

PMI Board Meeting

Minutes

Meeting Date: August 8th, 2013 - 6:00 PM

Meeting Location: DeVry Campus

Name	Title	Present
Alan John	Past President	Yes
Anne Chalmers	VP Marketing	Yes
Bob Bondaruk	President Elect	Yes
Diane Brady	President	Yes
Jimmy Godard	VP Programs	Yes
Linda Read	VP at Large	Yes
Mandalyn Echols	VP Outreach	No
Michael Wallis	VP Operations	Yes
Saby Waraich	VP Membership	Yes
Shelley Crabtree	VP Finance	Yes
Trish Kelley	VP Prof. Development	Yes
Willem Stoeller	Secretary	Yes

Meeting called to order: 6.10 PM

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

Unanimously approved with one date correction.

Financial Status: Budgets handed out by Shelley. Shelley continues with portfolios to make corrections of transactions incorrectly coded. The Board was updated on the following indicators:

Indicator	Amount
Checking account	\$89,990.68
Money Market	\$128,041.87

Total Income is 163% of budget, expenses 86% of budget. However many Professional Development and program dinner expenses have not been captured yet.

Other Metrics:

1. Programs

- Current membership (PMI Portland) as of June 2013: 1,653
- New members: 35
- Renewals: 73
- Rejoin: 0
- Renew late: 10
- Non-renew: 52
- Growth Rate: 1.66%
- Attrition Rate: 15.25%

2. Professional Development

- Annual conference 212 total submissions

New Business/Issues:

1. Michael provided Willem with inventory of laptops

2. Willem brought up the issue of updating the component description with the new mailbox. Diane will update this.

Portfolio updates: Deferred as per agenda

Decisions:

1. None

Other:

1. Video recording of chapter meetings: discussion deferred since information is not yet available.
2. Open action items were not reviewed, but Diane had provided feedback
3. New action items: See separate report
4. Annual business meeting slides were reviewed
5. Shelley presented new policy and forms for expense reports and third party invoices (New forms to be added to Leadership Portal)
6. Trish presented an update on the annual conference

New Business:

1. Diane discussed dinner with Randy Black at end of Annual Conference. It was suggested to also invite Gay Lynn Calonge in recognition for her efforts to plan the Annual Conference.
2. The rest of the time was spent on discussion strategy, together with a quick presentation by Diane.
3. All Portfolios need to complete and distribute their strategies by October 31st for discussion on the November Board meeting. The November Board Meeting will be three

hours with one hour for regular business and two hours for strategy review. The strategy meeting scheduled for September 7 has been cancelled.

Meeting Adjourned: 8.03PM, Shelley moved, Willem seconded. Unanimously approved.

Respectfully submitted,

Willem Stoeller, PMP Secretary

