PMI Board Meeting

Date: May 10, 2012; 6:00p – 8:00p

Attendees: Karel Rasovsky – VP Membership; Alan John – President Elect; Jeff Henderson – VP Finance; Diane Brady – VP Professional Development; Bob Bondaruk – VP at Large; Linda Read – VP Outreach, Shancy Saban—Secretary; Dave Molinari – VP Marketing; Christi Loya – VP Programs

Not Attending: Steve Thornton – President, Brad Taylor – VP Operations

Guests: Dianne Johnson; Malini Kanth

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 2/9/2012l Steve continued to escalate to Rachel and Darryl, Alan to contact again 3/8 Alan will follow up with Darryl again 4/12 Alan did talk to Darryl, but will follow up 5/10 Darryl is looking into it 6/14/12 Alan will follow up with Jimmy to see if he has any ideas	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 (4/12/2012) Alan needs to provide the email list to Linda 5/10/2012 Linda has information she needs and will now work on the proposal (6/14/2012)	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	This was not completed

						before EPMA closed
42	4/12/2012	Invite Jimmy Wilburn to the Board Meeting to review the database he developed for PMI Diane followed up with him and the database was not ready for prime time. As of 61/4/2012, not ready	Diane	ASAP		
43	4/12/2012	Follow up with Doubletree about food quality problems Christi indicated food metrics are not specific enough for Doubletree to do anything, so Christi's team is going to randomly check with attendees and update the survey to be more specific.	Christi	ASAP	6/14/2012	
44	4/12/2012	Forward more information to the board about the PMI Global document management system offering	Brad	5/10/2012		
45	4/12/2012	Have Saby interview the VRMS Project Manager and have them start on the project Saby Waraich – Malini Kanth	Karel	ASAP	5/12/2012	
46	5/10/2012	Ask Darryl if new Bylaws and new Charter are posted online; also ask about the DEP upload error	Alan	6/14/2012	6/14/2012	

Discussion:

Past President	**Meeting opened at 6:14p** • Alan opened the meeting and welcomed everyone.
Secretary	• Jeff Henderson motioned to approve the May Minutes, Dave Molinari seconded and the Minutes were unanimously approved. • Christi Loya did ask for clarification on when the Business Meeting needs to be held. Christi thought it was scheduled in June and had it published on the website, Dianne thought it was supposed to be May, but it was decided to move it back to September and Alan will facilitate. Christi will work with Jani to cancel the notice for this month's dinner meeting. • As a point of clarification Board Meetings are held throughout the summer, so the regular July and August meeting dates are confirmed. • Action items reviewed and updated.
VRMS Project Manager	Malini thought she would have to develop from scratch, but after research understood that PMI Global has a solution that will work and she reviewed the

	background information and proposal going forward. (See Power Point Presentation) Malini has gone through the training to use the VRMS system. She presented the recommendation for implementing the system. Alan John is the Project Sponsor and Malini is the Project Manager, so she will manage the project through implementation. Malini will gather the requirements to determine the direction forward and bring a recommendation back to the board to determine 1) if the system will work and 2) implementation plan. Alan will review the initiative templates with Malini.
VP Programs	Volunteer Recognition Power Point; Christi presented the idea for how to present volunteer recognition for the June meeting. Each VP needs to get summary information for their Portfolio to Christi no later than noon Monday. The VP's also need to include a complete list of volunteer names for their Portfolio – include all the people you have worked with in the past year from July 1 through June 30th. It was later decided to not include specific names by Monday, but the complete list will be required to be given to Christi by June 23rd and that information will be posted on the website.
VP Professional Development	**Annual Conference** – Diane reported that the planning is a little behind, but Diane is staying involved and monitoring the planning more closely. Bob reported he believes we have another volunteer for sponsors. Speakers are getting lined up. The marketing collateral is in progress as is the advertising. Alan asked Dave if he needed any help; he indicated he needs help communicating to the roundtables and Christi indicated she would follow up with Dave after the meeting. Bob indicated that different roundtables run differently, and he suggested sending the communication directly to the coordinators instead of sending those through Bruce for dissemination.
President Elect	**Region 1 Conference** 10 volunteers attended and 85 people attended totally from the Region - Everyone should submit expense reports and bring idea to the strategic planning sesssion
VP Outreach	**EPMA** Linda, Christi and Dianne evaluated the student applications as that is the only award where there was more than one candidate. The student winner will be attending the June Dinner Meeting with one guest. They will be given a scholarship for $1,000.

	The other award is for the Project of the Year award. The winner was invited along with a guest to the June Dinner Meeting.
President	**Requirements Update for System** Brad was not available to report on the topic.
VP Professional Development	**Portfolio Update** Diane continues to have finance issues; revenue is not accurate and a vendor was double paid so it is important to make sure we are paying things on time. Dotty Love is the new Director of ACP Certification. Haven't been able to get Devry to commit to the facility for the certification.
VP Programs	**Portfolio Update** Kathy Aramais will be the Manager of Speaker Acquisition and she is this month's dinner meeting speaker. Christi received her PMP – Congratulations!
VP Outreach	Underbudget
VP Membership	Have been a little high on revenue because of renewing members and he is under on expenses currently, but the volunteer recognition expenses will be charged to Karel's portfolio. Saby will be the new VP.
VP Marketing	Web services line item is over, and Dave needs to do more research on this as some of the charges may be for Operations. Dave will need to re-tool and find some more volunteers as there is some attrition.
VP Finance	Jeff reported the Chapter has approximately $72k in the banking account. Just under $93k in savings account. Jeff will look into potentially moving some cash from checking to savings. The net income through June Jeff will continue to work on updating Diane's budget.
President Elect	Transition Meeting Alan will send out information for the Transition meeting.

	Diane Brady – wants to make sure we are on document management
President	**Adjourned meeting - 8:08p**

Items for next agenda:

Transition Meeting on June 23rd at World Trade Center