



PMI Board Meeting

Date: January 11, 2011 @ 6:00-8:00 pm PST

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

Guests: Todd Merkel;

Not Attending: Steve Heck – VP Programs; Rachel Paulson – Past President;

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 evaluation criteria for Member Clicks, set priority on items	Board/Jim	Done with upgrade
	10/12/10	Check on availability of adding people to access folders, not necessarily email. Will determine if there are additional \$ involved.	Jim	Done with upgrade
	10/12/10	Memberclick configuration issue on registration for events-need help from Memberclicks, address	Jim/Jani	done
	12/7/10	LIM Expenses still due, end of week or PMI won't pay	Jeff, Rachel	Done
	12/7	All board, Review of budget is due 12/14,	Joseph/Shancy	Done
	12/7	Starting Sep2011, will raise sponsor rate to \$750	Suzan	done
	12/21	Webex 7pm, 12/21 to be scheduled	Shancy	done
	1/11	Add risks to MemberClicks Upgrade initiative document	Jim	
	1/11	Send out updated Memberclicks upgrade initiative	Jim	
	1/11	Present RCC deployment plan (March Board)	Todd	
	1/11	Update Initiative proposal to add a section on risks	Shancy	1/20
	1/11	Share Partner documents with board in February	Steve T	
	1/11	Reach out to Steve H regarding board membership	Terri	1/15
	1/11	Take on support of January dinner meeting	Terri/Jim	1/15
	1/11	Look into board attendance, commitment, actions	Joseph	1/15

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Discussion:

1. Welcome, Introductions, Review Agenda 6pm

2. Secretary - Carol

- Review and approve previous meeting minutes:
 - Terri H motion to approve minutes, Steve T seconded, Approved
- Review Action Items

3. President – Joseph

- Team Building 1/26, board members need to complete surveys
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4. President Elect - Steve

- Partner Program-
 - Dry run completed
 - Create committee of directors and set up first meeting
 - Steve T to work between board and directors in committee on any escalation
- Elections
 - Website updates
 - Need Suzan's help with some marketing
 - Using process from last year
- Transition
 - Will do the shadowing again this year
 - Critical portfolio documents should be completed before transition starts
 - Has some process documents
 - Need job descriptions
 - Board year calendar
 - Suggest a team building portion in first meeting
 - Suggest there be a board meeting in July
 - Formal transition meeting
 - Strategy meeting in August
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5. VP Membership-Jeremy





- Volunteer recognition event in May, tentatively May 7th. (note EPMA also in May)
- Member retention calling – will present at next board
- Volunteer of month Karel - Marketing

6. VP Operations-Jim

- Memberclicks Upgrade Initiative update
 - a. Combined content management with re branding projects
 - b. Reorganized into phases, each phase has a project lead
 - i. Rebranding
 - ii. Convert to new design, create template
 - iii. CMS upgrade
 - c. Uses expertise within each phase, maintains technical point of content throughout.
 - d. Budget is \$4200-corrected to \$6925 with \$875 spend in Dec 2010
 - e. Completion not yet stable- target 3 months, end of March 2011
 - f. Updates to resources per Shancy
 - g. Risks – none identified, board identified the following
 - i. Bandwidth of marketing portfolio-mitigate by identify marketing role on project
 - ii. Each portfolio doesn't test well for content
 - 1. operation testing will cover navigation, links
 - iii. Requires more work from Webmaster , don't have a good backup (\$\$ Webmaster)
 - iv. Be aware of \$ for Jani to be point of contact
 - h. Motion to approve contingent on changes being made in budget and risks and other items to be identified to Jim. Seconded by Terri.
 - i. Approved, 1 abstention

7. Finance - Shancy

- Under on revenue projections for 2010
- Under on expenses on 2010
- Cash accounting basis
- Budget changes 2011
 - Some revenue shows in bottom line for 2010, but actually applies to 2011, \$ will be moved
- 2011 budget is balanced!
 - Diane expressed concern about increasing revenue in PDD sponsorship if we don't make it.
 - i. Have a mitigation/contingency plan in place
 - Motion to approve budget, seconded, with request to do some contingency planning
 - i. approved





8. VP Programs-Sтивен H

- Not present

9. VP Professional Development-Diane

- Daimler cert class – (from Terri) does not want to hold the class at Daimler, would prefer evening class, not sure what status is
- Positive response on Program Manager position for PDD
 - Studying for program manager certification
 - To get more experience with communicating
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10. VP Marketing- Suzan

- Interviewing person with background in entrepreneurial, logo placements, potential for sale of logo products
- Robin K – communication manager
- Interviewing for writing team and web project, is building marketing team
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11. VP At Large-Terri

12. VP Outreach-Jeff

- Todd Merkel , Director of Corporate Outreach– Registered Company Coordinator Initiative
 - Reviewed proposal
 - In initiation phase right now,
 - Success might be measured by # of ambassadors, increased # of organizations represented,
 - needs more work on a deployment plan,
 - needs to look more closely at what DEP can provide, will use work Jeff had compiled previously
 - Shancy asked for deployment plan to be completed
 - Budget \$240 / calendar year, 2 per year-already in budget
 - Coordinator should be a PMI member
 - Risks –





- RCC lacks knowledge to promote PMI, dilute brand – Mitigate by ‘train the trainer’
 - Potential for new PM of RCC
 - Motion to approve-Terri, seconded,
 - approved

13. Past President-Rachel

- Not present

Items for next agenda:

- Election task review-request for help
- Member retention calling update - Jeremy

Policy/Procedural changes:

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Meeting Adjourned: 8:49 pm

Financial Statement:

See attached 2010 year end financials by portfolio and Budget changes per president

