

PMI Board Meeting

Date: January 12, 2012; 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; Brad Taylor – VP Operations; Diane Brady – VP Professional Development; Bob Bondaruk – VP at Large; Christi Loya – VP Programs

Not Attending: Linda Read – VP Outreach

Guests: Dianne Johnson; Prakash Achuthan (Membership Portfolio)

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	1/12/2012
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	12/8/2011
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	ASAP	12/8/2011
16	9/8/2011	LIM Attendees – search for Bylaw information and possible data storage tools and report back to board Alan indicated he didn't find anything on data storage at LIM	LIM Attendees	Nov Board Meeting	Alan-Bylaws 11/10/2011

17	10/13/2011	DEP Upload Issue – eCode As of 12//2011 not resolved; Brad, Shancy and Steve have contacted Darryl at PMI global; Steve will escalate As of 1/12/2012 not resolved; Steve escalated to Rachel	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	12/10/2011
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	12/23/2011
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	12/8/2011
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	12/9/2011
27	11/10/2011	Submit budget to Finance	All Board Members	11/18/2011 Only have 3 budgets as of 12/8	1/12/2012
28	12/8/2011	Look at solutions to address group registration	Brad Taylor	ASAP	1/12/2012
29	12/8/2011	Evaluate business insurance for bookkeeper	Jeff Henderson		
30	12/8/2011	Set up marketing session (possibly an education session) to review new PDU Structure	Dave Monilari		

		Article in the newsletter in February			
--	--	---------------------------------------	--	--	--

Discussion:

President	Meeting opened at 6:02p <ul style="list-style-type: none"> Steve opened the meeting and welcomed everyone. Registration Review; sent out in newsletter, in President's corner and email blasts. All board members are good with the communication and the outcome and are willing to support it with membership.
Secretary	<ul style="list-style-type: none"> Brad motioned to approve the December Minutes, Dave seconded and the Minutes were unanimously approved. Action items reviewed and updated.
VP Finance	Financial Updates: <ul style="list-style-type: none"> Finance through December, 2011: P&L – Income YTD is \$285,212 and Expenses are \$249,273 and Net Income is \$35,939 Completed a check run recently are all caught up Bookkeeper Recommendation: <ul style="list-style-type: none"> No update this month Budget Update: <ul style="list-style-type: none"> Distributed Budget Overview by Class Budget is updated in Quickbooks by Portfolio, but needs to be entered by Event Will schedule a follow up meeting for Monday Post the Budgets on the Board Portal
VP Professional Development	PD Portfolio Change: <ul style="list-style-type: none"> Ron Karsten accepted the position of Director of Certification; Diane and Ron met with the new Devry Campus Director Shirley Briggs is getting her legs and has identified an assistant Director of Workshops and is awaiting confirmation ACP Workshop:

	<ul style="list-style-type: none"> There is not as much progress as anticipated; 11 attendees are registered. Diane believes it will be successful; but the price was increased and members are needing to go to the facilitators website to register. Diane and Jeff will attend for free (except they will pay for materials) and will bring the knowledge back tot the chapter to see if the chapter can offer their own chapter in the fall. <p>Spring PMP Prep Course:</p> <ul style="list-style-type: none"> Eight people are registered for the spring course. Diane is working with Dave’s team on getting the word out in an effort to get more registrants.
VP Membership	<p>Annual Survey:</p> <ul style="list-style-type: none"> Karel and team looked at the annual survey process and they were questioning the value – there was a conflict with a similar survey distributed by PMI Global in 2011. No actionable results were received from the PMI Portland 2011 survey. The Board discussed and concurred that the Chapter will not run the Annual Membership survey this January 2011. Karel proposed to distribute more focused surveys, e.g. a volunteer satisfaction survey. This would be supportive of the ongoing initiative to improve how Chapter volunteers are engaged, recognized and developed for the long term. Karel will look at options for moving forward with other types of surveys focused on volunteers. Diane suggested looking at the process that was started a few years ago to call members and ask for personalized feedback. <p>Volunteer Recognition:</p> <ul style="list-style-type: none"> Karel requested feedback from the Board on whether an Annual Volunteer recognition event should be planned for June/July this year. Steve recommended not to spend our effort on this type of event, as they have been a failure in the past. <p>Volunteer Tracking:</p> <ul style="list-style-type: none"> Prakash presented a Visio diagram of the flow for Volunteer Tracking. Based on conversation he will continue to expand the concept. Membership will work closely with Operations on implementing the new tracking system.

VP Operations	<p>Webmaster Contract:</p> <ul style="list-style-type: none"> • Brad reviewed webmaster contractor and distributed some information for consideration on the contract. • He will move forward with making some updates and going through the approval process. <p>At The Door Registration Technology / Service Provider Replacement:</p> <ul style="list-style-type: none"> • Brad reviewed the scenario he sent to board list since the last board meeting relating to at the door registration and there didn't seem to be a good solution to this, so Brad changed his focus to systems that can meet this business need.. • As a Board we must raise the bar on the level of service we provide the members relating to registration. • Brad looked at three vendors and compared the three; Memberclicks, Affiniscape, Proteon and distributed a summary. He discussed the differences between the companies. Brad will email the list to the Board. • It was recommended to move forward with evaluating service provider replacements using a good project management process. <p>ACTION ITEM: All Board Members need to submit requirements to Brad prior to the next board meeting.</p>
Dianne Johnson	<p>Bylaw Changes:</p> <ul style="list-style-type: none"> • Dianne distributed updated bylaws based on previous discussions, along with the updated Change Schedule. • Alan John motioned to forward the bylaws as written with the updates to GOC for approval; Christi seconded. The motion was unanimously passed. • Dianne will get the past presidents council together and move forward with a more major review of the bylaws to consider further changes to the structure of the organization as well as the reporting years.
President	<p>Volunteer Recognition</p> <p>Steve encouraged the Board members to recognize good volunteers in ways that are actually appreciated by volunteers. Example – some teams already budgeted and are planning for occasional team lunches. Continue on this path, rather than throwing one grandiose party once a year.</p> <p>Dinner Meeting</p> <p>Speakers and Sponsors are lined up.</p>

President	Adjourned meeting - 8:05p

Items for next agenda:

- Review the Map Day Spreadsheet (POSTED TO BOARD DOCS)
- Volunteer Recognition Program
- PDD Update
- Each month report on who the next month's speaker and sponsors, etc.

Policy/Procedural changes: None