

1. Open Meeting

- Call the meeting to order
- Attendees:

A	Sue Czryny	P	Julie Lang	A	Ellen Hagerty
P	Mary Harris	P	Jeff Manhardt	A	JoAnn Boehm
PW	Christa Juestock	P	Tony Pappagallo		
P	Erin Keding	PW	Patrick Walsh		

P = present A = absent PP = planning to be present PPW = planning to be present webex
 PT - planning to attend tentatively PA = planning to be absent NR = no response

- Approval of Prior Meeting's Minutes – 12/17/19 ← *approved*

2. Agenda: Meeting Started at 605pm

6:00-6:20 – *Announcements (Jeff)*

- Bylaw changes - Voted - Status - remove Trustees as recommended or no? **PMI Recommends this** – however, all of our current board would rather keep the Trustees in place. Jeff to contact PMI that we are not removing Trustees.
- PMI Survey – we should have received the email on this from PMI ← please respond honestly.
- Orientation Session - Feb 8 – For new board/directors. Look at locations – before 2/29 or after 3/5. Jeff will send out a Doodle with options for sessions.
- PMO Council - Feb 13 – Jeff has included all of the Board in emails – idea sharing & networking of people who run projects – First meeting is a Phone Call. Will help us connect with these leaders.
- Charter renewal - Mar 31 – before our next Board Meeting/Dinner Meeting, what did your team do in the last year?
- Region 4 2020 host status - Apr 24-26 – Meetings underway in the planning stages. We are at \$9500 for sponsorships thus far. Detroit had \$10K last year. David Barrett, MG2, Proteon and some others have contributed. Board should all plan to attend. Dinner at the Top of the Falls restaurant.
- Meeting Focus - Transitions

Technology & Business Services

- Website status - Transition to MG2; transition has been rougher than we hoped for. Meet with MG2 leadership first week of February to review the issues.
 - **Mary, Julie, Erin** need Admin accounts.
- Ops Plans – are we done? Send out what we have. TONY to send out.
- Need Hackathon working session - Use Feb 8th?
 - Get stuff done session / combine with Orientation ← Things we want to work on together.

Finance

- 2020 Budget – how often will updates be shared? Pat – Quarterly to start with.
- New director – Srinu ← need to get Srinu on-boarded ← Christa & Naveed

Certification

- 2020 PMP Prep, PMI-ACP, CSM schedule
 - Working on scheduling the PMP prep class for Winter/Spring
 - 2 classes/week 3/23 – 4/20 Expedited Class in 5 weeks
 - CSM – should we look at another vendor? Jeff suggested we contact Jesse.
 - ACP – Julie to look into this in Spring some time.

Membership

- 2020 schedule
- 147 ZIP code update
- End of year membership total – total of 745 at Year End

- New director – *Sal Fabozzi Director of Recruitment*
- *Need input on Volunteer list – missing from Julie & Sue*
- *Working on event with Toastmasters with Joyce*
- *Onboarding process needs to be solidified*
- Volunteer of the Qtr
 - *Q4 Volunteer – Ellen Hagerty*
 - *Q3 – Sara*
 - *Q2 – Naveed*
 - *Q1 – Sal Fabozzi*

Marketing

- Social Media branding update – Logo updates
 - *Plan on getting to Instagram and Twitter*
 - *Facebook is all set*
- *Monica stepped down as a Director*
- *What else do we need for LIM ?*
- *Dionne is available again for Social Media Director*

Professional Development

- 2020 schedule
- *Spring PDD Day is May 5 at Classics V*
 - *Enforce cancellation policy ← auto generated email*
- *Trello access – use your GMAIL account pmibuffalo.org*
- Joint ISM/PMI meeting Tuesday, April 14, 2020
- 2020 joint event with Rochester - July 11? - Batavia racetrack
- *Fall PDD will be first week of October*

Outreach

- 2020 schedule

Trustee

- Ellen starts 1/1/20, JoAnn filled Pat's remaining term

3. **Close Meeting**

- Next Board & Directors meeting – Feb 18
- Adjourn meeting 843pm