

# PMI Board Meeting

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

**Attendees:** Alan John – President; Diane Brady – President Elect, Jeff Henderson – VP Finance; Bob Bondaruk – VP at Large; Linda Read – VP Outreach, Shancy Saban—Past Secretary; Dave Molinari – VP Marketing; Christi Loya – VP Programs; Brad Taylor – VP Operations; Trish Kelley – VP Professional Development

**Not Attending:** Saby Waraich – VP Membership; Willem Stoeller – Secretary; Steve Thornton – President; Prakash Achuthan

**Guests:** None

## Action Items:

Id	Date Raised	Description	Assigned to	Due Date	Completed
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) No progress (7/12/2012) meet later this month	Linda Read	TBD	
39	4/12/2012	Updated Requirements for Doc Mgmt/CMS	Brad	5/10/2012	
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 6/14/2012, not ready  Close out	Diane	ASAP	
44	4/12/2012	Forward more information to the board about the PMI Global document management system offering  Brad will follow up with Diane	Brad	5/10/2012	
46	5/10/2012	Ask Darryl if new Bylaws and new Charter are posted	Alan	6/14/2012	6/14/2012

# PMI Board Meeting

		online; also ask about the DEP upload error			
47	7/12/2012	Cancel Phone Line	Brad	8/9/2012	
48	7/12/2012	Web Ex Conferencing Subscription	Brad	8/9/2012	
49	7/12/2012	Submit Strategic Plan to Board	All Board Members	8/3/2012	

## Discussion:

<b>Past President</b>	<p>Meeting opened at 6:06p</p> <ul style="list-style-type: none"> <li>Alan opened the meeting and welcomed everyone.</li> </ul>
<b>Past Secretary</b>	<ul style="list-style-type: none"> <li>Bob Bondaruk motioned to approve the June Minutes, Dave Molinari seconded and the Minutes were unanimously approved.</li> <li>Action items were reviewed</li> </ul>
<b>President Elect</b>	<p>PDD Update - Diane</p> <ul style="list-style-type: none"> <li>91 attendees registered</li> <li>A few slots left on agenda for speakers – have candidates, just not confirmed</li> <li>Dave has been doing great at getting information out</li> <li>Sponsorships are Full</li> <li>Working on Exhibitors (have 2 currently)</li> <li>Now having weekly meetings</li> <li>Team will confirm there will be no minimum head count, so we will only pay for the number of people attending</li> <li>Diane feels everything is going fine</li> </ul>
<b>VP at Large</b>	<p>LIMS – Bob</p> <ul style="list-style-type: none"> <li>Vancouver BC</li> <li>Bob indicated they are going to send as many people as possible</li> <li>Alan, Bob and Diane will check the budget variance for Regional to determine if that exceeded budget</li> <li>No items learned from the LIMS conference were applied from last year – the list of 12 items will be brought back to the Strategic</li> </ul>
<b>President</b>	<p>Open Transition Items – Alan</p> <ul style="list-style-type: none"> <li>List of parking lot items were added to the agenda for the Strategic Planning workshop – everyone should review as this was distributed prior to the July board meeting and is a result of the feedback from board members at the</li> </ul>

# PMI Board Meeting

	<p>transition meeting</p> <ul style="list-style-type: none"> <li>• All board members have a fiduciary responsibility to manage budget and ensure the actual expenses are accurate and variances are reported</li> <li>• Finance / Budget Training will be scheduled for 7p-8p at the August Board Meeting</li> <li>• Reviewed Organization Structure – Alan emphasized the importance of using the current hierarchy, i.e. VP, Asst VP, Director, Asst Dir, Manager, Project Manager</li> <li>• New Volunteer Request form – everyone committed to completing the form</li> </ul>
<b>President Elect</b>	<p><b>Strategic Template – Diane</b></p> <ul style="list-style-type: none"> <li>• Reviewed Template with the Group and presented strategy surrounding development the strategic plan for the portfolio</li> <li>• Dottie is coming into facilitate strategic planning meeting in August</li> <li>• Completed plans will be used at the Strategic Planning Meeting and Alan will follow up with each VP quarterly to review the progress</li> <li>• Use the Keep it Simple method</li> <li>• Submit Strategic Plan to all board members with the status report on August 3<sup>rd</sup> for the August Board Meeting</li> </ul>
<b>VP Finance</b>	<p><b>Finance Update - Jeff</b></p> <ul style="list-style-type: none"> <li>• Working with Diane on Budget corrections, as her budget is not what she thought was being approved</li> <li>• Started working on reconciling revenue and cost reporting</li> <li>• Started looking for volunteers (will have one work on registrations)</li> <li>• Net income \$30k</li> <li>• Continued work on the budget and finances is a priority, and absolutely needs to be resolved by the September Board Meeting</li> <li>• For August Meeting – requested that Jeff prints P&amp;L budget to actual, Balance Sheet and PD Portfolio budget to actual be brought to the August meeting</li> <li>• Diane indicated Crosswinds has not been paid for an invoice from March for \$134</li> <li>• Marketing , Programs and Operations portfolio's expenses/revenues are not correct; Finance is continuing to work on these items</li> <li>• Alan reminded Jeff that everyone needs to sign off on the signature cards at the bank</li> </ul>

## PMI Board Meeting

<b>President</b>	<b>Status Reports – Alan</b> <ul style="list-style-type: none"> <li>Be sure to submit status reports to the board by the Friday prior to the Board meeting</li> </ul>
<b>Past Secretary</b>	<b>Leadership Portal / Volunteer Page – Shancy</b> <ul style="list-style-type: none"> <li>Updated the Leadership Portal – many thanks to Bill and Jani for all of their work, ideas and input</li> <li>New menu option for Volunteer Page which accumulates all volunteer data; i.e. Volunteer Benefits, Volunteer Request Process, New Volunteer Request form, etc.</li> <li>Requested that everyone review the Portal and follow up with Willem on any updates or changes</li> <li>Shancy will continue working with Jani to format procedure documents before the end of August</li> </ul>
<b>VP Operations</b>	<b>Requirements Update - Brad</b> <ul style="list-style-type: none"> <li>Struggling to try and get volunteers – went through volunteer requirements and some interviews were completed to gather requirements</li> <li>Reviewed Conference Calling / Web Conferencing options Brad researched</li> <li>Brad presented CRM options, and is recommending Zoho</li> <li>Agenda for next Board Meeting to review and approve a direction for CRM</li> <li>Document Management will be reviewed at next board meeting</li> <li>Brad will send out the full requirements and the powerpoint document to all board members</li> </ul>
<b>President</b>	<b>Adjourned meeting - 8:08p</b>

### Items for next agenda:

- August Board Meeting and August Transition Meeting are scheduled for the Beaverton Community Center.
- Alan requested that Programs bring the projector to each board meeting throughout the board year.