

- i. Ashish Gupta is no longer the PM for the initiative. Input and status will be addressed at next month's board meeting.

### **3) Standard items II:**

#### **a) Portfolio Updates:**

##### **I. Programs**

- ❖ Titu proposed options to board members in filling the Director of Registration position. Jimmy and Lokesh acknowledge the aid and will close offline.
- ❖ Chapter Dinner Meeting
  - Titu reported that all the speaker slots are filled with only the December Keynote Speaker to be filled.
- ❖ Round tables
  - None.
- ❖ Registration
  - Titu shared that for the Annual Conference, 10 volunteers signed up for the task, however not all have registered to-date. Titu requested Board members to assist just in case. The volunteer help is now closed in supporting event day.

## II. Membership

- ❖ Penelope shared a proposed plan for a simpler and transparent Volunteer of the Month (VOM) process to the Board. The process consists of 10 steps. Penelope requested Board member feedback and will identify a due date this month.

<b>Proposed Steps for the VOM process</b>	
<b>1</b>	Nominator completes form – no other formats will be accepted. Someone nominating directly via e-mail or in person at an event should be redirected to the online form. This form will work on all mobile smart phones, tablets, and work stations.
<b>2</b>	Friday after the chapter meeting the google spreadsheet will be reviewed for new entries
<b>3</b>	Each nominee will be sent a congratulatory note informing them of their nomination
<b>4</b>	Each nominator will be sent an acknowledgement letter thanking them for participating in the VOM process
<b>5</b>	The VOM committee will meet to discuss nominees. Weight will be given for the following: <ul style="list-style-type: none"> <li>a. Number of volunteer hours worked over the last quarter</li> <li>b. Contribution to furthering PMI Portland Chapter’s mission</li> <li>c. Giving back to the PMI community</li> <li>d. Number of nominations</li> <li>e. Attendance and engagement in PMI Portland Chapter activities</li> </ul>
<b>6</b>	A letter and invitation to the next Chapter Dinner Meeting will be sent to the winner
<b>7</b>	Name will be submitted to the trophy provider

<b>8</b>	VOM slide will be prepared for Chapter Dinner slide deck
<b>9</b>	Picture of VOM will be taken and the Chapter Dinner during their acceptance of award
<b>10</b>	Picture and recap of nominator's submission will be sent to Webmaster for posting to VOM page

- ❖ Gay Lynn proposed a December career networking session seeking Outreach and Marketing support to be discussed at a later date.

### III. Operations

- ❖ Stephen reported out his Join-Me demo session efforts and will review the licensing to utilize it as a central conferencing tool.
- ❖ Stephen presented the Track-it forward software for tracking and reporting volunteer hours. Portfolios VP Professional Development and Membership stated they were interested to learn more. Stephen stated that the Operations team is open to offer training and if there is interest to contact Chen Chen, Director of Technology.
- ❖ Stephen requested that board members provide feedback in which a proposal can presented in a future board meeting as an integrated solution across several portfolios.

### IV. Professional Development

- ❖ With a forecast of meeting the target, Board members agreed to pull in the registration closure date to 9/22/15 23:59 PST. The decision was made to obtain an accurate confirmation of headcount and meals, and offer ample planning for registration to prepare for event day.
- ❖ Jean stated that the PMP class registration and planning is going well for the September 26<sup>th</sup> start of sessions.
- ❖ Jean reported a focus on organization development with a plan of having two Assistant VPs; 1 – Certifications and Educational outreach, PMOs, and 2 - Events/ Mentoring.
- ❖ Jean commented a belief that the Annual Director position may not be the Director next time. In which case, the position may result back to a Volunteer position.

### V. Marketing

- ❖ Lokesh reported efforts in working with local universities to attract students in signing up as PMI-registered students.

**VI. Outreach**

- ❖ None

**VII. At Large**

None

**VIII. Execs**

- ❖ None

**b) Review open action items**

- ❖ See separate spreadsheet for action items.

**4) New Business**

**a) Volunteer Poaching/ VRMS**

- ❖ Stephen stated the predicament of securing Chen Chen as Director of Technology because Chen was also being considered for another position. To that end, Stephen proposed for VPs to communicate to all board members potential candidates for Director Positions that are in-flight. All board members agreed.

**b) Proteon Update**

- ❖ Stephen reported certificate issues with Zimbra, which were now resolved. The maintenance was put forth without much communication, and the patch was put in place.

**c) Conference Tool Join-Me**

- ❖ The update was mentioned in the portfolio updates.

**d) Volunteer Recognition Program | Volunteer of the Month**

- ❖ The update was mentioned in the portfolio updates. A process will be drafted that will involve a link to google forms.

**e) PDU Changes**

- ❖ Trish reported that the education of the PDU Changes will entail several media/communication opportunities: a corner table at the Annual Conference event, a speaking engagement at the Annual Conference, an article in the





PMI newsletter, and a speaking opportunity in the December educational dinner meeting.

**f) Opens**

- ❖ Maria reported out an outreach request from [contact@pmi-portland.org](mailto:contact@pmi-portland.org). Brandon Sprague, Brightworks Sustainability Business Development Manager, requested a volunteer speaker for their company retreat Tuesday October 20th. Maria will supply more information and expectations from the company to then request support from a board member.

**Meeting Adjourned:** At 8:22 PM the meeting was voted to an end. Titu moved and Gay Lynn seconded the motion. Vote was unanimous.

Respectfully submitted,  
Maria Schaeffer, Assistant Secretary

*Maria Schaeffer*