



## PMI Board Meeting

**Date:** September 14, 2010 @ 5:30-8:00 pm PST

**Attendees:** Joseph Marietta – President; Shancy Saban – VP Finance; Suzan Reed-VP Marketing; Diane Brady-VP Professional Development; Steven Heck-VP Programs; Jeremy Black-VP Membership; Carol Haertlein – Secretary; Jim Yan-VP Operations; Rachel Johnson-Past President; Terri Hagmann-VP at Large; Steve Thorton – President Elect;

**Guests:** Bruce Rosenblatt-director of roundtables,

**Out of Office:** List of who is going to be unavailable in the near future.

Carol out of town 9/22-24.

LIM-Rachel, Joseph, Steve T, Terri, Jeff, Shancy 10/6-9

### Action Items:

| Id | Date Raised | Description   | Assigned to | Date Done |
|----|-------------|---|-------------|-----------|
|    | 9/14/10     | Financial analysis of dinner rates  | Shancy      |           |
|    | 9/14/10     | Review rates of other professional/trade organizations  | Steve H     |           |
|    | 9/14/10     | How to make sure only valid sponsors are up on our web  | Suzan       |           |
|    | 9/14/10     | Review process for students at meetings. This needs to go board and make sure contacts are directed correctly | Jeff B      |           |
|    | 9/14/10     | Send out evaluation criteria for membership management system   | Jim         |           |
|    | 9/14/10     | Review evaluation criteria, set priority on items   | Board       |           |
|    | 9/14/10     | Present board docs  | Rachel      |           |

### Discussion:

#### 1. Welcome, Introductions, Review Agenda

- Bruce R, guest.
- Thanks for status reports
- Discussion on bundling status reports and printing. Yes, but stragglers happen.
- No changes to agenda, Rachel standing in for Jeff B.

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## **2. Review and approve last meeting minutes:**

- Delay approval of meeting notes until next meeting
- Business cards for directors in next couple of weeks
- Rachel and Joseph need cards
- Please notify secretary when new volunteers added

## **3. VP Programs-Steven**

- Filled 4 positions
- Developed draft tracking format for speakers bureau (could grow beyond that)
- Dinner keynote and educ speakers for Sept and Oct
- Redirecting support to speakers bureau
- Met with Doubletree on annual dinner meeting contract, current contract through Dec 2010.
  - Holding to understand if we are splitting venues
  - What is the penalty on contract for cancelling? With enough notice, no penalty.
  - Takes about a year to move meeting location
  - Go ahead and sign contract.
  - Develop a team to work a plan for 2013.
- Action items tracking spreadsheet
- Dinner meeting themes - Think about themes/issues we should try to cover in dinner meetings this year. Work with marketing. Previous year created team to lay down themes for whole year. Rachel can help with planning and getting team together.
- Dinner meeting rate review
  - We are not breaking even
  - Increase for students and non-members
  - Propose going into effect Jan 1, 2011.
  - Suzan suggests we will lose people increasing rates.
    - Can we save \$ elsewhere in organization
    - People want to try things before joining, won't at this price
    - Reduce credit card transaction fee
  - Shancy, trying to drive value of membership
  - Financial analysis is available. Shancy to send out
  - Joseph has asked for information about other trade organizations dinner meeting rates
  - Rachel expressed concern about raising rates, that it might drive people away.  
Discussion about whether member enrollment going up or down. According to Jeremy it is going up.





- Shancy, it's not affecting members, it's hitting non-members. Should not cause attrition.
- Send comments on white paper to Shancy, Steve H, Terri

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#### **4. VP Finance-Shancy**

- Financial reports attached at bottom of this report (Need report)
- Will be starting to work on credit card processing, transaction fees
- Expense approval, get hard copy, can scan and email to bookkeeper (see board docs for approved procedure). Expense reports need to be approved. Joseph for board, board members for directors and volunteers.

