

# PMI Board Meeting

## Minutes

**Meeting Date:** June 13<sup>th</sup>, 2013 - 6:00 PM **Meeting Location:** DeVry Campus

Name	Title	Present
Alan John	President	Yes
Bob Bondaruk	VP at Large	No
Brad Taylor	VP Operations	No
Christi Loya	VP Programs	No
Diane Brady	President Elect	Yes
Jeff Henderson	VP Finance	Yes
Linda Read	VP Outreach	Yes
Saby Waraich	VP Membership	Yes
Steve Thornton	Past President	Yes
Trish Kelley	VP Prof. Development	Yes
Willem Stoeller	Secretary	Yes
Shelley Crabtree	AVP Finance	Yes
Mandalyn Echols	Sub For Christi	Yes
Scott Ostby	Sub for Bob	Yes
Michael Wallis	Guest	Yes

**Meeting called to order:** 6.15 PM

**Approval Minutes:** May minutes accepted as amended (Trish moved, Saby seconded).

Unanimously approved with a minor spelling corrections.

**Financial Status:** P&L, Balance sheet and Budgets handed out by Jeff and Shelley. Shelley continues with portfolios to make corrections of transactions incorrectly coded. The Board was updated on the following indicators:

Indicator	Amount
Checking account	\$91,171.71
Money Market	\$128,020.48

Total Income is 131% of budget, expenses 65% of budget. However some Professional Development and program dinner expenses have not been captured yet.

**New Business/Issues:**

1. Jani provided an update on newsletter transitioning from PDF to web page(s). This will be fully operational in October. This required handling advertising differently which has been discussed with Marketing.
2. Jeff obtained a climate controlled storage facility of 10' by 10', without shelving within the cost parameters set by the board.

**Portfolio updates:**

1. Professional Development:
  - a. Workshop on May 23 conducted by Jeff Oltman (23 attendees, good reviews).
  - b. Annual conference 101 registrations (double from last year). All speakers and topics confirmed. Need to confirm exhibitors and sponsors. Region one will pay the same rates as Portland Chapter. Several speakers lined up as backup speakers.
2. Membership
  - a. Total members: 1,668

- b. New members: 41
  - c. Renewals 99 plus 11 late
  - d. Attrition rate: 10%
  - e. PMPs: 1,001
  - f. Gross rate: 3%
  - g. VMRS is working correctly now
  - h. Director of volunteer recognition in place
- 3. Programs
  - a. Increase of rate for meals for Double Tree, Chapter will approve increase as long as we can avoid back room. Jimmy will be tasked to look at other options (buffet, other venue, etc.).
- 4. Marketing
  - a. Scott proposed to record presentations given during Chapter meeting. He proposed a budget for a June pilot. A number of issues need further discussion; this will be addressed during a next board meeting.

### **Decisions:**

1. To conduct two pilots of video taping and editing of Chapter meeting presentations. The purpose being to make those videos available at a low cost to members and non-members. The first pilot will be in June, the second (conditionally) in the fall. The costs of the pilots will be born by Marketing (\$500.00), potential sponsors and the other portfolios (for a total of \$500.00). Diane moved the motion and Trish 2<sup>nd</sup> it. Unanimously approved.

### **Other:**

1. Open action items were reviewed and updated (only priority A)
2. New action items: See separate report



**Meeting Adjourned:** 8 04PM, Saby moved, Jeff seconded. Unanimously approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "W. Stoeller", written over a horizontal line.

Willem Stoeller, PMP Secretary