



PMI Board Meeting Minutes

Meeting Date: June 09, 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 | 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 | No | No |
| Alan John | VP Outreach | Yes | Yes |
| Stephen Wilks | VP Operations | Yes | Yes |
| Gay Lynn Calonge | VP Membership | Via phone | No |
| Jean Richardson | VP Prof. Development | Yes | No |
| Shannon Musson | AVP Membership | Yes | N/A |
| Ashish Gupta | AVP Prof Development | No | N/A |
| Valerie D'Sa-Mayer | AVP Prof Development Events | Yes | N/A |
| Donna T. Richardson | Assistant Secretary | Yes | N/A |
| Megan Roche | Asst Director of Volunteer Chapter Hiring | Yes | NA |
| Greg Spehar | Asst VP of Outreach | Yes | N/A |
| Chen Chen | Director of Technology | 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 recognized guests: Shannon, Megan, Greg, Chen and Donna
- ❖ Volunteer Recognition

| No. | Nominator | Recognized member | Reason/ Comments |
|-----|-----------|--|---|
| 1 | Gay Lynn | Volunteer Recognition Team | Putting on the event June 4th |
| 2 | Jean | Valerie | Speaking on Jean's behalf at the event |
| 3 | AJ | Greg | Speaking on Greg's behalf at the event |
| 4 | Jean | Mike McGowan, Speaker Committee | Great job in selecting the speakers for the upcoming conference |
| 5 | Jean | Conference committee | No fuss, no muss with the loss of an entire speaker panel; implemented the backup plan smoothly |
| 6 | AJ | Carrie | Taking a selfie and meeting members in the June 4 th event. |
| 7 | Jimmy | Marketing team | Going through transition and developing processed – good job staying together |
| 8 | Jimmy | Saby | Leadership; behind the scenes work to buffer any issues |
| 9 | Shannon | Margaret, Jani, Stephen, Jimmy and Ralph | Working hard since November with the Volunteer Management Initiative (MI) |

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

d) Financial Status: April 2016 Budget vs Actuals provided below.

Report for (All original numbers are as of 4/30/16)

Metrics

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

Budget to Actual Observations

- 28% of Budgeted Income; 27% of Budgeted Expenses

Financial Reports

- **Financial Position as of April 30, 2016**

| | |
|--------------------------------|----------------|
| Operating Account (\$) | 131,991 |
| Strategic Reserves (\$) | 40,791 |
| Emergency Fund (\$) | 120,000 |
| Total (\$) | 292,782 |

- **Strategic Reserves Position as of April 30, 2016**

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

- **April Chapter P&L Review**

| | |
|----------------------|----------------|
| Income (\$) | 15,116 |
| Expenses (\$) | 23,460 |
| Net(\$) | (8,344) |

- **Year to Date thru April 30, 2016 Chapter P&L**

| | |
|----------------------|-----------------|
| Income (\$) | 98,939 |
| Expenses (\$) | 111,005 |
| Net(\$) | (12,066) |

Budget Notes:

- Carrie has been mostly MIA for the last few months but is back up and running since 6/6/16. Been spending time this week catching up and closing the loop.
- May financial report is delayed due to the bookkeeper being out this week. Carrie will be syncing with her more on beginning of the month availability so we can have this report on time at the board meeting each month.
- Zoho Expense reporting tool still in progress. Have purchased a small license to get the kinks worked out before rolling out to the rest of the team.

- Quickbooks training coming up soon for new board members and those who would like a refresher.

**All original numbers are as of 06/09/16*

2) Old Business:

a) General Members Annual Business Meeting

- ❖ Saby will compile all and reminded relevant VPs and members to send updates to Saby as soon as able before the June 14th meeting.

b) Networking / Community Involvement Update

- ❖ Bob announced the next networking event to be the Thorns game July 30th at 7:30PM. Bob added that the registration will start June 15th.

c) Annual Conference Update

- ❖ Valerie reported a dashboard of results for the Annual Conference. Dashboard will be distributed along with the minutes.

d) Board Election

- ❖ Jimmy recognized incoming and outgoing members at the meeting.

e) Strategy Session Recap/ Action Item Review

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

f) LIM in San Diego

- ❖ Jimmy reminded members to send email of interest of the September 22nd – 24th event.
- ❖ Jimmy stated that the headcount is to be finalized by 11:59 AM tonight to reserve rooms.

