

## PMI Board Meeting

**Date:** March 8, 2012; 6:00p – 8:00p

**Attendees:** Steve Thornton – President (attended by phone); Alan John – President Elect; Jeff Henderson – VP Finance; 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:** Shancy Saban-Secretary, Brad Taylor-Operations

**Guests:** Dianne Johnson, Kristen Funk-Tracy, Marie Escamilla, Carol Haertlein

### 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 Steve continued to escalate to Rachel and Darryl, Alan to contact again 3/8	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 to set up appointment with Steve on proposal.	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	Jeff Henderson	11/18/2011	3/8/2012

		Bookkeeper, and ask Board to vote on recommendation  Re-send RFP for Bookkeeper to Board Members 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	closed	3/8/2012
30	12/8/2011	Set up marketing session (possibly an education session) to review new PDU Structure  Article in the newsletter in February Not complete, more regarding ways to get pdu's. Linda has info on how to get free pdu's and will share with Dave.	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
34	3/8/2012	New bookkeeper contract	Jeff H		
35	3/8/2012	Annual event volunteer job list (open and filled)	Kristin		
36	3/8/2012	Kristen needs help with Quickbooks	Jeff		
37	3/8/2012	Business license renewal	Jeff	5/31/2012	

## Discussion:

<b>President</b>	<b>Meeting opened at 6:08p</b> <ul style="list-style-type: none"> <li>Alan opened the meeting and welcomed everyone.</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>Karel motioned to approve the February Minutes as amended by Linda relating to ACP and the February Special Board Meeting Minutes, Jeff seconded and the Minutes were unanimously approved.</li> <li>Action items reviewed and updated.</li> </ul>
<b>VP Finance</b>	<p>Bookkeeper - Dianne Johnson and Jeff Henderson interviewed several and chose Maria after checking references. Need signed contract. Bills are awaiting payment, needs to happen quickly.</p> <p><b>Financial Updates:</b></p> <ul style="list-style-type: none"> <li>Jeff will have to walk Maria through the processes.</li> </ul> <p><b>Budget Update:</b></p> <ul style="list-style-type: none"> <li>None</li> </ul>

<p><b>VP Professional Development</b></p>	<p><b>Annual Conference:</b></p> <ul style="list-style-type: none"> <li>• Kristen – things are moving along, provided volunteer job descriptions, key milestone list (Diane to send to board). <ul style="list-style-type: none"> <li>○ Critical planning documents almost complete</li> <li>○ Early conference planning completed-working on keynote speaker</li> <li>○ Working on identifying sponsors, will have exhibitor booths in halls</li> <li>○ Marketing plan is the same as last year</li> <li>○ <a href="mailto:Annual.conf@pmi-portland.com">Annual.conf@pmi-portland.com</a> (contact for volunteers)</li> <li>○ Requested list of jobs from Kristen, filled and open</li> </ul> </li> <li>• Alan offered the boards help, right now we need volunteers! <ul style="list-style-type: none"> <li>○ Make sure we don't fall behind in milestones</li> <li>○ Alan to let Saby know volunteers will be directed to Kristen</li> <li>○ Not quite ready for sponsors, waiting for documentation</li> <li>○ Return to update board in May</li> </ul> </li> </ul> <p><b>Volunteers:</b> Diane reported that Trish Kelly will be joining the Professional Development Portfolio as the Asst VP of Professional Development.</p> <p>Ron Karsten has recruited Anne Chalmers to join the Certification Team as the Assistant Director of Certification.</p> <p><b>PMP Prep Course:</b> Course is underway with 26 attendees.</p>
<p><b>President Elect</b></p>	<p>Alan wanted everyone to commit to make sure budgets are done on time next year. He is requesting portfolio updates during board meeting again. Be consistent, be brief, strategic, mention budget and activities.</p>
<p><b>Portfolio updates</b></p>	<p><b>Programs:</b> Christi reported she still can't see budget information in Quickbooks.</p> <p>Christi indicated the increased rates for late registrations are going well. The number of late registrants is down, and there have not been any recent complaints. There is not an accurate count for dinner meetings because Board Members are not checking in. It is important for all board members to check in with registration for dinner meetings.</p> <p><b>Outreach:</b> 10 students in February from Willamette University attended the dinner meeting and 10 will attend in March from CCC.</p> <p>EPMA kickoff took place March 1<sup>st</sup>. Email blasts have started being sent out. Budget monies are needed in April for June presentation. The EPMA page has been updated. Everyone needs to encourage submittals. The EPMA team is looking for volunteers to help with judging submittals.</p>

	<p><b>Operations:</b> No report.</p> <p><b>Membership:</b> Jeremy continuing to reach out to new members. Added new member survey. Karel, Alan, Steve meeting Mondays regarding volunteers. Dianne Johnson suggested using the Volunteer Resource Management System (VRM) from PMI GOC. Karel will investigate. Revenues were high in the month of February due to new and renewing members. Linda suggested contacting Trudi who has a coaching background to assist with Volunteer Management.</p> <p><b>At Large:</b> Helping Kristen identify annual conference sponsors.</p> <p><b>Marketing:</b> Jani is biggest expense from a budget perspective. Getting prepared for annual conference and developing brochures. Team has changed, almost all unemployed when starting, now all working. Need Newsletter editor, art director. Getting into groove for meeting sponsors; need May sponsor. Need fact sheet updated – Karel may help.</p>
<b>Finance</b>	Business License renewal – Jeff reported this needs to be completed by 5/31/2012. Will get with Paula to complete. Alan reported revenue stream looks low year to date – Jeff will check to determine if all revenue has been booked in Quickbooks.
<b>President Elect</b>	<p><b>Nominations/Elections:</b> Alan has spoke with all current board members regarding their interest to continue in a volunteer capacity. Positions requiring volunteers are Secretary, VP-Professional Development, VP-Membership, and President Elect. All other board members are remaining at this point. Need something in place for continuing positions to commit for another year. If bylaws are not approved, we will need to re-elect all board members.</p>
<b>Dianne Johnson</b>	<p><b>Chapter Governance Review:</b> Dianne is requesting approval of the 5 year governance review initiative. Analysis of governance and board structure, 5 year review, year-long initiative. Response has been good. Quarterly meetings will be held with a monthly status check-in. Will make recommendations on changes to governance for future growth. Diane Brady moves for approval with revisions, Christi seconded. Approved.</p>
<b>Secretary</b>	Networking meeting next week.
<b>President Elect</b>	<b>Adjourned meeting - 7:57 p</b>



**Items for next agenda:**

Review of updated Quickbooks is needed!!

Diane Brady requested new board have vision plans created for coming year.

**Policy/Procedural changes:     None**