



PMI Board Meeting Minutes

Meeting Date: January 15, 2015 - 6:00 PM **Meeting Location:** Jakes, 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
Maria Schaeffer	Asst. Secretary	Yes	N/A
Anne Chalmers	VP Marketing	No	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	Yes
Gay Lynn Calonge	VP Membership	Yes	Yes
Brett Anderson	VP Prof.Development	Yes	No
Shannon Munsson	Director of Volunteer Recognition	Yes	N/A

1. **Meeting called to order:** 6:17 PM (Bob called the meeting to order)
2. **Approval Minutes:** For December 2014 Minutes Trish moved and Shelley seconded to approve the December minutes as read. The vote was unanimous.



3. Financial Status: (All original numbers are as of 1/13/15)

#Corrections to expense reports 0

#Corrections to GL TBD

#Requests for Changes to GL TBD

❖ Financial Position as of December 31, 2014	
❖ Operating Account	\$ 136,663,
❖ Strategic Reserves	\$ 53,145
❖ Emergency Fund	\$ 120,000
Total	\$ 309,808

Strategic Reserves Position as of December 31, 2014

Beginning of Month	\$ 53,145
Expenditures – Agreed Upon	\$ 0.0
Balance end of Month	\$ 53,145

December Chapter P&L Review

Income	\$ 23,768
Expenses	\$ 18,774
Net	\$ 4,994

Year to Date thru December 31, 2014 Chapter P&L Review

Income	\$ 283,805
Expenses	\$ 229,227
Net	\$ 54,578

Year to Date thru December 31, 2014 Budget vs. Actual:

Income Budget vs. Actual	108%
Expenses Budget vs. Actual	86%

*All original numbers are as of 1/14/2015

4. Portfolio Updates:

a. Marketing

❖ None

b. Membership

- ❖ Shannon is currently working on the new Volunteer of the Month program.
- ❖ Current Membership as of December 2014 – 1,748
 - Transfers - 0
 - Non-renewals – 52
 - Renewals – 71
 - Late Renewals – 12
 - New Members – 46
- ❖ 3.80% Portland Chapter Growth
- ❖ 25.36% Portland Chapter Attrition

c. Operations

- ❖ None

d. Outreach

- ❖ None

e. Professional Development

- ❖ Rebeca Buell is moving to AVP for Professional Development volunteer role.
- ❖ Diane Brady will fill the ACP Director volunteer role.
- ❖ A Strategic Launch Committee has been formed for the 2015 Annual conference. An independent paid Consultant has been hired to act as the Annual Conference Director (Hiedi Simon).

f. At Large

- ❖ None

g. Programs

- ❖ Chapter Dinner Meeting

- April's Dinner Meeting will consist of a panel of PM's that have submitted success stories around their projects.
- ❖ Round tables
 - None
- ❖ Registration
 - None

h. Execs

- ❖ President Elect – Our Outreach Coordinator is going to get exposure to the Webex program that would allow the Chapter to go into schools and talk about Project Management.

5. Volunteer recognition

- ❖ Molita Sloan recognized Maria Schaeffer for pulling together the January Board Meeting and being a great support to the Chapter.
- ❖ Bob Bondaruk recognized the Board for our successful year in 2014.

6. New Business/Issues:

- ❖ The Board reviewed the proposed change to the By-Laws which changed the terms of office for the Officers (except the Presidents) from one year to two years.
- ❖ Saby requested \$8k in additional funds so that Directors can attend the Region 1 meeting.

7. Board Outreach Update

- ❖ None

8. Toastmaster Club

- ❖ Trish will reach out to DeVry to get a room to host the first Toastmaster Club meeting.



9. Proteon Update

- ❖ The Operations Portfolio is still investigating the Proteon options. An Initial Proposal was provided and briefly reviewed.

10. Action Items

- ❖ See separate spreadsheet for updated action items.

11. Decisions

- ❖ Trish moved to approve the amendments to the by-laws change (which changed the terms of office from a one year term for our board, excluding the President-elect, President and Immediate Past President position, to a two year term.), Stephen seconded and the vote was unanimous. Diane Brady will submit to the GOC.
- ❖ Diane moved for the Board to use \$8k from the strategic fund for more Directors to attend the Region 1 Meeting. Jimmy seconded it and the vote was unanimous.

12. Other:

- ❖ None

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

Respectfully submitted,
Molita Sloan, Secretary

Molita Sloan