

PMI Board Meeting Minutes

Meeting Date: March 10, 2016, 6:00 PM

Meeting Location: City of Portland
1900 SW 4th Avenue, Conf Rm 4A,
4th Floor, Portland, OR

Name	Title	Present	Status Report
Saby Waraich	President	No	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
Josh Moriarty	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	Yes	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
Trish Kelly	Director of Toastmasters Club	Yes	N/A

1) Standard items I:

- a) **Meeting called to order:** 6:21 PM (Jimmy called the meeting to order/ Stephen seconded the order)

b) Announcements and Volunteer Recognitions:

- ❖ AJ requested that the PDU reporting of the Strategy session be addressed as an open item.
- ❖ AJ announced new VP of Outreach, Greg Spehar, and Dustin Roth as Director of Business Outreach
- ❖ Volunteer Recognition

No.	Nominator	Recognized member	Reason/ Comments
1	Shannon	Margaret Matera, Jani, Kathy Kiwala, Jimmy, Stephen	Their ongoing commitment and hard work towards the volunteer management initiative
2	Stephen	Tony, Director of Audio Visual	Actively promoting A/V skills
3	Stephen	Jani, Chen, Nina Chamlou	Stepping up on their efforts with Technology/ Operations portfolio
4	Shannon	Penelope	Delegating, stepping up, and expressing her leadership skills
5	Jimmy	Jean, Valerie, Mark Saindon	Wonderful work to-date in the Annual Conference
6			

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

d) Financial Status: (All original numbers are as of 2/29/16)

Metrics

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

Budget to Actual Observations

- Budget is not final in Quickbooks yet, but these numbers should be fairly close
- 18% of income
- 8.5% of expenses

Financial Reports

▪ Financial Position as of February 29, 2016

Operating Account (\$)	163,983
Strategic Reserves (\$)	40,791
Emergency Fund (\$)	120,000
Total (\$)	324,774

▪ Strategic Reserves Position as of February 29, 2016

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

▪ February Chapter P&L Review

Income (\$)	33,479
Expenses (\$)	16,753
Net(\$)	16,726

▪ Year to Date thru February 29, 2016 Chapter P&L Review

Income (\$)	63,253
Expenses (\$)	34,362
Net(\$)	28,891

Budget Notes:

- Just started putting in budget for Quickbooks today (3/10) so I am still doing some validation and checking.
- Taxes are in progress and should be done in a few weeks (due May 15th).

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

2) Old Business:

a) Region 1 Conference

- ❖ Jimmy stated that the transportation arrangements are complete and that information on registration, hotel, and ferry information were sent.
- ❖ Jimmy recommended for all portfolios to present a synopsis as a conference re-cap.

b) 2016 Budget Recap

- ❖ Carrie stated that the approved budget was sent over via email, and that any requests for clarification be sent over to the finance team.

c) Networking / Community Involvement Update

- ❖ Oregon Food Bank: Jimmy reported about 5 open slots available for 3/19/16 event. AJ recommended that the remaining number of slots be announced at the chapter dinner meeting. AJ also recommended pictures for social media purposes.
- ❖ Winterhawks: Jimmy announced that the Winterhawks 3/20/16 event is sold out.
- ❖ Timbers: Jimmy identified that the Timbers event is 4/16/16.

d) Google doc Update

- ❖ Chen acknowledged a few user challenges logging into the new system, however migration is still underway.
- ❖ Chen identified configuration issues which caused delay; waiting on Proteon for the SSL certificate.
- ❖ Chen recommended to the Board not to schedule events later than 3/20 on Zimbra as the data will not be migrated over.

e) Refund/ retake policy follow-up

- ❖ Jean presented slideshow which identified risks in the areas of marketing, staffing, coordination/ methodology, monitoring, and rate of change.
- ❖ Board agreed and ratified the Refund-Retake policy, enclosed as an attachment to the minutes.

f) Annual Conference Update

- ❖ Valerie presented the Volunteer Discount policy (refer to attachments) and the Board agreed to restate to proposed policy to the following:
 - i. Annual Conference volunteers will receive a 50% discount if they put in a **minimum** of 20 hours **prior to registration, or scheduled to work at the conference.**

- ii. Annual Conference volunteers will receive a 100% discount if they put in a **minimum** of 40 or more hours **prior to registration, or scheduled to work at the conference.**
- iii. In addition, ALL requests for discounts must be approved by the Vice President of Professional Development and/or anyone authorized to do so by the VP of Prof Development
- ❖ Board agreed as corrected above with regard to a minimum set of hours & prior to registration. Stephen motioned and AJ seconded the Board alignment. The vote was unanimous.
- ❖ Jean presented the draft program and communication plan of the conference to-date. Marketing identified a risk and requested an offline discussion to review the marketing plan with the professional development steering committee towards free-/paid marketing. Enclosed are the attachments.

g) Board Election

- ❖ Jimmy stated that the website will announce the available positions by April 1st.

3) Standard items II:

a) Portfolio Updates: Updates were deferred to next board meeting to proceed with new items

- I. Programs**
- II. Membership**
- III. Operations**
- IV. Professional Development**
- V. Marketing**
- VI. Outreach**
- VII. At Large**
- VIII. Execs**

4) New Business

a) Google Hangouts as a Conferencing tool:

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

b) Strategy Session Recap/ Action Item Review:

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

c) Military Liaison Presentation:

- ❖ Larry presented an educational pilot event proposal to the Board called “PM Information Fair” for Veterans. The event was proposed for a half-day seminar with a target date of 5/21.
- ❖ AJ agreed to take on the proposed budget out of the Outreach portfolio and sponsor the pilot. AJ requested other Board members to support. Lokesh agreed to sponsor Larry for the education and marketing the event. The Board voted to accept the event proposal. Stephen/ Lokesh seconded the motion. The vote was unanimous. Board requested future updates from Larry on progress. Attachment is enclosed.

d) Volunteer Management Initiative VRMS Update:

- ❖ Jimmy stated that by April 1st, all positions will go to the VRMS, except for the Annual Conference 2016.
- ❖ Jimmy presented an update on the Volunteer Management Initiative. Attachment is enclosed.

5) Opens

- ##### a) Strategy Session PDU Alignment:
- Board decided to defer to next meeting.

Meeting Adjourned: At 8:07 PM, AJ adjourned the meeting, Lokesh 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	Mar Chapter Dinner	3/15/16	Double Tree
2	Community Involvement: Oregon Food Bank	3/19/16	NE 33 rd Oregon Food Bank 1:30 PM
3	Winterhawks Member Networking Events	3/20/16	Moda Center, 5 PM
4	Region 1 Conference	4/15 – 4/17/16	Vancouver Island Chapter
5	April Chapter Dinner	4/19/16	Double Tree
6	Strategy Session – New Board member	June 2016	TBD
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