



PMI Board Meeting Minutes

Meeting Date: February 11, 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	Yes	N/A
Bob Bondaruk	Past President	Yes	N/A
Maria Schaeffer	Secretary	Yes	N/A
Carrie Hertel	VP Finance	No	N/A
Lokesh Aggarwal	VP Marketing	Via Phone	No
Titu Hariharan	VP Programs	Via Phone	No
Josh Moriarty	VP at Large	Yes	N/A
Alan John	VP Outreach	Via Phone	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	Yes	N/A
Valerie D'Sayer	AVP Prof Development	No	N/A
Donna T. Richardson	Assistant Secretary	Yes	N/A
Jani Hansen	Web Master	Yes	N/A
Nancy Cole	Web Admin	Yes	N/A
Shancy Holland	Web Admin	Yes	N/A
Larry Peacock	Director of Military Liaison	Yes	N/A
Mike Goss	Director of Sponsor Programs	Yes	N/A

Ralph Tero	Volunteer Recognition Member	Yes	N/A
Kaylan Adams	Newsletter Director	Yes	N/A

1) Standard items I:

a) Meeting called to order: 6:12 PM (Saby called the meeting to order/ Gay Lynn seconded the order)

b) Announcements and Volunteer Recognitions:

- ❖ Saby welcomed the new guests noted above and introduced all Board members
- ❖ Saby recognized two PMPs, Ashish and Donna.
 - ❖ Saby recognized February birthday members: Carrie, Bob, and Kaylan.
- ❖ Volunteer Recognition

No.	Nominator	Recognized member	Reason/ Comments
1	Bob	Jean and Shannon	Organizing Annual Conference brunch
2	Jean	Valerie	Stepping into her role thus far and taking ownership to lead
3	Gay Lynn	Ralph	His work to-date as a volunteer recognition member
4	Jani	Shancy, Nancy	Their teamwork and support to-date
5	Shannon	Stephen	Being helpful in all efforts with technology, especially Stephen's effort to clean up the dropbox.
6	Shannon	Jani	Her active role in the volunteering management initiative; her hard efforts and volunteer work
7	Saby	Volunteer Recognition team	Kick started the LinkedIn
8	Jean	Jimmy	His active efforts with the Annual Conference thus far.
9	Lokesh	Mike Goss	Lokesh recoMike Goss – great efforts in making new videos, and sponsor efforts
10	Lokesh	Kaylan Adams	Her diligent effort to-date as Newsletter Director

Saby noted recognitions through LinkedIn. Saby recommended that all Board members post and like our volunteers in LinkedIn.

c) Approval Minutes: For January 2016 Minutes, Gay Lynn moved and Stephen seconded motion to approve as amended. The vote was unanimous.

d) Financial Status: (All original numbers are as of 1/31/16)

Metrics

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

Budget to Actual Observations

- TBD once budget is in place

Financial Reports

- **Financial Position as of January 31, 2016**

Operating Account (\$)	147,887
Strategic Reserves (\$)	40,791
Emergency Fund (\$)	120,000
Total (\$)	308,678

- **Strategic Reserves Position as of January 31, 2016**

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

- **December Chapter P&L Review**

Income (\$)	29,774
Expenses (\$)	15,192
Net(\$)	14,582

- **Year to Date thru January 31, 2016 Chapter P&L Review**

Income (\$)	29,774
Expenses (\$)	15,192
Net(\$)	14,582

Budget Notes:

- 3 workshops with income coming in but no expenses yet which makes January numbers look good.
- Applying one last look of the Budget (version 3) before I put budgets in.
- Hotel/Lodging is for Region 1.

**All original numbers are as of 02/10/16*

2) Old Business:

a) Region 1 Conference

- ❖ Jimmy provided a status of the 17 members who will be attending the conference and the travel arrangements made thus far.

b) PMP Boot Camp Registered Education Provide (REP) Update

- ❖ Saby stated that the chosen REP is Goss Consulting (Mike Goss). Mike and Saby will meet next week to onboard and discuss dates. The planning thereafter will then be transferred to Professional Development. PMP Boot Camp will be a 4- day class.

c) Networking Opportunities Update

- ❖ Bob commented plans for a Timbers, Winterhawks event, Thorns event, and a non-sports event in the future.
- ❖ Jimmy informed the Board of the already scheduled community involvement event with the Oregon Food Bank that will be held 3/19/16.
- ❖ For other venue ideas for community involvement events, Jimmy requested for members to send ideas to Jimmy which can offer a sizable space for participation.
- ❖ Jimmy identified the web page in our website that identifies the events planned for the chapter.

d) 2016 Budget Recap

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

3) Standard items II:

a) Portfolio Updates:

I. Programs

- ❖ Titu identified new volunteer members who have joined her team. The new AVP of Programs is Ric Ferrin and Pat Mullany is the new Director of Registration.
- ❖ Titu will present at next board meeting some registration concerns and topics.

II. Membership

- ❖ Gay Lynn reported that a quality team is being formed.
- ❖ Gay Lynn indicated that the volunteer initiative is progressing well with Jimmy's support.

III. Operations

- ❖ Stephen reported that the Tech team is working towards reducing the support of Jani to effectively distribute roles within the Web and Tech team.
- ❖ Stephen reported that the A/V team will want to work with the Professional Development team for upcoming support with the Annual Conference.

