



## PMI Board Meeting

**Date:** December 7, 2010 @ 5:30-8:00 pm PST

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

**Guests:** Karl Rasovsky –director of sponsorship

**Not Attending:**

**Out of Office:** ( list of known upcoming times a board member will be unavailable)

- Teri H Nov 26-Dec 7

### Action Items:

Id	Date Raised	Description	Assigned to	Date Done
	9/14/10	Review rates of other professional/trade organizations, will delegate to director	Steve H	
	9/14/10	How to make sure only valid sponsors are up on our web; new sponsorship contract in place	Suzan	11/9/10
	9/14/10	Review process for students at meetings. This needs to go board and make sure contacts are directed correctly; on website	Jeff B	11/9/10
	9/14/10	Review evaluation criteria, set priority on items	Board	
	9/14/10	Present board docs, review of how to use boards on the web,	Rachel	11/9/10
	10/12/10	Send list of new Memberclicks features with upgrade to the board;	Jim	11/9/10
	10/12/10	Check on availability of adding people to access folders, not necessarily email. Will determine if there are additional \$ involved.	Jim	
	10/12/10	Memberclicks configuration issue on registration for events	Shancy/Jim/Jeremy	
	11/9/10	Look for date/times for teambuilding for board	Joseph	
	11/9/10	Send email asking board to send list of web pages they use regularly	Jim	

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	11/9/10	Send list of things that need to be rebranded for each portfolio	Board	
	11/9/10	Jim and Steve H to check on laptop connections to projector before dinner meeting?	Jim & Steve H	

## Discussion:

### 1. Welcome, Introductions, Review Agenda

- Review Action Items
- Review and approve previous meeting minutes - Approved
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### 2. Secretary - Carol

- Business cards – yes we will get some non-personalized cards. Jeff may need some ordered with names, Jeremy has one also.

### 3. President – Joseph

- Will hold teambuilding exercise for board, lots of new people in team
  - 2 hour session, suggest holding before board meeting
  - Rachel recommends we do in Dec and not wait
  - Difficult to start earlier, difficult to stay later, difficult to schedule 2<sup>nd</sup> meeting
  - Joseph to gather availability data from board
- December Meeting will be budget focus
- November - IPM cancelled, lessons learned next week
  - 20 registrations, insufficient
- Dinner meeting start times – In November the education speaker can't start at 4:30.
  - In December we will go back to a 4:30 start.
  - Needs to be visible to members, it's been confusing
- Rachel, Steve and Joseph met to talk about prioritizing 'important' topics, need to get back together on it
  - Partnering
  - Transition
  - Memberclicks upgrade
  - Document mgmt
  - Branding





- Board restructuring
- Change of venue for dinner meeting
- Diane J to present initiative regarding housing documents for historical perspective in Dec.

#### **4. President Elect - Steve**

- Partnering – Are we keeping track of the sponsors and who is contacting and who is utilizing
  - Critical to success,
  - CRM in long term, need something for initial rollout, evolving spreadsheet
  - Tracking metrics & dashboard, monthly, quarterly
  - Budget \$0
  - Need initial population
- Transition planning
  - Liked notebooks
  - Working on job descriptions & process documents
  - Working on VP checklists
  - Minimize surprises

#### **5. VP Membership-Jeremy**

- Member Retention Proposal
  - \$0 budget, informational only
  - Phone survey prior to renewal, 10%-about 6 a month
  - Assessment of pilot – 6 months out
  - Suggested pre-contact to let people know we will call, what time, what number.
- Mid year thank you next month
  - Time to reintroduce portfolios to chapters
  - Thank volunteers as group
  - Hope this will help inspire some to others to become volunteers
  - Discussion on how best to do this
  - Make sure pictures are taken in November, to use in powerpoint at Dec meeting
  - Add something to volunteers badges in December to make them recognizable
  - 10 minutes maximum

#### **6. VP Operations-Jim**

- Memberclick upgrade – still scheduled for Dec

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- Transparent to us
- Testing
- Will be asking all board and directors for pages that need to be tested
- Rebranding still outstanding
- Suggested we hold final upgrade until after dinner meeting
- Asked about communication plans for outage and for changes – none yet
- New volunteers added
- One of the newer laptops had trouble connecting to the projector at last dinner meeting- need to get with Steve H

