



PMI Board Meeting Minutes

Meeting Date: April 07, 2016, 6:00 PM **Meeting Location:** City of Portland

1900 SW 4th Avenue, Conf Rm 2B,
2nd Floor, Portland, OR

Name	Title	Present	Status Report
Saby Waraich	President	Yes	N/A
Jimmy Godard	President Elect	Yes	N/A
Bob Bondaruk	Past President	No	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	No	No
	VP at Large	No	N/A
Alan John	VP Outreach	Yes	Yes
Stephen Wilks	VP Operations	Yes	Yes
Gay Lynn Calonge	VP Membership	No	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
Donna T. Richardson	Assistant Secretary	Yes	N/A
Chen Chen	Director of Technology	Yes	N/A
Ralph Pero	Volunteer Recognition Member	Yes	N/A
Velia Robles	Assistant Director of Technology	Yes	N/A

1) Standard items I:

a) Meeting called to order: 6:25 PM (Jimmy called the meeting to order/ Stephen seconded the order)

b) Announcements and Volunteer Recognitions:

- ❖ Chen introduce Velia Robles as the Assistant Director of Technology.
- ❖ Volunteer Recognition

No.	Nominator	Recognized member	Reason/ Comments
1	Jean	Greg Hawkins, Stephanie Smith	Commitment and performance to-date on workshops
2	Jean, Stephen	Valerie D'Sayer, Mark Saindon	Ongoing effort and hard work on the planning of the Annual Conference. They have been working many hours planning the event
3	Stephen, Jimmy	Tech Team	Fantastic preparation and roll out of Google Apps
4	Shannon	Penelope Luedtke, Ralph Phero	Volunteer Recognition Event; the commitment and effort to-date in the portfolio
5	Lokesh	Larry Peacock	Great performance in his presentation, marketing and planning to-date for the Veterans Fair 5/22
6	Lokesh	Kaylan Adams	Hard work to-date and professional delivery
7	Chen	Nina Chamlou	Google training to-date
8	Maria	Donna T. Richardson	Enthusiasm into the position and work efforts to-date, especially her participation in the last strategy session.
9	Saby	PMP Cert Team	Dedication and efforts to-date. "These are own unsung heroes".

c) Approval Minutes: For March 2016 Minutes, Saby moved and Stephen seconded motion to approve as recorded. The vote was unanimous.

d) Financial Status: (All original numbers are as of //16) – No update this week however will have the data next week, per Finance.

2) Old Business:

a) Region 1 Conference

- ❖ Jimmy reported that the planning and logistics have progressed well.

Jimmy identified an open slot due to a last-minute cancellation, so if there

is a volunteer able to fill that spot, to contact Jimmy. Jimmy reminded the Board of the event date, April 15, 2016.

b) Networking / Community Involvement Update

- ❖ Oregon Food Bank (OFB): Jimmy reported out that the March OFB was a success and a great experience as the volunteers packaged apples and potatoes. Photos taken were sent over via Twitter during the event.
- ❖ Winterhawks (3/20): Jimmy reported out an exciting game and great turnout of volunteers.
- ❖ Jimmy identified a near-future Timbers game as well as another OFB event.

c) Annual Conference Update

- ❖ Valerie presented a dashboard in which the Portfolio utilized to report out the status of the conference planning. Valerie stated that the planning is progressing 'on track' to expectations, however will monitor and apply more focus to the planning and execution of speaker acquisitions.
- ❖ Jimmy provided feedback for the Professional Development portfolio to monthly report-out major impact risks/ spot mitigation that may threaten significant milestones.

d) Board Election

- ❖ Jimmy received a few nomination forms, however waiting on more.
- ❖ Jimmy acknowledged that the positions are open into VRMS and the communication will be sent via e-blast. Deadline of the nominations forms is April 15th. Open positions to-date are:
 - i. President-Elect
 - ii. VP of Membership
 - iii. VP of Large
 - iv. VP of Operations
 - v. VP of Outreach
- ❖ Jimmy stated he will post the nominated candidates online May 1st for voting.

e) Strategy Session Recap/ Action Item Review:

- ❖ Board agreed to defer topic to next board meeting.

3) Standard items II:

a) Portfolio Updates:

I. Programs

II. Membership

- ❖ Shannon acknowledged the volunteer event date is on June 4th and that the save the date e-blast will be coming. The Portland Spirit details have been confirmed. A photo booth is being considered for the event.
- ❖ Shannon passed on Penelope's (Director of Volunteer Recognition) request for members to recognize volunteers on the website for the volunteer of the month recognition. Saby requested to also utilize the LinkedIn.
- ❖ Shannon reported that under the Quality team, the work and performance have been steady and meeting status quo. The portfolio will be pursuing a new Director of Quality.
- ❖ Shannon stated that the portfolio will apply more focus on Member Services and better volunteer engagement as a go-forward plan.

