



PMI Board Meeting Minutes

Meeting Date: January 14, 2016, 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	Via Phone	N/A
Bob Bondaruk	Past President	Yes	N/A
Maria Schaeffer	Secretary	Yes	N/A
Carrie Hertel	VP Finance	Yes	N/A
Lokesh Aggarwal	VP Marketing	Yes	No
Titu Hariharan	VP Programs	Yes	No
Josh Moriarty	VP at Large	Yes	N/A
Alan John	VP Outreach	Yes	Yes
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
Ashish Gupta	AVP Prof Development	No	N/A
Valerie D'Sayer	AVP Prof Development	Yes	N/A

1) Standard items I:

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

b) Announcements and Volunteer Recognitions:

- ❖ AJ requested more members to join the PMI Toastmasters Club.
- ❖ Jean announced that the ACP Cert course currently has 20 open seats.
- ❖ Titu stated that Trisha Bowman accepted the role of Director of Speaker Acquisition.
- ❖ AJ stated that Regina Koli accepted Director Educational Outreach.
- ❖ Saby welcomed Valerie D'sayer – Assistant VP of Prof Development.
- ❖ Saby welcomed Shannon Musson – Assistant VP of Membership.

- ❖ Volunteer Recognition

No.	Nominator	Recognized member	Reason/ Comments
1	Jean	Valerie D'Sayer	Stepping up for the role.
2	Gay Lynn	Shannon Musson	Coordinating volunteer recognition event, volunteer initiative, learning new tools
3	Gay Lynn	Penelope and Margaret and Kathy Kiwala	Their efforts in the volunteer initiative to-date in documenting job descriptions
5	Titu	Trisha Bowman	Stepping up and learning the role
6	Shannon	Ralph Tero	Great effort to-date as a member of the Recognition team.
7	Jimmy	15 participants	Attending an making the Food Bank community service eventful and rewarding
8	Jimmy	Volunteer initiative team members	Their contribution and devotion at the meetings
9	Saby	Kaylan	Newsletter Director for her efforts in planning and acquiring articles for the newsletter

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

d) Financial Status: (All original numbers are as of 12/31/15)

Metrics

#Corrections to expense reports	0
#Corrections to GL	6
#Requests for Changes to GL	0

Budget to Actual Observations

- At 124% of income so far this year – 110% of expenses

Financial Reports

○ **Financial Position as of December 31, 2015**

Operating Account (\$)	149,778
Strategic Reserves (\$)	40,791
Emergency Fund (\$)	120,000
Total (\$)	310,569

○ **Strategic Reserves Position as of December 31, 2015**

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

○ **December Chapter P&L Review**

Income (\$)	14,188
Expenses (\$)	28,896
Net(\$)	(14,708)

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

Income (\$)	290,270
Expenses (\$)	307,064
Net(\$)	(16,794)

Budget Notes:

- Still need to move an Operations item out of Advertising expenses.
- Received Red Lion itemized invoice and corrected PDD Conference items.
- Meeting with Shelley Crabtree on 1/18/16 to review end of year items and spring finance items.
- New Asst VP Finance is now oriented – Rebecca Buell

**All original numbers are as of 01/14/16*

2) Old Business:

a) 2016 Budget Recap

- ❖ Carrie recommended to defer topic to the next board meeting.

b) Professional Development Budget Review

- ❖ Carrie recommended to defer topic to the next board meeting.

c) Strategic Initiatives Update

❖ **Communications**

Lokesh and Josh presented the communication plan initiative at current state 2015, and the goals to achieve in the next 6 months. The presentation included an overview which covered the board's June SWOT session. Other areas covered were developing goals, and current communication channels. Lokesh and Josh proposed the following objectives:

- a. 10% connection increase on Portland PMI Facebook page within 6 months implementing communication plan.
Baseline count is 492; target is 541. Therefore proposed objective is to increase millennial membership by 2016 PMI report baseline: 9% (~160). Target 200
- b. Be relevant in the Portland Market PM Domain with an objective to push out content that is important to members.
- c. 10% connection increase in LinkedIn within 6 months from start of plan
- d. Develop sustainable communication plan targeting no more than 5 hours per volunteer per month for communication activities. This in turn will include an admin transition plan and a RACI chart.

