



PMI Board Meeting Minutes

Meeting Date: June 25, 2016, 8:00 AM

Meeting Location: Aerie at Landing
Happy Valley, OR

Name	Title	Present
Saby Waraich	President	Yes
Jimmy Godard	President Elect	Yes
Bob Bondaruk	Past President	Yes
Maria Schaeffer	Secretary	Yes
Carrie Hertel	VP Finance	Yes
Lokesh Aggarwal	VP Marketing	Yes
Stephen Wilks	President Elect - Incoming	Yes
Gay Lynn Calonge	VP Membership	Yes
Shannon Musson	VP Membership - Incoming	Yes
Ashish Gupta	AVP Prof Development	Yes
Donna T. Richardson	Assistant Secretary	Yes
Greg Spehar	VP of Outreach - Incoming	Yes
Chen Chen	VP of Operations - Incoming	Yes

Agenda:

- A. Introductions
- B. Review of Board Member polices
- C. Strategy / Meeting Next steps

Meeting was structured with the review of the PMI Portland Board Transition Meeting Folder contents:

1. Chapter Leadership
2. By Laws
3. Accounting & Financial Policy
4. Travel Policy
5. Transition Planning Resources

6. 2015 Charter Renewal Report
7. Code of Conduct
8. Governing Guidelines
9. Leaders Guide – Transition & On Boarding
10. Leaders Guide – Volunteer Role Delineation Study
11. Discount Code Request Form
12. Expense Report Form and Codes
13. Survey Results - 2015
14. Strategy Session Notes

Highlights and discussion points per content section above are noted below:

By Laws

- Member can request a change in bylaws – refer to Section 2 (page 7 of 8, article XIII – Amendments)

Accounting & Financial Policy

- May 15th – Tax Filing is due. In order to for appropriate budget execution, board members are request to finish their budgets in January, then do a review of portfolio.
- Emergency fund = one year of operational costs (e.g. currently \$120K) and \$40k set for strategic reserves)
- Reserves (page 14 of section) – Question raised to amend/ update to minimum of \$120K, which will require Board approval

Travel Policy

- Saby indicated that the Executive team will be modifying the policy (page 3 of section).
- Future modification surrounding reimbursement for meals with alcohol will be reviewed and changed.
- Future modification surrounding reimbursement of travel miles in attending PMI events will be rephrased for clarity.

Transition Planning Resources

- Board member access to documents and toolkit will take effect July 1st (page 1 of section).
- Saby will place the contents of this board member transition online, indicating useful links.
- Leadership toolkit permission is for VPs and above. Within the Toolkit are chapter statistics by year and by region.
- Friday Facts newsletter are sent to board members electronically via email from PMI Global.
- PMI Learn for Volunteers is a link that stores past LIM presentations if unable to attend LIM (note: not Region 1).

Conditions of Satisfaction

The participants identified areas as a new board to commit to one another. Items, behavioral acts and points of view were noted however they will be discussed in full when all Board members are present:

- Respect
- Let a person finish before interrupting
- Focus on actions or goal-setting instead of emotions
- Be open-minded
- Be professional and approachable
- Goal to bring the best for our members
- OK to offer opinions however present the research and data to the board for a board discussion; Board will then align, obtain buy-in and Board support
- Take offline for behavior course correction
- Every board member feels they can freely approach one another for any concern or question. Concerns/ questions were suggested to be discussed at the board meeting listed in the minutes as an agenda item.
- To be held accountable; “Singular Persona”
- Honor

Other Notable points for PMI Board 2016 - 2017

- Board meetings will occur for July and August. July agenda will apply focus to Board strategy and conduct.
- Board members were encouraged to view the PMI Global Marketing Portal for useful content.
- Ubuntu motto: “I am who I am because of who you are”
- Suggestion made to purchase a book for all Board members: “First 90 days” for onboarding into a new position
- Future team-building event to be discussed and organized in July.
- Reminder for Board member to complete expenses within 60 days and identify a note of where the budget is applied.
- Suggestion to review the Member statistics 2015 Summary report as well as a review of strategy goals
- Suggestion to review the utilization of PMI Fellows
- Suggestion for portfolio owners to develop SMART goals to be encapsulated within 12 months
- Secretary team to combine strategy notes June 2015 and Feb 2016 to help with the July sessions

Feedback on Session

- **Good:** Content on the Board Transition Folder, beautiful grounds
- **Bad:** Closed-in feel of the meeting room, hot food, coffee, not a central location



Meeting Adjourned: at 12:15 PM

Respectfully submitted,
Maria Schaeffer, Secretary

Maria Schaeffer