#### **7. VP Finance-Shancy**

- Initiative proposal sent – looking for feedback – will post on board docs, glad board starting to use it
- Budget training held, budgets due 11/21 to Shancy and Joseph
- Would like projector in future at board meetings
- Web conferencing – free through GOC – John Huggett
- Surveys also available through GOC
- \$10K transferred to savings for reserve
- Under budget by \$35,0000, Dinner meetings are going well this year
- Cash on hand \$123,623

#### **8. VP Programs-Sтивен H.**

- Reorganized director of speakers into 2 jobs
- Need educational speakers

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

- Agile workshop went very well – looking at agile scrum certification
- Workshops for year are set
- Certification prep course going well,
- Added special class at Daimler for Daimler
- Need trainers for Cert class

#### **10. VP Marketing- Suzan**

- November Newsletter delayed –CIGI to be sponsor as of today, CIGI did printing for PDD, as a thank you for PDD work

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- Will be taking pictures at November dinner meeting
- Need writers, PR and proofreaders
- Karl has been terrific, working also with Preston; may look at splitting job into Sales and followup.
- Will be looking to list of things board needs to be rebranded (will put together a plan – doing as much as possible in December)
- Font – do not need to buy special font

### 11. VP At Large-Terri

- Waiting for direction from presidential triumverate

### 12. VP Outreach-Jeff

- Jeremy asked about cost of banners - \$300
- Jeff has directors – fully staffed
- PGE has an awards program for project mgrs within PGE
- Habitat for Humanity for Outreach
- PMIEF (Educational Foundation) – Focus primarily on education but also has community, youth and disaster recovery programs that can be leveraged at the local chapter level.
- Jeff has accepted the role of PMIEF Liaison for the Portland Chapter.
- Leveraging connection with Nike for presenters at monthly Roundtables and internal PM meetings.
- Executive advisory board – to provide direction for PMI PDX chapter. Jeff Oltmann will not continue with this concept due to lack of traction. He will help with the new concept of the PMO Executive Council.
- Annual PMO Executive Summit- discussion at PMO director/mgr levels
- Business Ambassador program – hoping to start before Christmas

### 13. Past President-Rachel

- Scope Creeps Band is trying to get back together for December meeting
- Region 1 conference planning meeting Wed.
  - What would we want to see presented
  - May 14-15, 2011, Seattle

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- Junior Achievement – trying to develop training program on project mgmt

**Steve T** - LIM, need to get expense reports in, trip reports in

**Jeremy** - Survey Monkey available – we have it in quality team as well. Willing to share. Received newsletter article, suggested to send to Suzan.

**Suzan** – add jobs page to newsletter, workshop page,

**Items for next agenda:**

**Policy/Procedural changes:**

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**Meeting Adjourned:** 8:09 pm





## **Financial Statement:**

- Financial Position as of October 31, 2010:
  - Checking Account      \$ 41,144.94
  - Savings Account      \$ 50,221.81
  - CD      \$ 32,256.36
  - Funds Available      \$123,623.11

**Reflects a \$10,491 increase in cash and a transfer of \$10,000 to savings**

- October Chapter P&L Review:
  - Income      \$ 27,471.96
  - Expenses      \$ 10,122.24
  - Net      \$ 17,349.72
- YTD thru October 31, 2010 Chapter P&L Review:
  - Income      \$177,441.82
  - Expenses      \$142,200.17
  - Net      \$ 35,241.12
- YTD thru October Chapter Budget vs. Actual:
  - Expenses Budget vs. Actual      \$194,978.00 vs. \$142,200.17 = \$52,777.30 under
  - Income Budget vs. Actual      \$197,700.00 vs. \$177,441.82 = \$20,258.18 under
  - Agile Conference on 11/6 – revenues received, not all expenses paid \$9,914.13
  - Dinner Meetings are Operating at a loss of \$5,146.09 YTD
  - LIM Conference –booked \$6,420.53 in expenses, no expenses received from Jeff Brummel and Rachel Paulson as of 11/1
- A/R Aging Detail
  - One vendor payment outstanding for PDD Conference from MS – billed late
  - Three sponsorships will be refunded for PM Day
  - All sponsorships received have been invoiced as of 11/1

## **Upcoming Activities:**

- Evaluate Credit Card Processing Opportunities
- Budget Preparation

