

## PMI Board Meeting Minutes

**Meeting Date:** Sep. 12th, 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
Connie Plowman	Guest	Yes
Diane Brady	President	Yes
Jimmy Godard	VP Programs	No
Linda Read	VP at Large	Yes
Mandalyn Echols	VP Outreach	Yes
Michael Wallis	VP Operations	Yes
Saby Waraich	VP Membership	Yes
Shannon Musson	Guest	Yes
Shelley Crabtree	VP Finance	No
Trish Kelley	VP Prof. Development	Yes
Willem Stoeller	Secretary	Yes

1. **Meeting called to order:** 6.10 PM
2. **Approval Minutes:** August minutes accepted as amended (Alan moved, Anne seconded). Unanimously approved with one spelling correction.

### 3. Financial Status:

❖ Financial Position as of August 31, 2013

- Checking Account \$ 131,718
- Savings Account \$ 128,042

❖ August Chapter P&L Review:

- Income \$ 53,231
- Expenses \$ 12,463
- Net \$ 40,768

❖ Year to Date thru August 31, 2013 Chapter P&L Review:

- Income \$ 222,237
- Expenses \$110,998
- Net \$111,239

❖ Year to Date thru August 31, 2013 Budget vs. Actual:

- Expenses Budget vs. Actual 68%
- Income Budget vs. Actual 134%

❖ Budget Notes:

- Annual Conference expenses still being collected. It is estimated that \$25,000 of expenses still to come in (including DoubleTree costs). Currently at a net income of \$51,825 therefore estimating around \$26,000 ending net income from Annual Conference.
- Workshop 6 expenses are still being collected. It is estimated that \$5,000 of expenses still to come. Income is at \$5,100 therefore it is estimated the net income for this workshop will be an estimated \$100.

- LIM travel expenses of an estimated \$3,200 are still to come.
- We are at 128% of Budget for sponsorship income (ytd 12k)
- Currently have Income of \$ 5,369 from Chapter Dinners

#### 4. Portfolio Updates:

##### a. Marketing

##### b. Membership

- ❖ Current membership (PMI Portland) as of July 2013: 1639
- ❖ New members: 31
- ❖ Renewals: 87
- ❖ Rejoin: 0
- ❖ Renew late: 4
- ❖ Non-renew: 49
- ❖ Growth Rate: 1%
- ❖ Attrition Rate: 18.02%
- ❖ Raffle at next chapter meeting for all volunteers (Apple iPad), not required to be present at meeting. The current list of volunteers will be sent out for all to confirm volunteer names for the dinner raffle.

##### c. Operations

- ❖ Michael to work with board members on laptop requirements.

##### d. Outreach

- ❖ Mandalyn brought up the issue of signing up PSU students for the next chapter meeting such that the students would not be required to pay and expense. Jani addressed this in an email thread (Currently not possible without major manual overhead).

##### e. Professional Development

- ❖ Annual Conference:
  - Gay Lynn will report on Annual conference at October board meeting
  - 326 registrations

- 4 exhibitors
- 4 sponsors – 1 event, 1 lunch, 1 lanyard and DeVry
- 91 surveys received
- ❖ August workshop:
  - Breaking Free – 19 registrations FINAL P&L \$1,644.95
- ❖ ACP Course
  - 3 registrations
- ❖ PMP Course
  - 34 registrations
- ❖ October workshop
  - 5 registrations

#### **f. Programs**

##### Highlights Completed last month:

- ❖ On boarded two new directors: speakers and events
- ❖ Held planning and strategy meetings
- ❖ Identified marketing opportunities for some roundtables
- ❖ Accessed QuickBooks and reviewed budget

##### Highlights for this month

- ❖ On board two new volunteers: Program Support & Programs Quality
- ❖ Hold additional meetings toward the strategic planning
- ❖ Resume the dinner meeting cadence with new volunteers
- ❖ Address the roundtables elist

## **5. Volunteer recognition**

- ❖ Presentation and discussion led by Shannon Musson. For each board meeting the agenda will contain a volunteer recognition topic. So that board members who have updates or issues regarding volunteer recognition can address these at the meeting. Shannon will further develop the program and come back with more specifics. Please forward status reports to her for volunteer hours.

#### 6. New Business/Issues:

- ❖ Saby brought up issue of needed laptop for PMP prep course starting Sep 17
- ❖ Bob reminded board members to book their own travel for LIM.

#### 7. Action Items

See separate spreadsheet for updated action times.

#### 8. Decisions:

- ❖ None

#### 9. Other:

- ❖ Video recording of chapter meetings: discussion deferred since information is not yet available.
- ❖ New action items: See separate report

**Meeting Adjourned:** 8.10 PM, Willem moved, AJ seconded. Unanimously approved.

Respectfully submitted,



Willem Stoeller, PMP Secretary