

# PMI Board Meeting

**Date:** April 12, 2012; 6:00p – 8:00p

**Attendees:** 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, Shancy Saban— Secretary; Brad Taylor – VP Operations

**Not Attending:** Steve Thornton, President

**Guests:** Dianne Johnson

## 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 Alan will follow up with Darryl again 4/12	Brad	ASAP	
20	11/10/2011	Create Proposal relating to contributing to the PMI Educational Foundation Linda to set up appointment with Steve on proposal. Alan will get Linda the name of the person to contact.	Linda Read	TBD	
39	4/12/2012	Updated Requirements for Doc Mgmt/CMS	Brad	5/10/2012	
40	4/12/2012	Send Board Members Draft of Volunteer Orientation Checklist	Shancy	ASAP	4/15/2012
41	4/12/2012	Send EPMA information to Roundtable Facilitators	Christi	ASAP	
42	4/12/2012	Invite Jimmy Woodburn to the Board Meeting to review the database he developed for PMI	Diane	ASAP	
43	4/12/2012	Follow up with Doubletree about food quality problems	Christi	ASAP	
44	4/12/2012	Forward more information to the board about the PMI Global document management system	Brad	5/10/2012	

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		offering			
45	4/12/2012	Have Saby interview the VRMS Project Manager and have them start on the project	Karel	ASAP	

## Discussion:

<b>Past President</b>	<b>Meeting opened at 6:07p</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>Jeff Henderson motioned to approve the March Minutes as amended by Diane Brady, Diane Brady seconded and the Minutes were unanimously approved.</li> <li>Action items reviewed and updated.</li> </ul>
<b>VP Programs</b>	<b>Volunteer Recognition</b> Christi presented information related to volunteer recognition strategy for the current year. There is no budget for Volunteer Recognition since there was no event planned. Karel confirmed that there is no budget for a large event, but he does have approximately \$5,000 budgeted for volunteer recognition. Christi's idea was to give each volunteer a gift certificate and a printed certificate in smaller volunteer groups (portfolio groups). Christi would like to make the process formal. Linda had some ideas to recognize individual volunteers.  Christi presented a 3 phase approach; 1) this year just focus on certificate presentation to each volunteer, 2) plan for a large volunteer recognition event for next year and 3) implement volunteer event next year.  Christi indicated she has identified five students to help with this volunteer recognition initiative. Everyone was fine with Christi moving forward with this process.
<b>VP Outreach</b>	<b>EPMA</b> Linda indicated no one had applied for the EPMA awards. She is following up with PGE project managers and encouraged the board to follow up with other employers.  Bob Bondaruk indicated it would be perceived as negative at his company to win this award. It was suggested to really look at the program and determine how the visibility can be raised for this type of award program if it is continued. There is a marketing problem with the award.  Brad Taylor indicated we missed a key opportunity because we haven't leveraged the round tables to advertise this event. We should be doing that ahead of time for two or three months. In general, we should be pushing things down through round

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	<p>tables, even the facilitators feel disconnected. How do we connect with the facilitators and empower them to send the message.</p> <p>Christi indicated she is having a problem getting Bruce to follow up and get information from facilitators. She was referred to Jani to get that information. Christi will send a flyer to the roundtable distribution list.</p> <p>Karel indicated it is important to make it a more prestigious award by creating more visibility.</p> <p>Alan will follow up with the roundtable at Conway and announce it, and Diane will announce at Nike.</p> <p>Alan feels incentives need to be given away to attract people to the award; i.e. provide free membership, provide a weekend trip, etc. Linda will look at adjusting the program.</p> <p>Awards would be presented during the June dinner meeting, however, there will still be a speaker that month.</p> <p>Linda reported that she is still looking for one more judge to evaluate the applications.</p>
<b>VP Membership / Secretary</b>	<p><b>Volunteer Request Process</b></p> <p>Shancy and Karel participate on the Volunteer Recognition Committee that the President established in 2011. It has been brought up on multiple occasions that board members are not following the approved volunteer request process, so Shancy reviewed the volunteer request process in detail and emphasized the importance of completing the process and providing feedback to Saby (Director of Volunteers) on who was hired for a volunteer position, when they start, what they will be doing and a description of their background (bio).</p> <p>A Volunteer Orientation Checklist was discussed and the document was presented to the Volunteer Recognition Committee in November, 2011, but no movement has happened with this checklist. Linda asked that the checklist be distributed just for informational purposes. Shancy committed to distributing the checklist for review and input only.</p>
<b>VP Professional Development</b>	<p><b>Portfolio Update – Professional Development</b></p> <p>Diane Brady provided Professional Development update. Kristen is doing well moving forward with the milestones for the Annual Conference. Diane distributed the timeline for the conference.</p>