#### **5. VP Marketing- Suzan**

- Presentation on new branding from GOC
- Newsletter, need help proofreading, costs chapter \$ if Jani is proofing
  - Does everyone know what their portfolio should provide?
  - Get articles in on time and have it proofed before sending it in
  - Pre, Past pres, pres elect, secretary to proof newsletter
  - Need some process built around how to submit articles – not sure about this. Some disconnect on whether there needs to be process or not.
- Printing – Fedex vs Lazerquick
  - Wants one supplier for her team – Lazerquick – could save lots of money
  - Already have an account with Fedex , location and volume
  - Needs further study, financial analysis
  - Taking MPPP printing to Lazerquick may have negated Fedex contact
  - Wants to work with Lazerquick to offer partnership of some sort
  - Do we keep Fedex account? Table for now.
- Sponsorship of dinner meeting
  - \$500 single sponsor - gold
  - \$250 multiple sponsors – silver
  - Recommend only having gold option - agreed

#### **6. President – Joseph**

- Partnering program – Steve and Terri to develop
  - Not everyone has seen it
- Initiative process sent out, send Joseph feedback

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- Shancy & Steve H working on proposal
- MPPP website advertising –
  - Past sponsors still include both dinner and MPPP event sponsors
  - Added Association Partners
- Need to add some process around sponsors. Some never paid but got sponsor.

#### **7. VP Outreach-Jeff by Rachel**

- Filled 2 director roles
- Working on EPMA
- Jeff & Rachel working on Outreach strategy
- Steve says the EPMA volunteer has resigned

#### **8. VP Operations-Jim**

- Director of Technology resigned
- Created 2 positions, posted
- Review/training with Jani
- Working with Suzan on cost of infrastructure, replacement for Memberclicks
  - Diane might have documentation on evaluation of membership apps 2 years ago
  - Jim has a list of criteria for membership system
  - Would like board review of requirements; add items; add what priority you would put on the item
  - Send any vendor leads to Jim

#### **9. VP Professional Development-Diane**

- Certification has no processes written down
- Looking at certification class on east side, potentially Devry on eastside
- Workshops does not have much documentation
- Need to track rate of success with new training materials

#### **10. VP at Large-Terri**

- nothing

#### **11. President Elect - Steve**

- LIM – do not have tracks yet to discuss, can't set up meeting yet
- Region 1 coordination to start in a couple weeks

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- Transition committee – to work out process

#### **12. Past President - Rachel**

- New global website – you should go look around
  - DEP has moved, Components.pmi.org

#### **13. VP Membership-Jeremy**

- Rebuilding communications team
- New member survey, will be paper for now. Moving to electronic option.
- Volunteer positions – board needs to review and make sure it is positioned to market the position, use the chapter meeting as a goal.
- Suzan offered to help with writing position descriptions.

#### **Board meeting location approval.**

- Room small, tight for our size
- Ok, leave it here

#### **Items for next agenda:**

Overview of Board docs for new board-Rachel

#### **Policy/Procedural changes:**

- none

**Meeting Adjourned:** 8:32 pm







## Financial Reports

- Financial Position as of August 31, 2010:
  - Checking Account      \$ 30,298.73
  - Savings Account      \$ 40,193.34
  - CD                      \$ 32,234.81
  - Funds Available      \$102,726.88
  
- September Chapter P&L Review:
  - Income                  \$ 20,075.45
  - Expenses                \$ 19,873.62
  - Net                      \$ 201.83
  
- YTD thru August 31, 2010 Chapter P&L Review:
  - Income                  \$129,170.24
  - Expenses                \$119,442.89
  - Net                      \$ 9,727.35
  
- YTD thru May Chapter Budget vs. Actual:
  - Expenses Budget vs. Actual      \$226,694.00 vs. \$119,442.89 = \$107,251.11 under
  - Income Budget vs. Actual      \$230,830.00 vs. \$129,170.24 = \$101,659.76 under
  - PDD Conference: Budgeted net income was \$20,410 and actual was \$19,761
  - Workshops YTD: Actual Net Revenue **-\$2,970**, Budgeted Net Revenue YTD is \$20,038
  - Dinner Meetings are Operating at a loss of \$8,195 YTD
  - Region 1 Conference: Actual Expense \$5,235 vs Budget \$8,025, Under \$2,790
  - Volunteer Recognition Event: Actual Expense \$4,384, vs Budget of \$5,250, Under \$866
  - EPMA under budget by \$8,500
  - PMP Prep Course: Net Revenue of \$21,051 for one class
  - Hansen Fees and Services:
    - Design Fees; Budget \$5,000 YTD, Actual \$5,262.50
    - Web Development; Budget \$15,755, Actual \$12,588
  
- A/R Aging Detail – Incorrect Reporting
- Expenses by Vendor Summary

## Upcoming Activities:

- Evaluate Credit Card Processing Opportunities
- CD's renewed in September
- Insurance Due in November

