



PMI Board Meeting Minutes

Meeting Date: May 12, 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	Via Phone	No
Titu Hariharan	VP Programs	Yes	No
	VP at Large	No	N/A
Alan John	VP Outreach	Yes	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	No	N/A
Valerie D'Sa-Mayer	AVP Prof Development Events	Yes	N/A
Donna T. Richardson	Assistant Secretary	Yes	N/A
Penelope Luedtke	Volunteer Recognition Director	Yes	NA
Ralph Pero	Volunteer Recognition Member	Yes	N/A

1) Standard items I:

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

b) Announcements and Volunteer Recognitions:

- ❖ Saby recognized guests: Shannon, Ralph Pero, Penelope, and Donna
- ❖ Volunteer Recognition

No.	Nominator	Recognized member	Reason/ Comments
1	Jean	Mark Saindon	Fantastic job as scrum master and keeping Jean and Valerie line.
2	Titu	Pat Mullany and Trisha Bowman	Their dedication and efforts to-date.
3	Carrie	Rebecca Buell	Grateful for her work to-date.
4	Shannon, Gay Lynn	Penelope Luedtke	Taking the lead for the June 4 th event as well as the volunteer of the month events. Penelope makes our job easy.
5	Jean	Wesly Smith, Valerie D'Sa-Mayer, Mark Saindon	Booth set up; valet coordinator - logistics
6	Gay Lynn	Titu Hariharan	Her efforts coordinating and helping the June 4 th event.
7	Gay Lynn	Shannon	Her coordination in managing the June 4 th event.
8	Saby	Jimmy, all volunteers who attended Region 1, including Carrie Hertel	Coordinating and planning Region 1 conference; participation and coordination

c) Approval Minutes: For April 2016 Minutes, Gay Lynn moved and AJ seconded motion to approve as recorded. The vote was unanimous.

d) Financial Status: March 2016 Budget vs Actuals provided below. April 2016 Budget vs Actuals partially provided below as QuickBooks updates were in progress at time of meeting.

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

- QuickBooks update still in progress as of this meeting

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 - Will produce later once quickbooks update is done**

Income (\$)	
Expenses (\$)	
Net(\$)	

- **Year to Date thru April 30, 2016 Chapter P&L Review - Will produce later once quickbooks update is done**

Income (\$)	
Expenses (\$)	
Net(\$)	

Budget Notes:

- CrowdCompass strategic investment will come out in May's report

**All original numbers are as of 05/12/16*

Report for (All original numbers are as of 3/31/16)

Metrics

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

Budget to Actual Observations

- At 24% of income so far this year – 22% of expenses

Financial Reports

▪ **Financial Position as of March 31, 2016**

Operating Account (\$)	165,301
Strategic Reserves (\$)	40,791
Emergency Fund (\$)	120,000
Total (\$)	326,092

▪ **Strategic Reserves Position as of March 31, 2016**

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

▪ **March Chapter P&L Review**

Income (\$)	20,568
Expenses (\$)	55,600
Net(\$)	(35,032)

▪ **Year to Date thru March 31, 2016 Chapter P&L Review**

Income (\$)	83,822
Expenses (\$)	87,544
Net(\$)	(3,722)

Budget Notes:

- March budget report is late getting out due to delays in getting QuickBooks populated and an earlier than normal board meeting.
- Includes deposit for OCC for Annual Conference.