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	<p>Workshop got started a little late, but Dave and his team really helped Marketing it, so they did get a full class for the Six Sigma class. It was advertised as Six Sigma and Lean, but he didn't cover Lean. The workshop turned a profit.</p> <p>This month the workshop is from Roeder and they will do a good job, but we will not make much profit on this workshop.</p> <p>Next month will be Cadence and they will be presenting on risk management. They are restricting the class to 20 people. Diane asked Shirley to look into doing a second workshop since this one is restricted.</p> <p>Diane will ask Jimmy Wilburn to come and present the database that he put together for the certification – it is really good!</p> <p>Kristen will also be presenting a conference update at the next Board Meeting.</p> <p>Diane indicated her financials are completely wrong, and she will follow up with Jeff.</p> <p>Diane indicated she has spent a fair amount of time figuring out how to boost the professional development portfolio and strategically ensure the portfolio is sustainable.</p>
<b>VP Programs</b>	<p><b>Portfolio Update - Programs</b></p> <p>Christi indicated her budget is not right. Christi thinks she is \$600 over budget, but sponsorship income hasn't hit her budget.</p> <p>The numbers for walkins jumped up to 6, because there were a lot of students at the last meeting and the Student Process was not followed. On average the walkins have been pretty consistently at 4 or below.</p> <p>There were serious issues with the food last month. Christi is following up with the hotel on food quality.</p>
<b>VP Outreach</b>	<p><b>Portfolio Update – Outreach</b></p> <p>Linda indicated she has an outreach meeting last week and she is feeling like she has a strong team in place.</p> <p>No update on budget adherence.</p>
<b>VP Operations</b>	<p><b>Portfolio Update – Operations</b></p> <p>Brad indicated all of the volunteers he recruited to re-vamp the web portal have disappeared. He suggested talking more about the goal of the project since global now has the VRMS available that potentially can be leveraged.</p>

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	<p>He reported that he does not have a solution for document management. Global indicated they are working on a potential solution for chapters to use, but that is not in place yet and a timelines as not been identified. Brad will follow up and get more information on this prior to the next board meeting.</p> <p>Memberclicks has a different solution for onsite registration, but it requires the use of a different credit card processor. Shancy commented that we are in a 3 year contract with the current processor and the complexity of having multiple credit card processors would require a lot of extra overhead and work for Finance. Jeff concurred he would prefer to have one credit card processor. Jeff asked if the requirements have been prioritized for the systems solution and Brad indicated they have not been, but he will work on it. Alan asked when the requirements will be done - Brad sent email to Bill and Christine and they indicated they couldn't get a hold of board members. Several board members reported they did not receive any calls or emails from the people Brad referred to. Brad indicated the team will work on getting the requirements done in the next month.</p> <p>Brad reported he is not sure where he sits on budget adherence but will review prior to the next board meeting.</p>
<b>VP Membership</b>	<p><b>Portfolio Update - Membership</b></p> <p>Karel indicated they are focusing on the volunteer program – they have hired a volunteer to be the Project Manager for the VRMS system and he is looking at the possibly of using Memberclicks and/or VRMS and he and the new volunteer will analyze the options available and determine which system is the best fit. Saby will interview the new volunteer in the next week, but they will report to the VP of Membership.</p> <p>According to the budget prepared, Karel indicated they are doing better than anticipated on member income.</p>
<b>VP at Large</b>	<p><b>Portfolio Update - VP at Large</b></p> <p>Bob reported that he is working on getting people to apply for board positions, and he is also serving on the Annual Conference Committee with a focus on securing sponsors for the event. Additionally, Bob is participating on the past presidents committee on re-organizing the chapter which Dianne Johnson is facilitating.</p> <p>Bob talked to Connie about the video project to recognize volunteers. A mock up video of “generally why people would volunteer” will be created with Bob and Connie to be posted on the website. This would be a testimonial to share with potential volunteers.</p>
<b>VP Marketing</b>	<p><b>Portfolio Update – Marketing</b></p>

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	Dave reported that he doesn't have a sponsor for May at this point. He has completed a lot of marketing materials for workshops and the conference.
<b>VP Finance</b>	<p><b>Finance Report</b></p> <p>Jeff asked that if there are payments that are outstanding to send those to him and he will make sure to get those processed.</p> <p>He reported that there are approximately \$53k in checking and \$92k in savings, and the bookkeeper is in place.</p> <p>He has created 2012 memorized reports and he will ensure they are copied over to everyone so they can see them.</p>
<b>President Elect</b>	<p><b>Nominations/Elections</b></p> <p>No one was nominated for President Elect, but there is a nomination for all other positions.</p> <p><b>Region I</b></p> <p>Region I conference in Spokane – please let Alan know by next Tuesday night if you plan to attend. Alan would like one person from each portfolio to attend the conference.</p> <p>Rachel stepped down as the Region 1 Mentor, and PMI Global is looking for a new Region 1 Mentor.</p>
<b>VP Professional Development</b>	Diane asked if someone may want to be following up with members who do not renew. Causes issues with Events when people renew at the last minute.
<b>President Elect</b>	<b>Adjourned meeting - 7:57 p</b>

### Items for next agenda:

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

**Policy/Procedural changes:     None**