3) Standard items II:

a) Portfolio Updates:

I. Programs

- ❖ none

II. Membership

- ❖ Gay Lynn stated that she will be supporting Shannon to help fill gaps in the Membership portfolio.
- ❖ Gay Lynn stated that Lynn Johnson is currently still supporting Quality, however there are new prospects to pursue for the Quality position.
- ❖ Gay Lynn reported that she will need to fill positions as some volunteers move up to upper level positions.
- ❖ Shannon acknowledged the new hire of Megan Roche on a new position of Assistant Director of Volunteer Chapter Hiring and the pursuit to implement more of the Guest pass program at our chapter dinner meetings.
- ❖ Shannon stated that she has a volunteer to help with TrackitForward with the support of Stephen.
- ❖ Shannon announced that there will be new job descriptions for seven positions in the New Member services team.

III. Operations

- ❖ Stephen announced that the google apps migration is complete.
- ❖ Stephen identified that the Web team's new member training was conducted well.
- ❖ Stephen reported some unplanned work as the Annual Conference has kept the team busy, along with some issues with Proteon.

IV. Professional Development

- ❖ Jean reported PMP Bootcamp issues with the current vendor and thus the team will look into a second vendor.
- ❖ Jean reported that Peter Heaver, ACP Certification Director, is on track for the curriculum setup in the fall.
- ❖ Jean commented that the survey evaluation and process is with Ashish to report status.
- ❖ Jean announced that the mentoring event will kick off in July.

V. Marketing

- ❖ Lokesh identified seven more volunteer positions to fill out of seventeen.
- ❖ Lokesh reported social media status followers: end of May 135 likes; 392 followers in Twitter

VI. Outreach

VII. At Large

VIII. Execs

- ❖ Saby identified a Board request from the Web team to consider moving documents from the Board Portal to Google Drive. The intent is to reduce the web support maintenance in updating documents in the web pages. AJ raised the motion to move documents; Stephen seconded the motion. Motion approved. Maria will drive the direction and seek the support of the Web team.
- ❖ Jimmy identified the open position of VP at Large and requested nominations. The steps will then involve interviews that will lead to an appointed volunteer for the role.

4) New Business

a) Board Transition Meeting

- ❖ Saby announced the meeting details to the meetings, which involved an overview of the role policies and a refinement of our strategic goals.
- ❖ Maria shared the location and venue details requesting representation from all portfolios (i.e. AVP invites).

b) Document Management system

- ❖ Stephen reported that Google Drive is now the standard for file storage and repository away from Dropbox. Stephen stated that if there are any issues to please communicate them to the newly elected VP of Operations, Chen.
- ❖ Jean recognized Stephen for his effort in driving the Dropbox migration to Google.
- ❖ Stephen provided recommendations and suggestions in sharing a file rather folder, outlining 'How-to's" and placing them on each portfolio folders.

c) PDU Reporting

- ❖ AJ announced that a presentation slide will be sent out for status reporting.

d) Financial Payment Processing to World Trade Center

- ❖ Jean identified a payment processing concern from World Trade Center on events like workshops that are being held there. Jean and Carrie

resolved the concern for a past due invoice, and thus a communication plan is now in place with Finance.

e) PMI Global Updates

- ❖ Jimmy shared that he was pleased with the social media interaction during the Region 1 conference.
- ❖ Saby requested a recruitment search for a new PMIEF liaison.
- ❖ Saby announced that a SeminarWorld conference will take place here in Portland July 21 – 22. Saby sent materials to market and identified one complimentary pass given to PMI Portland from SeminarsWorld. Jimmy and Saby will discuss the use of that pass and will request in future volunteer support presence during the conference.
- ❖ Saby announced that April Burton will replace Darryl Jackson as the new chapter member partner.

f) Photography taken at PMI Events

- ❖ Jean raised a concern with the current terms and conditions of photography at PMI events. Jean requested that the policy be modified with an option to opt-out of photographs publically posted. Jimmy suggested the change option for a person to contact the web master and request a picture removal. Exec team agreed to revise the verbiage and implement the change on the website.

5) Opens

Meeting Adjourned: At 8:13 PM, Stephen adjourned the meeting, AJ 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 | Strategy Session – New Board member | June 2016 | TBD |
| 2 | June workshop – Org. Change Management for Teams | June 10, 2016 | |
| 3 | Chapter Dinner meeting & Annual Business Meeting | June 14, 2016 | |
| 4 | Workshop – Certified Scaled Agilist | June 16-17, 2016 | |
| 5 | Workshop – Getting Great Results from Retrospectives | July 07-08, 2016 | |
| 6 | Annual Conference | Aug 26 – 27, 2016 | |
| 7 | | | |