



## PMI Board Meeting

**Date:** May 10, 2011

**Attendees:** Steve Thornton – President; Shancy Saban – VP Finance; Jim Yan-VP Operations; Jeremy Black-VP Membership; Christi Loya - VP Programs; Carol Haertlein – Secretary; Diane Brady-VP Professional Development; Terri Hagmann – VP At Large;

**Guests:**

new VP Finance – Jeff Henderson  
new VP Operations – Brad Taylor  
new VP Membership  
new VP At Large- Bob Bondaruk

**Not Attending:** Suzan Reed-VP Marketing; Rachel Paulson – Past President; Jeff Brummel – VP Outreach; new VP Outreach – Linda Read; President elect – Alan Johns

**Action Items:**

Id	Date Raised	Description	Assigned to	Date Done
	4/12	Key event calendar with items for all portfolios	Steve	Done
	4/12	Finalize transition docs (job descriptions, process docs) <b>DUE 5/31</b>	All Board members	
	4/12	Suggest outline for navigation for new web, send to board, to board <b>DUE 4/14</b>	Suzan	Done
	4/12	Board to review navigation suggestion and return to Steve <b>DUE 4/18 AM!</b>	All Board	Done
	4/12	Open event registration for the Volunteer Recognition event sooner	Christi	Done
	4/12	Fill out nomination for Fellow Award	Steve/Christi	Done
	4/12	Revised Status, re-revised and in Word 2003	Shancy	Done
	4/12	Replacement for lanyards	Christi	
	4/12	Check bylaws for exception on membership for director due to hardship	Steve	Done
	4/12	Need list of PMI members from DEP to Terri for dinner meeting (need for elections processing)	Jeremy	Done
	4/12	Region 1 conference attendees, registration info	Steve	Done
	4/12	Follow up with Dir of Sponsorship on contracts beyond May 2011 meeting.	Shancy	done
	5/10	Shancy, Carol, Terri offered to help out with MP3. Need to follow up with Jayesh.	Shancy, Carol, Terri	
	5/10	Ask Jayesh to present MP3 at June meeting Budget, schedule, progress, issues	Diane	

