

PMI Board Meeting

Date: November 10, 2011; 6:00p – 8:00p

Attendees: Steve Thornton – President; Alan John – President Elect; Jeff Henderson – VP Finance; Shancy Saban – Secretary; Karel Rasovsky – VP Membership; Dave Molinari – VP Marketing; Christi Loya – VP Programs; Diane Brady – VP Professional Development; Bob Bondaruk – VP at Large

Not Attending: Brad Taylor – VP Operations, Linda Read – VP Outreach

Guests: Saby Waraich, Dianne Johnson

Action Items:

Id	Date Raised	Description	Assigned to	Due Date	Completed
9	9/8/2011	Follow up with Rachel to get Board Slide power point document	Steve	ASAP	
10	9/8/2011	Review bylaws and proposed changes	All Board members	10/22/2011	10/22/2011
11	9/8/2011	Post Bylaw Template on the Board Portal	Dianne	ASAP	11/2/2011
12	9/8/2011	Create RFP for new Bookkeeper	Jeff	ASAP	
13	9/8/2011	Follow up with Karel about changes in Monthly Volunteer Recognition	Steve	ASAP	9/15/2011
14	9/8/2011	Remove phone number from website	Steve	ASAP	9/27/2011
15	9/8/2011	Follow up to Ensure Clackamas Community College was paid for PMP Prep Course room	Jeff Diane (haven't received invoice.	ASAP	
16	9/8/2011	LIM Attendees – search for Bylaw information and possible data storage tools and report back to board	LIM Attendees	Nov Board Meeting	Alan-Bylaws 11/10/2011 Nothing

					found on data storage at LIM per Alan
17	10/13/2011	DEP Upload Issue	Brad	ASAP	
18	10/13/2011	Verify Email Account List and notify Brad	All Board Members	11/10/2011	11/20/2011
19	10/13/2011	Email – Email account list to board members	Shancy	10/14/2011	10/14/2011
20	11/10/2011	Create Proposal relating to contributing to the PMI Educational Foundation	Linda Read	TBD	
21	11/10/2011	Set up Volunteer Program Design Meeting, and create a new Volunteer Retention and Recognition Program	Steve	ASAP	
22	11/10/2011	Send Proposal to Restructure Professional Development to the Board	Diane	ASAP	11/14/2011
23	11/10/2011	Send Proposal to Board relating to the ACP Program	Diane	12/31/2011	
24	11/10/2011	Give Diane feedback relating to the Project Charter she sent out for the MP3 Program for 2012	All Board Members	ASAP	
25	11/10/2011	Develop a Formal Recommendation for a new Bookkeeper, and ask Board to vote on recommendation	Jeff Henderson	11/18/2011	
26	11/10/2011	Set up Budget Meeting / Webconference	Jeff Henderson	ASAP	
27	11/10/2011	Submit budget to Finance	All Board Members	11/18/2011	

Discussion:

President	Meeting opened at 6:04p <ul style="list-style-type: none"> Steve welcomed everyone and apologized that he has been unavailable and he committed to being available going forward. Steve expressed his concerns about the email that was sent out to the members relating to the late fee change and indicated he has received a number of complaints; he asked that the VP of Programs and the VP of Marketing work together to send out a positive, constructive member supporting the change that
------------------	--

