BOARD MEETING Minutes
5:45pm – 8:30pm on Feb 18, 2020
BNMC Innovation Center - 640 Ellicott Street
Conference Rm 4A
Webex link
1-855-282-6330
Meeting Number 739 099 387

1. **Open Meeting**
   ● Call the meeting to order
   ● Attendees

P	Sue Czryny	P	Julie Lang	A	Ellen Hagerty
P	Mary Harris	P	Jeff Manhardt	A	JoAnn Boehm
P	Christa Juestock	P	Tony Pappagallo		
A	Erin Keding	P	Patrick Walsh		
A	Aditya Vaze – Member Services	P	Sal Fabozzi - Recruitment	A	Rebecca Calvetti Madan – Professional Outreach
A	Tamera Knight – Community Outreach		Melvin Roundtree – Corporate Outreach		Sue Czyrny – Certification Training
P	Sara Creenan – PDDs	P	Joyce Burke – Event Mgmt	A	Melissa Wallace – Breakfast Roundtables
A	Lydia Parent – Sponsorship	A	Ajay Bhala – App Support	A	Naveed Aslam – Business Services
A	Monica Summers – Marketing	P	Brian Harris - Website administration	P	Srini Gadhar - Finance
		P	Darlene Kilberg		

   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 – 1/28/2020

2. **Agenda:**
   5:45-6:00 - Arrive & eat Meeting Starts at 6:14pm
   6:00-6:20 – Announcements (Jeff)
   - Bylaw changes - Approved by Board & PMI, ready for membership vote
     - *PMI recommended using their tool for the vote – they will administer the vote.*
   - Orientation Session - Feb 19 – *Ingram Micro 1759 Wehrle Drive Williamsville NY*
   - PMO Council - Feb 13 – *list of companies displayed*
   - Charter renewal - Mar 31 – *Jeff to take the first look at this and then come back to Board for more feedback/review.*
   - Region 4 2020 host status - Apr 24-26 – *registration is coming up soon. Volunteer schedule to come. Let Sara know if you're interested in assisting during the weekend.*
   - Meeting Focus - Directors efforts

   Technology & Business Services
   ■ Website update – *get Admin credentials for Jeff M.*
   ■ Bar code scanning – PMI R4 LI
   Certification
   ■ PMP Prep Class – Mar 24 - Apr 23 @ HealthNow
   ■ PMI-ACP – *Julie working with Nichole (GR8PM) on dates for the Fall*
   ■ CSM – *need to work out the vendor to use (Contact Jessie F to see if he is interested)*
   ■ *CAPM – potential to offer this class? Vendors that offer only CAPM ? PMI offers a CAPM prep*

online course for $350 for members of PMI
- *Darlene is joining as Director Certification Training ← needs to go through the onboarding process.*

Membership
- *Membership is down – get some fresh data into new Tableau reports.*
- Chapter member survey – Should we do one? *Yes, Christa to research. Typically done in April-May timeframe, review results in June.*
- *Five Pending Volunteer Requests:*
  - *Matt to help with Outreach as a volunteer to help with BETA Awards – would like to get an email account (pmibuffalo).*
  - *Karthik M. – recommend at a volunteer level first than the Director level to start*
  - *April interested in Director of Marketing or Volunteers.*
  - *Venkata interested in Director of Volunteers*
  - *Angela K interested in PDD Team*
  - *Ron is interested in Marketing team*
- Status on Chapter Guest Pass program - *only good for new members*
- Status on new member emails – *need to check with Aditya*

Marketing
- Status of Hootsuite – *need to check on this ← Mary to review it*
- Sponsorship updates - IIL, Lighting company, NU – Are these on website & emails?
- *Business Cards for Board/Directors ← need all new materials with new logo*
- *Shirts for volunteers – need sizes from Board.*
- *Is mailchimp getting updated? Aditya ?*

Finance
- Financial update – *reconciled all through January*
- *Payment Connectivity API for LIM in progress.*
- *Sreeni is new Director.*

Professional Development
- 2019-2020 Dinner calendar – *Joyce to send out schedule for 2020 to Board & Directors*
- 2020 joint PDD with Rochester - July 11 - Batavia racetrack ← *this no longer scheduled*
- *Spring PDD – May 5th – two speakers*

Outreach
- Tableau visual analysis on student member recruitment & retention
- Mentor program status – *PM for startups at the Innovation Center may be done, Mentor Kids at Future Cities event*
- BETA Awards – *Infotech WNY awards have been sent out. Looking for nominations*
  - *May 7th is the date*
- Diversity & Inclusion – *Sue is interested in attending*
- *Sue to check on UB activities*

Trustee
-

3. **Close Meeting**
- Next Board meeting – Board only – March 17 – St Patrick's Day
- Adjourn meeting – *adjourned at 8:24*