## Discussion:

<b>President</b>	<b>Welcome, Introductions, Review agenda</b>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>Review and approve previous meeting minutes: <ul style="list-style-type: none"> <li>Motion to approve minutes, seconded, Approved</li> </ul> </li> <li>Review Action Items</li> </ul>
<b>President</b>	<ul style="list-style-type: none"> <li>Memberclicks <ul style="list-style-type: none"> <li>Vendor has some constraints on page layout</li> <li>Please get reviews done as quickly as possible</li> <li>There is no change to change content, but the template (colors, logos, look and feel) Just needed to get structure of template to memberclicks to create.</li> <li>We are more compliant with GOC than other chapters</li> <li>Expect compliance to brand by August – web may not be complete by then, but hope everything else.</li> </ul> </li> <li>Transition – mapping calendar, will be used in June meeting <ul style="list-style-type: none"> <li>Discuss with new board member prior to meeting</li> <li>Need to produce some process documentation, a list if nothing else</li> <li>June 11<sup>th</sup>- transition meeting</li> </ul> </li> <li>June is the chapter business meeting</li> <li>Find someone to help Suzan transition out and cover position until new board in place. Shancy suggested talking with some of the new volunteers in marketing.</li> <li>Need to add to strategic plan something on tracking potential volunteers</li> </ul>
<b>Membership</b>	<ul style="list-style-type: none"> <li>1500 members!</li> <li>Susan Pommier-Volunteer of month</li> <li>Looking for June Volunteer</li> <li>Volunteer recognition was fun, smooth. Turn out underwhelming. Time to look at what we are doing.</li> <li>Working with Christi on incentive for volunteers instead of awards. How to recognize and motivate volunteers.</li> <li>Annual survey closed, second email blast, got better response. 9%</li> <li>Lin J doing some trials on new ways to get surveys for dinner meeting</li> <li>Really need Saby to escalate if potential volunteers are not getting response.</li> </ul>
<b>Operations</b>	<ul style="list-style-type: none"> <li>DB work is going well. Need to do DB cleanup. Reaching maximum profiles (members). Older expired members will be moved to different profile type to keep our costs stable.</li> <li>Asst. webmaster doing well, picking up some of the work from Jani. Frees Jani up to do more custom work.</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>Finance report – loss in April, offset by prior months gains, YTD ahead of budget. <ul style="list-style-type: none"> <li>No networking events</li> <li>Not all expenses in from volunteer recognition</li> <li>Mentoring is outstanding</li> </ul> </li> <li>Will be looking at where to put reserves</li> <li>Credit card processing <ul style="list-style-type: none"> <li>Same processor for 4 years, \$1/transaction + %</li> <li>Reviewed with processor</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Bank of America provided best fee structure</li> <li>○ Did a comparison of all vendors supported by Memberclicks as an authorized gateway</li> <li>○ Rates between 2.19 and 2.38, much better than the 4%</li> <li>○ Looked at cancellation fees as part of review, and there are no fees related to activity, but there is a \$75 cancellation fee</li> <li>○ Recommending BoA, uses same back end vendor (gateway) which minimizes impacts of change</li> <li>○ Hold opening of registration after May meeting to possibly implement.</li> <li>○ Do transition for June registration</li> <li>● Question on how reserves work <ul style="list-style-type: none"> <li>○ Need to have good rationale for spending money in reserves if no cash available.</li> <li>○ May want to look at reducing reserve requirement based on information received from PMI Global.</li> </ul> </li> </ul>
<b>Programs</b>	<ul style="list-style-type: none"> <li>● Will present EPMA award at May meeting</li> <li>● Terri asked about tracking the stats for meetings. To get offline with Christi on this.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>● MP3, very worried we are headed toward same problems as last year. Diane feels pressure to push the project. Is looking for help on different committees to help those groups move forward. Able to get folks but not quite right, no experience with the topics or no experience</li> <li>● Registration – Shancy offered to help</li> <li>● Venue-done</li> <li>● Volunteer – tracking working volunteers, collecting hours, job description, at event</li> <li>● Sponsorship – have brochure, need to connect with potential sponsors and follow through with them. Images, tag lines, agreements. Karl transitioning to Bill. Brad offered to contact someone he knows. Terri H. will work with someone to help get this set up. Diane will contact Irene.</li> <li>● Marketing- have someone who can put together a plan, but she is not available <ul style="list-style-type: none"> <li>○ Suzan to work on program guide</li> </ul> </li> <li>● Speakers-call for speakers, collects info, evaluates- Carol</li> <li>● Decided to go forward with signing contracts</li> <li>● Could we do this like a matrix where existing volunteers are pulled into this Saby from Volunteer to work on volunteer piece, Christi to find someone to help with registration. Tried last year, but it didn't work.</li> <li>● Needs to be thought of as year round activity, start sooner, get connect points on the calendar.</li> <li>● There is some risk still, but this has provided the backup and commitment needed.</li> <li>● Prep course at Devry, some challenges. Doors not opened, projector not available.</li> <li>● Potential for course at Clackamas Community College</li> <li>● 2 day workshop with Jeff Oltmann. Went well, survey results good. Much better return, Jeff also made good money.</li> </ul>
<b>Marketing</b>	<ul style="list-style-type: none"> <li>● Not present</li> </ul>
<b>At Large</b>	<ul style="list-style-type: none"> <li>● No Report</li> </ul>



<b>Outreach</b>	<ul style="list-style-type: none"><li>• Not present</li><li>• EPMA had 9 applications. One award was made.</li></ul>
<b>Past President</b>	<ul style="list-style-type: none"><li>• Not present</li></ul>
<b>President</b>	<b>Review action items</b> <b>Review items for next agenda</b> <b>Close meeting</b>

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

Jayesh from MP3 to present

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

**Meeting Adjourned:** 8:15 PM