



PMI Board Meeting Minutes

Meeting Date: March 14, 2013 – 6 pm

Meeting Location: DeVry Campus

Attendance:

Name	Title	Present
Alan John	President	Yes
Bob Bondaruk	VP at Large	No
Brad Taylor	VP Operations	Yes
Christi Loya	VP Programs	No
Dave Molinari	VP Marketing	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	No
Trish Kelley	VP Prof. Development	Yes
Willem Stoeller	Secretary	No
Mandalyn Echols	Guests	
Jimmy Gilmore		
Rick Villanueva		

Meeting called to order: 6:15 pm

Approval Minutes: February Board Meeting Minutes were read and edits were captured. Saby made the motion to accept the minutes as amended, Trish 2nd. Unanimously approved.

Financial Status: Per Jeff's status report: Year to date: Available Balance: \$82,902.94 Balance Sheet: Operating \$86,242.21, Money Market \$122,989.12 and Total Assets \$211,850.56.

- Notice to Board: Jeff will be traveling and unavailable from 3/22 – 4/1 and has delegated signature authorization during this period to Alan and Diane.
- Jeff reported Oregon Food Bank and PMI Educational Foundation checks were issued in 2013. Action Item: Diane, Alan and Jeff to relocate funds. Action Item for 2013: Issue checks during Q2 or Q3 the year funding/budget has been approved.
- NOTE: Finance reports the Programs portfolio indicates Rental Equipment at Dinner Meetings to be \$1,056.35 (over budget).

Portfolio Updates:

1. VP Membership:
 - a. Saby introduced a mailing document to the Board; Chapter Guest Pass Program for PMI Portland Chapter membership. Emailed an offering for “25” free Chapter memberships which was well received by many quick responses. Shown to be an excellent marketing opportunity.
 - b. Saby shared that certificates will be distributed to volunteers during the 30 Year Event on March 19.

- c. Saby reported out membership statistics: Month ending 1/2013, 1,622 members and month ending 2/2013, 1,675 members. Indicating a growing membership for Q1.
 - d. Update: 4 new volunteers have been added in the portfolio.
 - e. Reminder: Encourage new members to attend the New Member Orientation at the monthly chapter meeting.
- 2. VP Programs:
 - a. No report out provided for this portfolio.
- 3. VP At Large:
 - a. No report out provided for this portfolio.
- 4. VP Marketing:
 - a. No report out provided for this portfolio.
- 5. VP Professional Development
 - a. Trish reports 32 PMP participates (2 dropped out) to date.
 - b. Replacing ACP Director; Sid has agreed to fill this role.
 - c. Recruiting support for the Annual Conference.
- 6. VP Operations:
 - a. Brad reported the System Administrator incumbent may need to be replaced; yet to be determined.
- 7. VP Outreach:
 - a. Linda updated the Board on the 30 Year Event planned for March 19. Provided a review of the timeline of events, guests to attend,

presentations (both volunteer recognition and presidents panel), announcements, Program/Thanks, collected door prizes and the event ending with toast, cake and door prizes.

- b. Linda reported out that the remaining two Director positions within Outreach have been filled. Business Outreach by Bobbie Calhoun and Academic Outreach by Balbinder Banga (both from Nike).
- c. Encouraged all Board members to make “asks” for additional door prizes. Deadline: Saturday, 3/16.
- d. Action Item: Each portfolio is requested to submit to Mandalyn a Mission Statement for the volunteer recognition portion of the 30 year event. Deadline: Saturday, 3/16.
- e. Linda asked the Board for their insight on a “Surprise Ball” give-away. Deferred this idea for a later date, as a possible volunteer favor.

8. President Elect:

- a. Diane shared several documents with the Board: Documents for June Transition Meeting (See section on Tools & Templates), Volunteer Role Delineation and Portfolio Transition Deliverables List (matrix for each portfolio; red items indicate critical).
- b. Diane reminded that Board elections are coming and to be on the lookout for possible volunteers for the open positions.
- c. An invitation was extended to GayLynn to attend the April Board meeting for a discussion and updates on the Annual Conference.

9. President:

- a. Alan reported the Executive team will be meeting the Thursday prior to Board meetings to review finance issues, proposed agenda items and the top “3” Action Items for discussion/decisions/follow up.
- b. Alan announced PMI Global has granted the Portland Chapter a PMI Chapter Milestone Professional Development Scholarship in the amount of \$2,500 to be awarded to one or more chapter members and/or individuals in the community who demonstrate an outstanding commitment to project management.
- c. Alan began a discussion on Region 1 conference budget requirements and the possible formulas to consider for the Chapter. It was concluded that the option to pay the \$200 fee for leadership attendance. NOTE: Region 1 Conference is scheduled for 5/17 in Park City, UT.
- d. Alan selected from the current Action Item listing, the top “3” for discussion: 1. Item #85 – Update URL. Assigned to all Board member and due ASAP. 2. Item #89 – Networking Meeting. To be scheduled and planned by Board Secy. 3. Item #79 – Identify 3 Key Performance Indicators, with related goals, for the Chapter’s Dashboard.

Offer from Guest – Rick Villanueva:

1. Your Top 3 Volunteers that are hard to fill or are critical to fill, send me their work descriptions and I will reach out to my DeVry/Keller alumni, graduates, and/or students to gauge interests and I can help vet the selection process.
2. DeVry/Keller Graduate School of Management is interested in becoming an “Education Sponsor” and “Presenter” during the 4:30pm Education Presentation slot, for a near future PMI Chapter Meeting – what are the details, etc.
3. If you plan to have or continue future board meetings, I know Willem did this recently, how about planning for the rest of the year which dates/times, I will ensure room is available and that the IT connectivity are ready, etc.
4. My Action: I am in process of obtaining separate wireless Internet access for PMI userid/pwrd usage in next 30 days or so.

NOTE: If we can be of any future assistance, let me know. All correspondence can be addressed through me as you single point of contact moving forward.

Meeting Adjourned: 8:15 pm, Alan motioned, Saby 2nd. Unanimously approved.

Respectfully submitted,

Linda Read for Willem Stoeller, PMP Secretary

