

PMI Board Meeting

Date: February 9, 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; Diane Brady – VP Professional Development; Bob Bondaruk – VP at Large; Christi Loya – VP Programs; Linda Read – VP Outreach

Not Attending: Brad Taylor – VP Operations

Guests: Dianne Johnson; Trudi Barton (Outreach Portfolio)

Action Items:

Id	Date Raised	Description	Assigned to	Due Date	Completed
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 Did escalate to Rachel and talked to Darryl – Dianne suggested contacting the Technology – still not resolved as of 2/9/2012	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	In Progress	12/10/2011
22	11/10/2011	Send Proposal to Restructure Professional Development to the Board	Diane	2/9/2012	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	2/9/2012	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	Jeff Henderson	11/18/2011	

		on 12/8			
26	11/10/2011	Set up Budget Meeting / Webconference	Jeff Henderson	1/23/2012	12/9/2011
27	11/10/2011	Submit budget to Finance	All Board Members	11/18/2011 Completed 1/1/2012	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 Article in the newsletter in February	Dave Monilari		
31	1/12/2012	Schedule Budget Meeting	Jeff Henderson	1/23/2012	1/18/2012
32	1/12/2012	Webmaster Contract Approved	Brad Taylor	ASAP	2/9/2012
33	1/12/2012	Submit requirements for a new member association system/contact and document management system to Brad Taylor	All Board Members	2/9/2012	2/9/2012

Discussion:

President	<p>Meeting opened at 6:02p</p> <ul style="list-style-type: none"> Steve opened the meeting and welcomed everyone. Steve asked Linda to introduce her new volunteer who joined the volunteer chapter leadership team. Trudi Barton has joined the chapter as the Business Outreach Director. Trudi has a business called Reaching Success. Her background is in business mgmt., business outreach and training.
Secretary	<ul style="list-style-type: none"> Brad motioned to approve the January Minutes as amended by Diane relating to ACP and the January Special Board Meeting Minutes, Diane seconded and the Minutes were unanimously approved. Action items reviewed and updated. <p>Proposal for Networking Event:</p> <ul style="list-style-type: none"> A draft of an agenda was distributed; this is for review only and it will be a guide as it will not be distributed to attendees. Focus of the event will be on getting to know each other, building bridges and working towards sustainability and continuous improvement.
VP Finance	<p>Financial Updates:</p> <ul style="list-style-type: none"> Finance Report for January, 2012: P&L – Income YTD is \$2,469.65 and Expenses are \$3052.38 and Net Income is (582.73), but the Bank Statement is not reconciled but it is process and should be completed shortly. Professional Development is \$6,000 above budget for the Spring PMP Prep Course. All checks will be out by Tuesday, February 14th.

	<p>Bookkeeper Recommendation:</p> <ul style="list-style-type: none"> • Dianne Johnson has volunteered to help interview bookkeepers and make a recommendation for the bookkeeper. • A recommendation will be submitted to the board in March. • Bob pointed out that there are errors on how things are allocated to accounts and Jeff will follow up and ensure they are corrected. <p>Budget Update:</p> <ul style="list-style-type: none"> • Budget is entered by Event in Quickbooks. • Budget for 2012 was approved at a special Board Meeting in January.
VP Professional Development	<p>Annual Conference:</p> <ul style="list-style-type: none"> • Reaching out to speakers to be a keynote for the conference, but the keynotes to date has been out of the chapter's price range. Steve Rollins is being considered; he has a PMO certification that he offers and his pricing is comparable to last year's keynote speaker. • Looking at adding a session for PMP Prep and Agile Prep. • The theme of the conference is Renew, Refresh, Reinvest and it is scheduled for August 16th. • Kristen will be here next month to present the Annual Conference Plan. <p>ACP Workshop:</p> <ul style="list-style-type: none"> • The class was fabulous; Jeff Oltmann, Shirley Briggs and Diane attended for the chapter and there were 12 paying attendees. • A really important point was emphasized in the way the class was structured as most organizations are using Agile in a hybrid type of environment; a combination of waterfall and agile methodologies. • The course does prepare students to take the Agile exam; ~6000 people have taken the Beta PMI Global exam. • Professional Development is planning on having an Agile Prep Course in the fall. The biggest risk is not being able to find trainers for the class in the fall. <p>Spring PMP Prep Course:</p> <ul style="list-style-type: none"> • February 17th the Prep Course will start and 22 attendees are registered. Ron is doing an excellent job and he is working on finding an Assistant Director of Certification and Project Managers in the certification area. • Anne Chalmers has volunteered to be the Asst Director of Certification. • There are several new instructors who are coming on board; the courses are very structured. • Currently do not track who has taken the test, if they passed, etc.
President	<p>Volunteer Recognition:</p> <ul style="list-style-type: none"> • Saby is out of pocket as he is out of project. • Steve is working on getting that committee back on track. We will be doing the mixer in March, but we need to continue to have movement. • We have budgeted for volunteer recognition, so it is important to continue

	<p>to ensure we are spending time with volunteers.</p> <ul style="list-style-type: none"> • Tara is distributing a survey for a class project, so everyone was encouraged to complete the survey – it could be used as a consideration for how the volunteer recognition plan was developed. • Outreach still needs additional volunteers. • Operations still needs additional volunteers. • Linda asked if anyone had EPMA information – Steve will provide that to her asap. She would like to keep this on track. • The board needs to focus on key volunteer positions; i.e. VP Professional Development, • Every board member needs to connect with every volunteer they have within the next two weeks. Let volunteers know we are re-vamping the volunteer program and are focusing on making it better and not continuing to do the same thing we have done in the years past. • Alan asked that every board member bring their full list of volunteers to the the next board meeting and distribute to the full group. • Karel is continuing to work with Operations to see if the Memberclicks database can be leveraged to track volunteers.
Dianne Johnson	<p>Bylaw Change Update:</p> <ul style="list-style-type: none"> • Running ahead of schedule – Bylaws are approved by GOC. • Electronic vote or vote at the dinner meeting, but must provide 45 days notice. • Will plan to have the vote on the updated bylaws in April at the chapter dinner meeting. • Structural chapter changes have not had any movement, but Dianne will be coordinated with the Past President council.
President Elect	<p>Alan will be heading the Elections committee and Steve and Dianne will be joining him as he kicks off this initiative. Alan would like all board members to consider taking on a second year.</p>
President	<p>At the Region 1 President’s meeting it was reported that a census will be distributed by PMI Global because Registered Education Providers are concerned that Chapters.</p> <p>Charter Renewal was signed last month, but Shancy will follow up with PMI Global to ensure they received it and it has been processed.</p> <p>Jeff will follow up to ensure he is receiving the Business License renewal from the Secretary of State.</p> <p>Adjourned meeting - 8:07p</p>

Items for next agenda: None

Policy/Procedural changes: None