Lokesh and Josh presented that their next steps will be to meet with the Vice-Presidents, involve them into the proposed initiatives, and attain the current data analytics in our social media accounts Facebook, Twitter, and LinkedIn.

❖ **Volunteer Management**

Jimmy presented an updated plan which reported out their status to their initiative:

- a. Completed updated job descriptions,
- b. Identified one repository of description storage,
- c. Identified workflow application

Jimmy stated that the team is working on a volunteer forum, and undergoing a complete review of nine new management processes, which include an improved hiring processes and a more streamlined watcher (gatekeeper) so to not duplicating duties and responsibilities.

❖ **Outreach**

None

3) Standard items II:

a) Portfolio Updates:

I. Programs

- ❖ Titu stated that the team will build on the speaker quality in the workshops and keynote speakers.
- ❖ With the attendance and the program success of the December chapter dinner meeting, Titu proposed the similar registration and agenda plan twice a year.

II. Membership

- ❖ For volunteer recognition, Shannon commented that Margaret is pushing emails to VPs in order to validate volunteer members during the fiscal year 2015. Kathy will the make changes after responses are received.

III. Operations

- ❖ Stephen identified that in addition to his monthly status report, the newly formed Tech Team will kick off a meeting this weekend to implement the board's approval move to Google Apps.
- ❖ Stephen requested from board member feedback on the status on TAO and ODN in an effort to research the reciprocal policy. Board members stated no status on ODN and no connections with TAO.
- ❖ Stephen requested feedback on the Google wiki site, which Stephen proposed to do a demonstration via a conference call.

IV. Professional Development

- ❖ Jean stated that the budget review has yet to be finalized.
- ❖ Jean commented that there will be added events in the portfolio which will project a higher volume of volunteers needed.
- ❖ Jean requested a timeslot for the next board meeting to include the following:
 - Trello/ Slack use for board member activity.
 - PMP Refresher workshops to be organized by Wes and Greg

- Proposed policy in draft to cover a refund and conference discounts on the annual conference, raffle guidelines, addition of volunteer roles, technology infrastructure revamp, a scan control for Annual Conference and future events.

V. Marketing

- ❖ Lokesh commented that he now has access to all media posts. Lokesh stated that he will work on LinkedIn, a RACI chart, and will present statistics at next board meeting.

VI. Outreach

- ❖ AJ stated that he is finalizing the Academic Outreach position and is searching for a Business Outreach volunteer.
- ❖ For Toastmasters, AJ stated that they need 20 for charter renewal. AJ commented that 7 more people are needed.

VII. At Large

None

VIII. Execs

- ❖ None

4) New Business

a) Region 1 Conference:

Saby stated that 17 people will be travelling between the dates 4/15 – 4/17 for the Region 1 Conference. Travel arrangements will be discussed at the next board meeting.

b) Volunteer Recognition Event 2016 Invitation:

- ❖ Shannon reported that the invitations are out and for the VPs to verify who should be on the list.

c) Annual Conference Brunch:

- ❖ Jean, as the Sponsor, stated that the brunch will be held on January 30th between 11 AM to 1 or 1 PM. The purpose is to kick off the 2016 planning and demonstrated volunteer appreciation of 2015's Annual Conference.

d) PMP Boot Camp Update:

- ❖ Saby stated that a Request for Proposal (RFP) for a Registered Education Provider (REP) was posted out and the Chapter received 10 proposals to-date. Saby stated that more information will be provided at the next board meeting.

e) Timbers Update:

- ❖ Bob commented that the schedule is out, and that he will plan for a Sunday afternoon networking event.

f) PDU Triangle Update:

- ❖ Jean commented that there will be a booth for members to discuss changes at the February chapter dinner.
- ❖ Jean also stated that there will be future communications on the subject to include in an article in the chapter newsletter, questions posted in the leadership page, and presentations to PMOs.

5) Opens

None

Meeting Adjourned: At 8:11 PM, AJ adjourned the meeting, and Titu seconded the motion. Vote was unanimous.

Respectfully submitted,
Maria Schaeffer, Secretary

Maria Schaeffer