



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; Diane Brady-VP Professional Development; Jim Yan-VP Operations; Jeremy Black-VP Membership; Jeff Brummel – VP Outreach; Terri Hagmann – VP At Large;; Carol Haertlein – Secretary;

Guests: Diane Johnson, Wendy Leer, Jani Hansen

Not Attending: _Steve Heck – VP Programs

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

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	12/7
	9/14/10	Review evaluation criteria for Member Clicks, set priority on items	Board/Jim	
	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-need help from Memberclicks	Jim/Jani	
	11/9/10	Look for date/times for teambuilding for board	Joseph	12/5
	11/9/10	Send email asking board to send list of pages they use regularly	Jim	12/7
	12/7/10	LIM Expenses still due, end of week or PMI won't pay	Jeff, Rachel	
	12/7	All board, Review of budget is due 12/14,	Joseph/Shancy	
	12/7	Starting Sep2011, will raise sponsor rate to \$750	Suzan	
	12/21	Webex 7pm, 12/21 to be scheduled	Shancy	





Discussion:

1. Welcome, Introductions, Review Agenda 6pm

2. Secretary - Carol

- Review and approve previous meeting minutes:
 - Approved
- Review Action Items
- Business cards

3. President – Joseph

- Priority for board Key Initiatives-Partner program(Steve T), transition plan(Steve T), document mgmt (Diane J,?Memberclicks), Memberclicks Upgrade
 - Advertising will be coming up-Suzan
- Team Building- knew we were going to miss 3 people, now it's 5-6, postponed to Jan. Will work with Pamela to get new set of dates proposed. Need board to commit. High priority.
- Volunteer of the month – person who made recommendation should be at meeting to present.
- Email from John Huggett looking for speakers for Global conference.
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4. Operations & Marketing-presentation on Memberclicks upgrade

Need budget and timeline reworked. Budget is not approved, project is to move forward but come back in Jan 2011 with revisions. Operations should be able to cover budget for Dec 10.

5. Operations – presentation on Chapter Historian

Start date slips till Memberclicks completes, most likely an August completion date. Need to start folder structure sooner.

Approve. Needs to be added to budget, if budget not approved, will need to readdress.

Approve to proceed with purchase of hard drive to capture/store historical documents.

4. President Elect - Steve

- Partner Program-goes live Friday
 - On Google docs for now
 - Tracking spreadsheet
 - All board will get emails
- Transition planning
 - Tied to election process
 - Need job descriptions, procedures/business processes

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- Portfolios need to continue this
- Also checklists
- First article in newsletter in January
- March is nominations
- Election in April, May is acknowledgement
- New board to shadow/partner with existing board, do stuff with board as it's being done
- Opportunity to complete documentation
- Transition meeting after June.
- Need to know what are the most critical processes – first 3 months of new board-what's important

5. VP Membership-Jeremy

- Need board to update volunteer list, will use at meeting next week thanking volunteers
- Spent time discussing how to introduce and thank volunteers.
- Member retention calling - would like it to be people who have been with organization for a while
 - a. Joseph and Steve offered to take on calling

6. VP Operations-Jim

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7. VP Finance-Shancy

- Loss in November – included 2 dinner meetings
- Cash position hasn't changed
- About \$10K up
- YTD Both expense and income budgets are under, less spent, less earned than budgeted for
- LIM expenses still outstanding, get them in or PMI won't pay
- Status should include note on upcoming expenses
- Credit card processing – spoken with some vendors, might be able to cut in half

Budget items, need to cut expenses or raise income

- Could we save \$ doing a buffet instead of sit down dinner
- Executive could transition to using Beaverton Community rooms, reduce room fees and dinner.
- \$500 for Food bank, remove and only send them \$ raised. Include \$ for raffle gifts
- Cost of dinner-do we raise rates? Or do we need to improve sponsorship?
- Cost of dinner

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- Revised rates to make more consistent. To take effect March 2011. Shancy to write article for newsletter.
 - Approved
- Suzan will look at next year's sponsorship rates, review other chapters.
- Dec 14, review of budget is due.
- Process question from Rachel, if budget is not approved by Jan 1, we can't spend any money.
 - Board need to get approval on budget.

8. VP Programs-Sтивен H./ by Diane J

- Diane is Director of Speaker Acquisition, needs speaker feedback
 - Rachel -Region 1 has a speaker database plan pending- will connect Diane to it
 - Rachel-Workshop in March on Fri, willing to stay weekend and be keynote
- Bobbi Snow Director of Speaker Mgmt

9. VP Professional Development-Diane

- Quality and metrics big item for team
- Checklists
- Marketing helped with new template for flyers, etc
- Got though prep course, first time for Director.
 - New training course, friction with trainers, not all were prepared for new curriculum
 - Lessons learned – lots of conflict, conflicting stories
 - Students liked curriculum, instructors didn't
 - Need to be clear about what course is, taking the test, not project mgmt 101
 - New materials should provide consistency, help get volunteers to become instructors

10. VP Marketing- Suzan

- New volunteer for Editing

11. VP At Large-Terri

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12. VP Outreach-Jeff

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13. Past President

- Working with Joseph on gift basket/wine, will be on registration table
- Oregon food bank – raffle
- Scope Creeps – not available
- CC&R changes coming- effective 3/1/2011
 - Expanding categories – web learning
 - Adding limits on some categories-requiring some learning PDUs
 - All categories, 1 hour = 1 PDU
 - Should enter your back PDU's now, don't wait till after this change.

Items for next agenda:

Policy/Procedural changes:

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Meeting Adjourned: 9:35 pm





Project Management Institute Portland Chapter



Financial Statement:

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