IV. Professional Development

- ❖ Jean recognized a new Annual Conference Volunteer-Director/ScrumMaster, Mark Saindon.
- ❖ Jean indicated the progress of education and affiliation with PMOs.
- ❖ Jean will address in future with her team a banner design and regard the effort a marketing budget for workshops.

V. Marketing

- ❖ Lokesh stated at the next meeting, there will be a presentation from Larry Peacock as Director of Military Liaison.
- ❖ Lokesh stated that Marketing is starting to engage in the Annual Conference and so will be recruiting more volunteers.
- ❖ Lokesh provided social media statistics on the chapter noted below:

MEDIA CHANNEL	STATISTICS
LINKED IN	<ul style="list-style-type: none"> ▪ Status: live since August 9th 2008 ▪ Members: 2136 as of February 7, 2016
FACEBOOK	<ul style="list-style-type: none"> ▪ Status: live since May 2013 ▪ Members: 497 as of February 7, 2016
TWITTER	<ul style="list-style-type: none"> ▪ Status: live since March 2011 ▪ Members: 1373 as of February 7, 2016
NOTES	<ul style="list-style-type: none"> - Followers - 1374 which is up 50 followers from last month. - Mentions - 42 which is up 13% - Profile Visits - 269 which is down 50% - The drop in Profile Visits is attributed to posting only 3 days a week instead of 5 days a week.

VI. Outreach

- ❖ AJ reported that Regina is currently undergoing the onboard process.
- ❖ AJ stated he is currently pursuing Business Outreach position

VII. At Large

None

VIII. Execs

❖ None

4) New Business

a) Web Group management update:

- ❖ Jani presented a succession plan to the board as Jani will be retiring sometime in the near future (2+ years). Jani presented a short-term plan and a long-term plan for Board review and input. The long term plan consisted of training using the RACI and process improvements, assigning more web volunteers, and assigning a PM to work alongside for transitional purposes.
- ❖ Jani requested a formal response with a target of March 15th.
- ❖ Jani requested a long term tactical plan with a target June 1st.
- ❖ Board agreed that the plan will be discussed at the Board's February 20th session. Operations portfolio will own the action items out of the succession plan.

b) Feb 20th Strategy Session Update:

- ❖ Jean provided the details to the event via email. Breakfast and lunch will be provided and session will be from 8 AM to 5 PM at the Marriott Courtyard.
- ❖ Titu requested that if there are any dietary restrictions to please contact her.

c) Annual Conference and Professional Development Portfolio:

- ❖ Jean reported 41 planned event days just on service delivery activities, with 66 volunteers to-date.
- ❖ Jean identified portfolio risks: marketing, staffing (propose 20 hr/month for most positions), coordination/ methodology (using Agile methods), monitoring, rate of change (rapid rate of growth in the portfolio, changes in the planning and executing of the annual conference, PMP bootcamps,

increase in workshops, focusing on expanding the ACP's market penetrations)

❖ Jean stated Annual conference changes noted below:

- i. Target number: 500 each day; 2 day conference, agenda timeline:
9/ 9:30 AM – 4:30/ 5 PM
- ii. Happy hour and community panel evening on the first day
- iii. 2nd day 8 AM – 4 PM
- iv. Professional venue to be at the Oregon Convention center
- v. Opening/ Closing keynote each day
- vi. Day 1 – speaker presentations/ Day 2 – Open Space
- vii. One main room and 5 breakout rooms (100 persons per room)
- viii. 5 tracks for speakers: Leadership, technical, business strategy, BSA, Agile
- ix. Dates confirmed for Aug 26 and 27.
- x. Reporting changes: Trello and a separate Slack channel will be used for annual conference committee internal discussions and steering committee
- xi. Volunteer policy change: discount as a % off the regular price, and there will be a limit to the amount of volunteers.

❖ Jean indicated a Certification Retake policy proposal change, as noted below:

- i. Certification class retake at no cost will be on case-by-case basis, at the discretion of the Professional Development Portfolio
- ii. A 25% discount will be honored if a participant has taken the class before and did not take the certification exam; 75% discount if the participant has taken the class before, took the test within 3 months of class conclusion, and failed the certification exam
- iii. Board will review the policy change and Board will make a board decision at a later date.

d) Board Election:

❖ Bob stated planning and transitional training will commence in April.

5) Opens

None

Meeting Adjourned: At 8:15 PM, Gay Lynn adjourned the meeting, and Jimmy 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	Feb Chapter Dinner	2/16/16	Double Tree
2	Strategy Follow-up Session	2/20/16	Courtyard Marriot, 9300 SE Sunnybrook Blvd; 8 AM – 5 PM
3	Mar Chapter Dinner	3/15/16	Double Tree
4	Community Involvement: Oregon Food Bank	3/19/16	NE 33 rd Oregon Food Bank 1:30 PM
5	Winterhawks Member Networking Events	3/20/16	Moda Center, 5 PM
6	Region 1 Conference	4/15 – 4/17/16	Vancouver Island Chapter
7	April Chapter Dinner	4/19/16	Double Tree

8	Strategy Session – New Board member	June 2016	TBD
9	LIM Conference	Sep 2016	San Diego
10			
11			
12			