**All original numbers are as of 05/12/16*

2) Old Business:

a) General Members Annual Business Meeting

- ❖ Saby stated that the notice has been sent out.
- ❖ Saby announced that each Portfolio owner will speak at the meeting.
- ❖ Saby requested that the slides be sent over updated and meet to the deadline. Meeting will be June 14th and proposed a time duration of 10 min per person. Slides will be restructured so that the each portfolio will be presented per speaker.

b) Networking / Community Involvement Update

- ❖ Oregon Food Bank (OFB): Jimmy reported out that the next event will be on May 21st. Jimmy encouraged members to volunteer.
- ❖ Bob reported the outcome of the Timbers event with 71 registrants, of which, 65 participated.
- ❖ Jimmy identified a near-future Timbers game as well as another OFB event.

c) Annual Conference Update

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

d) Volunteer Recognition Event update

- ❖ For the boat cruise, Penelope suggested a change in the recognition format, eliminating the certificate issuance. Penelope proposed that each VP identify each team/ position within each portfolio, share the role description, and say thank you to the volunteers.
- ❖ Titu confirmed the use of a Photo booth for the recognition event.
- ❖ Penelope identified that a lapel pin will be distributed in lieu of the certificates as well.
- ❖ Shannon reported that there will be a no-host bar, offering unlimited teas and coffee.

e) Info Fair for Veterans update

- ❖ Lokesh reported that Larry Peacock connected with many military organizations to-date.
- ❖ Saby encouraged volunteer presence between 1pm – 5pm and to bring Annual Conference flyers and prospective sponsors.

f) Board Election

- ❖ Jimmy reported that 40 members voted to-date. Target, historically, has been 10% of the members.
- ❖ Shannon recommended that in future to move election information to the front page of the website.
- ❖ Jimmy committed to sending an email to move to the front page in future elections.

g) Strategy Session Recap/ Action Item Review:

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

3) Standard items II:

a) Portfolio Updates:

I. Programs

For June, Titu reported that flowers will be issued in honor of Father's day. The cost of the registration will be \$10 members and non-members, alike.

II. Membership

❖

III. Operations

- ❖ Stephen reported that the Tech Team is in the process of making automated work flows.

IV. Professional Development

- ❖ Jean announced the kick off to the next phase of the Mentoring program in June.
- ❖ Jean reported that the PMI Bootcamp contract will be released by Monday.

- ❖ Jean identified that the PMP Survey results were reviewed, however the team will need to rerun the survey for more validations efforts.

V. Marketing

- ❖ Lokesh reported an upcoming brainstorming session in improving the workshop attendance
- ❖ Lokesh announced an action by May21 to work with the professional development portfolio and build on the the marketing efforts.

VI. Outreach

VII. At Large

VIII. Execs

- ❖ Jimmy announced that LIM will be in September and so Jimmy will send out an email request for Board Members/ VPs to respond with availability and interest.

4) New Business

a) Region 1 Recap

- ❖ Saby announced that approximately 114 volunteers attended the event.
- ❖ Saby shared key take-away points: Sunday keynote speaker was great, and for members to consider running their chapters as a business with the appropriate balance of volunteerism in mind.
- ❖ Saby reported that despite a few missed participants, Portland was well-represented at the conference.

b) PMI Global Updates

- ❖ Saby reported for the first time that the Portland Chapter was prequalified for an upcoming award. Portland applied and the results will be announced at a later date.
- ❖ Saby reported that Darryl Jackson no longer is working for PMI, and that April Burton will be the coverage in the interim.

c) Professional Book Club proposal

- ❖ Shannon presented slides to propose a Professional e-Book Club promoted by PMI Portland Chapter. The presentation will be included with the distribution of minutes.

- ❖ Jean committed to acquiring Ashish’s support to research the proposed vendor’s package, manage the contract and deal with any issues. Jean will report back to the Board for review at a later date.

d) Board Transition Meeting/ Strategy Session

- ❖ Maria/ Saby committed to planning the event and report back the venue location, time and date at our next board meeting.

e) GISI Invoicing procedure

- ❖ Saby/ Carrie encouraged volunteers to request an GISI invoice and then complete an invoice report form. The purpose is to better the payment processing with GISI.

f) Zoho Expense Tracking Tool Demo

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

5) Opens

Meeting Adjourned: At 8:13 PM, Stephen motioned to adjourn the meeting, Titu 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			