III. Operations

- ❖ Stephen reported that the use of communication and tracking tools Trello and Slack within the chapter volunteers are at full swing.
- ❖ Stephen reported that the migration to Google was successful. Stephen acknowledged that the Google apps and forms are now being used. The focus and planning will be to develop a standard for role-based positions. The Tech team offered training for Google Apps and Forms.
- ❖ Stephen stated that a contract to sign with Crowd Compass application (event management communication) for the Chapter events (including Annual Conference) is active and in-play. Stephen placed a motion of \$6,000.00 (maximum \$)/year for the chapter to use Crowd Compass for the max of 3 years out of strategic reserves. Stephen made the motion and Lokesh seconded the motion. Vote was unanimous, and therefore the motion carried.

- ❖ Stephen clarified that the Tech team will own the responsibility to monitor Crowd Compass's maintenance services.

IV. Professional Development

- ❖ Jean identified that workshop developments have been progressing well. There will be a SAF (Agile) workshop coming and the instructor is Greg Smith.
- ❖ Jean shared that attendance on a recent workshops have resulted in high numbers with local instructors like Jeff Oltmann, and low numbers with out-of-town instructor travelers.
- ❖ Jean stated that Ashish developed and distributed a survey to evaluate the PMP Exam prep course. The survey data will be evaluated and reviewed with the data of students who passed, failed, or delayed their exam date after taking the course.
- ❖ Jean reported that the Mentoring program will kick off another 6-month cycle in which there will be another new mentor-mentee match up.
- ❖ Jean identified that the PMI Talent triangle has affected the certificate holders of ACP limiting the PDUs able to claim. Jean reported that she will extend the special project PDU Expert another year in order to address and close general issues.
- ❖ Jean reported the portfolio will do a retrospective on the Annual Conference, possibly requiring a longer strategic plan. Jean confirmed that Intel will have presence at the conference and a good representation of PMOs.
- ❖ Jean requested that the recently ratified Discount/ Refund-retake policy request be added to the Board Portal. Maria will request Jani to add them as holder of the document control.

V. Marketing

- ❖ Lokesh provided an update that the Director of Military Liaison, Larry Peacock secured the Project Management Fair for Veterans' event location with the City of Portland, 5/22 12 – 5PM. Lokesh relayed that Larry is still seeking more career sponsors, and that he requests that Board members extend their network reach in support of the event.
- ❖ Lokesh announced that Event link is set up and will be live for registration 5/1. An event flyer will be posted and updated in the website, information will be updated in the newsletter and in the chapter's social media channels. The update will also be announced at the Chapter meeting 4/19.

- ❖ Lokesh identified that Mike Goss resigned as Director of Sponsor Programs, and so Lokesh will be pursuing a replacement.
- ❖ Lokesh stated that he and Bob will visit the Convention Center and take photos to market for the sponsors.
- ❖ Lokesh announced that the Director of Social Media, Sherry Morisch, moved to Director of Marketing and so Lokesh will seek support for social media.
- ❖ Lokesh stated that sponsorship online page, In-kind Sponsorship Form, was updated for sign-up. An online events form will create and drive event exposure, and thus will be ready within 3-4 weeks.

- VI. Outreach**
- VII. At Large**
- VIII. Execs**

4) New Business

a) Google Hangouts as a Conferencing tool:

- ❖ Stephen addressed that Google Hangouts application requires training and thus the learning curve will take some time for adjustment. The Tech team will be putting together training.

b) VP at Large Open Position

- ❖ Saby announced that Josh stepped down from his position. Board agreed for President to appoint for the 3 months remaining prior to the election.

c) General members business meeting:

- ❖ Saby commented that the planning starts now for the May report out. Saby will send the slide deck from last year and send it out to the portfolio owners. At the next chapter board meeting, the slides to be updated will be reviewed. Saby stated he will inform Jani to publish an announcement in May for members to be informed 30 days before the June meeting.
- ❖ Saby announced that PMI-EF is sponsoring student scholarships in which applications are due May 1st and will be in the chapter media channels.



d) Volunteer Management Initiative VRMS Update:

❖ None

5) Opens

a) Strategy Session PDU Alignment: Board decided to defer to next meeting as well as the recap discussion of February Strategy Session.

Meeting Adjourned: At 8:07 PM, AJ adjourned the meeting, Carrie seconded the motion. Vote was unanimous.

Respectfully submitted,
Maria Schaeffer, Secretary

Maria Schaeffer

(Note: Below is a list of upcoming events that will continually be updated monthly at the time of the Board meetings).

Item No	Board Member Event Calendar	Dates	Details
1	Region 1 Conference	4/15 – 4/17/16	Vancouver Island Chapter
2	April Chapter Dinner	4/19/16	Double Tree
3	Strategy Session – New Board member	June 2016	TBD