

PMI Board Meeting

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

Attendees: Steve Thornton – President; Jeff Henderson – VP Finance; Shancy Saban – Secretary; Karel Rasovsky – VP Membership; Dave Molinari – VP Marketing; Brad Taylor – VP Operations; Christi Loya – VP Programs; Diane Brady – VP Professional Development; Bob Bondaruk – VP at Large; Linda Read – VP Outreach

Not Attending: Alan John – President Elect, Christi Loya – VP Programs

Guests: 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	Created as of 12/8
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	Check was cut as of 12/8
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	Not resolved – but working with PMI GOC – Four contacts to Darryl – Steve will escalate
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	Set up initial meeting – close out
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	Completed as of 12/8
25	11/10/2011	Develop a Formal Recommendation for a new Bookkeeper, and ask Board to vote on recommendation Re-send RFP for Bookkeeper to Board Members on 12/8	Jeff Henderson	11/18/2011	
26	11/10/2011	Set up Budget Meeting / Webconference	Jeff Henderson	ASAP	Set up for 12/9
27	11/10/2011	Submit budget to Finance	All Board Members	11/18/2011	Only have 3 budgets as of

					12/8
--	--	--	--	--	------

Discussion:

President	Meeting opened at 6:06p <ul style="list-style-type: none"> Steve opened the meeting and welcomed everyone. The meeting started with a quorum of seven.
Secretary	<ul style="list-style-type: none"> Brad motioned to approve the November Minutes with the volunteer information added by Brad, Steve seconded and the Minutes were unanimously approved. Action items reviewed and updated.
VP Finance	Financial Updates: <ul style="list-style-type: none"> Finance through November, 2011: P&L – Income YTD is \$223,655 and Expenses are \$269,250 and Net Income is \$45,595 Jeff believes we will have a surplus of \$30,000 in net income at the end of the year. Registered group for BPA manually for workshop; which took 1 ½ hours. Bob reported that manual group registration is very difficult, and it is something that should be addressed with the system. FUTURE ACTION ITEM: Look at solutions related to Memberclicks to address group registration (Brad). Bookkeeper Recommendation: <ul style="list-style-type: none"> Jeff does not feel currently bookkeeper is reliable, but she is trustworthy; she has committed to working with us until we find a new bookkeeper. Jeff is working on the recommendation and will send to the board once he has completed. Jeff will send resumes for the other two candidates to board. Completed an RFP, but many board members don't recall seeing it. Jeff will resend the RFP asap. Dianne asked if the bookkeepers were bonded, or if we should require them to be bonded. He indicated it is in the RFP to be bonded. Brad suggested looking at business insurance. FUTURE ACTION ITEM: Evaluate business insurance (Jeff).

	<p>Budget Update:</p> <ul style="list-style-type: none"> • Only three Portfolio's submitted their budget. • Jeff scheduled a meeting for 12/9 to review the budget process. Budgets were due 11/18 and are currently overdue. Steve suggested using the previous years portfolio budget if VP's do not submit a budget before the end of the year. • Once the budget is complete, Jeff will send it out to everyone, then determine how the board will vote on it.
VP Professional Development	<p>Restructure PD Portfolio:</p> <ul style="list-style-type: none"> • Diane distributed the Initiative Proposal to all board members in November and re-sent with updates before the December board meeting. • Steve asked if we have enough instructors. Diane indicated she felt that she did. • Bob indicated that if ACP is promoted; it may push the chapter to much farther towards members thinking PMI is too IT focused. • The only concern Diane has is that her term will end in July, and starting a new program may be a risk if we cannot find a replacement. • Diane doesn't think we have done a good job with publicizing the change in the PDU structure. Diane indicated we HAVE to start educating our members on the new PDU structure. • Diane will be adding three new positions; and she will be adding one ACP certification class next year and one ACP workshop. • Kristen has accepted the Director of Annual Conference position. • ACTION ITEM: Set up a marketing session (possibly in a pre-meeting education session) to share about the PDU structure (Dave Molinari) <p>PMP Prep Course:</p> <ul style="list-style-type: none"> • Still having a hard time getting the PMP prep course set up. Devry has agreed to allow Ron Karsten to come on-site, so he will take the lead in the PMP prep course class preparation. • Will be scheduled mid-February and anticipate 25 attendees. <p>Other:</p> <ul style="list-style-type: none"> • Diane wants to look at possibly getting a webex account, or something similar to

	have meetings virtually as they are struggling getting together. Brad suggested investigating SkypePro. Diane did put it in her proposed budget.
VP Membership	<p>Member Communication:</p> <ul style="list-style-type: none"> • Jeremy is looking at the mechanics and automating the new member communication. • Karel is looking at the website and there is a need to update some content on the website. No website redesign; just moving content. Member brochure needs to be updated and Karel is working on that. • Also working on updating information on the website on how to contact volunteers about membership and volunteer opportunities. <p>Unfilled Volunteer requests:</p> <ul style="list-style-type: none"> • Karel wasn't sure how many unfilled volunteer positions there are; we want to ensure there is visibility each month. He will follow up for future months.
VP Operations	<p>Facilitator at Solar World is stepping down.</p> <p>Brad distributed giveaways from Solar World for each of the board members.</p>
Dianne Johnson	<p>Bylaw Update:</p> <p>Dianne will get a draft back to everyone by December 18th with all the recommended changes.</p> <p>The remaining items will be discussed at this month's meeting, and all changes will be consolidated in a final draft for approval at the January board meeting.</p> <p>Discuss items 5 - 10 on topic list:</p> <ol style="list-style-type: none"> 5. Item five will be included (president elect special election) 6. Item six will not be included (formal mentoring program removal) 7. Item seven will be included (add volunteer program to Membership) 8. Item eight will be included (absenteeism) 9. Item nine will not be included – include in major restructuring (governance committee) 10. Item ten will be included (Charitable to non-profit) <p>Diane will submit changes back to the Board for review, then it will be forwarded to</p>

	PMI GOC for review prior to going to the Board for approval. Final Board Review will be in March, then it will go to the membership meeting in May.
President	<p>Rate Review:</p> <ul style="list-style-type: none"> Board met in October and made a recommendation on a rate change; after working on publishing it to the membership, questions came up that need clarification. Dianne and Dave suggested wording the message in a positive way. Dave will be writing up the communication that will go out to all membership. Dave will send to the Board for review and comment prior to sending out to the membership. Board concurred that Option A is what was approved at the October dinner meeting and is the direction the chapter will use going forward (Detailed Option A schedule is attached). <p>Volunteer Committee – Program Design:</p> <ul style="list-style-type: none"> First meeting was held and it is off to a good start. Saby has the areas of focus and will be continuing to develop the plan. Shancy will coordinate Board Member and Director mixer for late January.
President (in lieu of VP Programs)	<p>We had no sponsor last month as our sponsor did not show up. The previous month's sponsor fell through as well; may be have been caused by confusion between Speaker Acquisition and Sponsors.</p> <p>Are Director of Speakers and Director of Sponsors meeting regularly? According to Dave, they are not, but Dave has talked to him and they are going to share information once they can overcome logistics.</p> <p>Dave reported they have sponsor in December, January and believe they have sponsors lined up for February and March.</p> <p>VP Programs, VP Marketing and VP Professional Development need to include who they have confirmed for speakers and sponsors on their monthly status report.</p>
President	Adjourned meeting - 8:10p

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, etc.
- ACP Plan (included in the VP Professional Development Restructuring)

Policy/Procedural changes: None