



## PMI Board Meeting Minutes (Revision 1, 03/14/2013)

**Meeting Date:** February 21th, 2013 - 6:00 PM

**Meeting Location:** DeVry Campus

Name	Title	Present
Alan John	President	Yes
Bob Bondaruk	VP at Large	Yes
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	No
Saby Waraich	VP Membership	Yes
Steve Thornton	Past President	Yes
Trish Kelley	VP Prof. Development	Yes
Willem Stoeller	Secretary	Yes
Stephen Wilks	Sub for Christi	Yes

Randy Black

Region 1 Mentor Online

### Meeting called to order: 6.20 PM

Approval Minutes: January minutes accepted as read and to spelling errors corrected, Brad moved, Trish 2nd. Unanimously approved.

Financial Status: Per Jeff's status report: Year to date: Net income \$20,892 for the year. Checking balance Sheet \$79,042 in checking and \$122,980 (money market) at the end of January 2013.



Portfolio updates:

1. VP Membership:

- a. Saby provided statistics on the January meeting - Education Session with an average rating of 4.32, the January meeting - dinner Session with an average rating of 3.98 and the New Member meeting with an average rating of 4.42.
- b. Saby addressed the volunteer recognition efforts for the March meeting: This is only phase I of the volunteer recognition, each VP needs to organize a fun-filled event with the volunteers in their Portfolio as Phase II.

2. VP Programs:

- a. Stephen Wilks filled in for Christi and provided statistics for the January dinner meeting: Total initial dinner count was our guarantee of 130. We actually had 135 total pre-registered (this is for educational, dinner and keynote) this month with 4 onsite registrations. Our actual headcount for dinner was 101. We received \$4160 in income and Doubletree billed us \$5330.35. We had a net loss of \$1170.35. There was no sponsor for this meeting.
- b. Speaker recruiting for rest of program year:

Chapter Meeting Month	Speaker
February Educational Speaker:	Lynn Jesus
February Keynote Speaker:	Chris Tobias/Mentoring@PMI-Portland.org

<b>March Educational Speaker:</b>	<b>PMI Presidents</b>
<b>March Keynote Speaker:</b>	<b>PMI Presidents</b>
<b>April Educational Speaker:</b>	<b>Jackie Barretta/Nura Group</b>
<b>April Keynote Speaker:</b>	<b>Cathey Armillas/</b>
<b>May Educational Speaker:</b>	
<b>May Keynote Speaker:</b>	
<b>June Educational Speaker:</b>	<b>Agile Panel</b>
<b>June Keynote Speaker:</b>	<b>Agile Panel</b>

3. VP At Large:

- a. Bob explained that he had obtain sponsors for two meetings
- b. Further he informed the board that Dean had quit as director of the Newsletter, but that Sharon Watkins is still co-Director, now only Director of the Newsletter.

4. VP Professional Development

- a. Gay Lynn provided an update on the Annual Conference:

- Project Charter Approved
- Date Set: Friday, August 23rd w/ option for 1 day workshop(s) on Saturday, August 24th.
- Venue Set: Lloyd Center DoubleTree Convention center
- Selected Theme: The Power of Professionalism
- 4 Tracks:
  - Driving Project Excellence,
  - Leading The Way
  - Transitions: Making the Leap

- Maximizing the Benefits
  - Investigating 2 primary keynote speakers:
    - Traci Duez as keynote speaker w/ one day follow-up workshop on Saturday, August 24th.
    - Susan Scott, Fierce Conversations/Leadership
  - “Save the Date” flyers to be provided for February 19th PMI Dinner
  - Initial Call for Speakers and Sponsors drafted and being proofed for posting
  - Job Descriptions for Sponsor, Speaker, Marketing in final review.
    - b. Gay Lynn and Trish stressed the need for support from the board with the Annual Conference.
    - c. A PMP Prep course started with 32 students. The ordered copies of the PMBOK were late arriving due to a check getting lost. AJ will try to re-order the books using the Chapters Debit card. The process for ordering books will be reviewed for the April meeting.
    - d. The Director of ACP certification is MIA, Trish has a temporary replacement (Sid)
5. VP Operations
- a. Brad explained that due to a hard disk crash he was not able to prepare his status report.
  - b. The Director of Technology is working on a plan for a cost-effective cloud based storage solution for the Chapter.
6. VP Finance

- a. Now that the idea of obtaining temporary office space has been put on hold, Jeff will provide possible solutions for a physical storage space by the March board meeting.

#### Old Business

1. Alan provided an update on the preparations for the March Meeting (30 year celebration and volunteer recognition). All board members should try to get two door prizes for the 30 year celebration. Willem promised to contact Intel about this.
2. Steve presented the findings from the Past Presidents committee. Focus was on what changes to make to the Chapter such that it is more scalable in terms of members, volunteers and organized activities/events.

#### New Business/Issues:

1. Willem asked all portfolios to come up with 2-3 KPI's and related goals for the next board meeting.
2. Alan discussed briefly volunteer recognition program. New Action item: To create job description for Volunteer Recognition Director.
3. Ownership/ Process for closing the Books: Execs will meet with Jeff and Shelley and discuss how to split responsibilities between Jeff and Shelly.
4. Portfolio Transition: Outreach, Operations, Finance, Marketing and Programs need to come up with a transition plan.

5. Portfolio updates:

- a. Saby presented metrics and provided an update on VRMS (implementation nearly completed) and New volunteer orientation package (in progress).
- b. Bob spoke about request from DeVry for free student sponsorship. Will follow up with folks at DeVry. It is important to offer equal opportunities to sponsors (Linda to come up with policy).
- c. Trish: Most workshops planned out. Limited mentoring interest due to parallel program by PMI Global.
- d. Christi/Lori: Speakers lined up for the reset of FY. Alan asked to provide planning for other activities during evening programs such as raffles, etc. Also was discussed the idea of providing free dinner to employers who would announce job opportunities during monthly Chapter meetings.
- e. Brad: Contracts for Kristen and Jani to be signed by Execs. Action item for all board members to review/update web pages for Portfolios or portal.

Decisions: **None**

Other:

1. Randy Black listened in to the Board meeting (by speaker phone) and provided some feedback and recommendations.
2. Contracts for Kristen and Jani signed by Execs and to be mailed by Willem. Willem will store copies of the contract.
3. Willem to look into organizing a Q1 strategy meeting and also a Directors Networking event.



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

Meeting Adjourned: 8.00 PM, Jeff moved, Saby 2<sup>nd</sup>. Unanimously approved.

Respectfully submitted,

Willem Stoeller, PMP Secretary

3/15/2013 NOTE: Meeting Minutes revised by Linda Read from 3/14/2013 Board Meeting.