	will go into effect January 1 st .
Secretary	<ul style="list-style-type: none"> • Jeff Henderson motioned to approve the October Minutes, Dave Molinari seconded and the Minutes were unanimously approved. • Action items reviewed and updated.
VP Finance	<ul style="list-style-type: none"> • Finance through October, 2011: P&L – Income YTD is \$269,250 and Expenses are \$211,842 and Net Income is \$57,407 • Diane suggested making a donation to the PMI Educational Foundation since we do have income throughout the year – more research will be put into this and a presentation brought back to the board. It is recommended that the proposal be facilitated by Outreach. • Alan mentioned Linda attended some educational sessions and has some ideas that may need funds allocated, in addition to ideas related to possibly hiring speakers.
VP Marketing	<p>LIM Update: Primarily focused on Marketing portfolio learning opportunities and he was most impressed with the following topics:</p> <ul style="list-style-type: none"> • <u>Data Analysis</u> – Ft. Worth Chapter extensively analyzes their data using Google Analytics and feels they receive the best bang for their buck by sending out two emails per month with a variety of information in each email update. • <u>Revenue Generation</u> – Chapters had a variety of ideas for generating additional revenue. Goal is to get enough varying types of sponsors to break even on dinner meeting (which operates at a loss of ~\$1,000 per month. • <u>Member Acquisition</u> – Member acquisition and member retention go hand in hand. Need to be able to package all the benefits of being a PMI Portland chapter member. Make members feel like they are needed.
President/Director of Volunteers	<p>Volunteer Program:</p> <ul style="list-style-type: none"> • Reviewed the process for requesting a volunteer • Need to structure the volunteer program for success with an emphasis on growing volunteers and creating a culture of volunteerism • Turn excess income into an opportunity to reward and grow volunteers • Steve will organize a group to figure out how to put a program together to drive volunteerism

	<p>Unfilled Volunteer requests: Per Saby - 1 new position currently open Brad reported that he has three positions posted that need to be filled Several additional positions are open per the website</p> <p>New Volunteers:</p> <ul style="list-style-type: none"> Jane Yang, Director of Web Content Shirley Briggs, Director of Workshops Laura Carspecken, DB Administrator
VP Professional Development	<p>Certification/Devry:</p> <ul style="list-style-type: none"> Denise is working fulltime, so she hasn't had time to organize the certification class, so Diane has assumed the responsibility based on Denise's request of her. Ron may be stepping in to help facilitate the class. Diane asked the Board to refer instructors her way. Minimum requirements for someone to teach; current PMP certification Will bring a proposal to restructure the Professional Development portfolio in the future <p>ACP Update: Diane recruited Jeff Oltman to help her organize; she will send proposal to the board next month</p> <p>Annual Conference:</p> <ul style="list-style-type: none"> Would like to offer Kristen Funk-Tracy, the Conference Director position, instead of MP3 Manager. Diane sent out project plan for the conference for the board to review – please give her feedback if you have any.
Dianne Johnson	<p>Bylaw Update: Dianne introduced the Bylaw Update process and walked the Board through reviewing the first 4 items and provided an overview of the Scope (on document handed out):</p> <ul style="list-style-type: none"> Dianne indicated that seven of the items were very significant board restructuring, so she recommended creating a committee of past presidents

	<p>to address these at some point in the future, as these topics may take a year to complete.</p> <ul style="list-style-type: none"> For next meeting, all board members should think about this and make a recommendation by next board meeting if they would like to move on the major restructuring. <p>Discuss 1st four items on topic list:</p> <ol style="list-style-type: none"> Item one will not be included (membership exceptions for directors) Item two will be included (terms limits) Item three will not be included (eliminate past president) Item four will not be included (change term year)
VP Finance	<p>Bookkeeper update: Continuing to work on selection. Jeff will put together a recommendation and have a phone call meeting next week to vote on.</p> <p>Budget: Jeff emailed everyone spreadsheets out from last year. Would like to have budgets by 11/18/2011. Jeff will set up a web conference to go over the budget process, and set a firm timeline for budget submission.</p>
VP Membership	<p>Karel would like to focus on more effective, accurate and consistent volunteer and member communication; he will take on working with Marketing to update content and look at sending welcome emails to new members and decrease the volume of emails.</p> <p>Dave Molinari reported that the Web Content Director has been moved to Marketing; Jane Yang. One of the roles of this person will be to go through the whole website and update the different sections of the website, so Karel should work directly with her.</p>
President	Adjourned meeting - 8:05pm

Items for next agenda:

- Review the Map Day Spreadsheet (POSTED TO BOARD DOCS)
- Each month report on who the next month's speaker and sponsors

Policy/Procedural changes: None