



## Project Management Institute Portland Chapter



### Board of Directors Meeting September 2009

**Date:** September 1, 2009  
**Time:** 6:00pm-8:30pm  
**Location:** DeVry University, Door Code: 3124

Start Time	Item	Responsible	
5:30pm	Arrive, Eat Dinner, Chat, hand out materials		
6:00pm	Welcome ,review agenda	Rachel	5 min
6:05pm	Ron Karsten, DeVry	Ron	5 min
6:10pm	Executive Committee Proposal	Jeff O	15 min
6:25pm	Finance Update <ul style="list-style-type: none"><li>Monthly Financial Reports</li><li>Online Education Revenue</li><li>QB Online</li></ul>	Shancy	20 min
6:45pm	PDD Conference – Final Report	Rachel	10 min
6:50pm	PDD Conference Volunteer Recognition	John G.	5 min
6:55pm	Leadership Conference – Attendees / Budget	Rachel	10 min
7:05pm	Membership Retention Status / Assignments	John	10 min
7:15pm	Registration Process Update	Terri	10 min
7:25pm	5 Year Strategic Plan Review	Rachel/Board	30 min
7:55pm	Action Items	Kathy	10 min
8:05pm	Code of Conduct - Review for Changes	Rachel/Board	5 min
8:10pm	Portfolio Status:	Board	18 min
8:28pm	Wrap Up	Rachel	2
2:35pm	Portfolio Programs / Operations	Jimmy	30 min
3:05pm	Next Steps / Wrap Up	Rachel	10 min

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NAME	POSITION	Attended	
		Yes	No
Rachel Paulson	President	X	
Joseph Marrietta	President Elect	X	
Dianne Johnson	Past-President	X	
Kathy Pemberton	Secretary	X	
Jeff Oltmann	VP at Large	X	
Shancy Saban	VP Finance	X	
Jeff Brummel	VP Marketing	X	
Eldon delaCruz	VP of Outreach	X	
Darin Goble	VP Professional Development	X	
Jimmy Godard	VP Operations	X	
Terri Haggmann	VP Programs	X	
John Gugel	VP Membership	X	

### Elevator Speeches

- Handed out elevator speech wallet cards

### Board Discussion / Decisions:

- PMI PDX Executive Advisory Board Project (EAB)
  - Jeff Oltmann presented a proposal to create a project for understanding if we should have an Executive Advisory Board.
- Discussion
  - Senior Executives: Helps show them how they can be of value
  - Make connections. We get access to their networks
  - Have an Executive serve on the board.
    - Who involved from our Board? To be determined.
    - We need one or two people from this board participating.
    - Looking for companies who use project management in a consistent way.
    - Meets twice a year (for an hours at a time)
- After discussion, the board approved the project team to be assembled.
  - Team members are: Eldon, Dianne and Joseph.
- At the November board meeting Jeff to come back to the board with further information.





- Financial Update
  - Invoice processing (A/P)
    - Reviewed with the board to clarify the changes in process and expectations related to coding, approvals and communication. A/P will be processed on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month.
  - Expense reports
    - Expense Reporting Process reviewed with the board to clarify the process for submitting, coding and approving expense reports. VP's and/or Board members are responsible for approving Expense Reports.
  - Job creation
    - Job Creation Process reviewed with board illustrating how to use/create the additional reporting attribute in QuickBooks to report on the profit and loss of events and activities.
  - Accounts Receivable
    - Accounts Receivable Process reviewed with board to clarify the changes in the process where Portfolio Volunteers will negotiate and execute agreements and forward to Finance for invoicing so that accurate Aging Reports can be generated each month. Portfolio VP's will be responsible for ensuring funds are collected.
    - Aging report
    - Proposal to the board: If we are receiving monies – that we make the agreement with them.
      - Email the executed agreement to Elena.
      - She will create the invoice
      - Elena will send the invoice out
      - Board (or designated volunteer) to follow up on Accounts Receivable
      - Any equipment over \$1,000 should be coded as capital
    - Contacted Vantage Solutions to identify Online Training registrations and distributed report of activity, as well as identifying the \$95 of revenue due the chapter.

### Professional Development Conference Report:

- Volunteer recognition
  - Dinner meeting: Recognize the results – and list the highlights / lowlights. Core team pat yourself on the back: Recognize them
  - Put names on the website
  - Gift cards have been given





- Recognize Connie Plowman: Board members to sign

Leadership Institute Meeting:

- Rachel and Shancy to research travel for Conference. Will let the Board know of any decisions.

Membership Retention:

- Phone calls to all: (to find out why people renewed)
  - For the first month – each board member (plus membership team) calls 5 people
  - As long as there's talk points – and a script, callers should have consistency in placing the call
    - Publish the script
    - List of people and spreadsheet to follow
    - Description of what needs to be done

Registration:

- \$10 for everyone who is not pre-registered for dinner only
- See Board Meeting Minutes 08/15/09 Decision Number 4

Five Year Strategic Plan:

- Rachel to have phone conversations to go through plans in detail.

**MEETING ACTION ITEMS:**

No.	ITEM	ASSIGNED TO:	DUE DATE
6	Code of conduct review for discussion	Board	08/28/09
7	Send comments of conduct review to President and Secretary	Board	08/28/09
8	Discuss code of conduct at Board Meeting	Board	09/01/09
11	Business Card discussion (Only VP's and certain portfolios) see Motion in August Look at list of Portfolio and give to Kathy who needs	Board	09/01/09
18	September dinner meeting: Value chapter brings	Rachel and	





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	is PDU's. How to add PDU's. Have Darin do pre-dinner type presentation.	Darin	
19	Jeff B to review survey to determine value of newsletter to PMI members. Develop newsletter based on new look – what improvements can be done this year.  <b>Jimmy to do some poling off website</b>	Jeff B.	
21	Email expense report form and process to the board list.	Shancy	09/14/09
22	Email Profit & Loss Overview for portfolios to Board Members	Shancy	09/14/09
23	Shancy to ask accountant capital limit versus expense	Shancy	09/14/09
24	Chapter Summary, Actual versus Budget, Profit and Loss Performance, Expense by Vendor Summary reports to bring to Board meetings	Shancy	09/14/09
25	Post finance package in Leadership Component website.	Shancy	09/14/09
26	Rachel to bring Connie's thank you card to PMI Dinner.	Rachel	09/15/09
27	Kathy to get board members signature on Connie's thank you card.	Kathy	09/15/09
28	Rachel and Shancy to research travel for Conference	Rachel / Shancy	09/02/09

### Notes or Decisions Made

12. Terri Haggmann provided <b>the following motion:</b> "The board accepts the Project PMI PDX Advisory Board." Jimmy Godard seconded the motion. The motion passed by voice vote of the board.
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