

BOARD MEETING MINUTES 6:00pm – 8:30pm on Mar 18, 2020

Conference Call Only <u>Webex link</u> 1-855-282-6330

Meeting Number 479 544 453

1. Open Meeting

- Call the meeting to order
- Attendees

Р	Sue Czryny	P	Julie Lang	А	Ellen Hagerty
Р	Mary Harris	Р	Jeff Manhardt	Р	JoAnn Boehm
Α	Christa Juekstock	Р	Tony Pappagallo	Р	Sreeni Gadhar
Р	Erin Keding	Р	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 – 3/18/2020

2. Agenda:

6:00-6:20 – Announcements (Jeff) Started at 6:07

- Coronavirus/COVID-19 update
 - Communications, event changes, budget impacts
 - Think through 3 scenarios for our events start up June, September and End of Year
- Bylaw changes Approved by Board & PMI, membership vote in progress
- Orientation Session Complete Do we want another? Wait until new Board Members on identified.
- PMO Council Next session April \leftarrow may push this to May.
- Board election season April-May Technology, Professional Development, Marketing
 - Marketing Mary is interested, Professional Development Sara is interested, Technology TBD/Tony will let Jeff know
 - Jim Coleman will put the materials together.
- Region 4 2020 host status moved to 2021 (April 11 23 is tentative)
- Meeting Focus Directors efforts
- VP Finance Role Pat is stepping down from VP role due to work responsibilities. Sreeni will be taking the role to fill in the remainder of Pat's term through 2021. Jeff recommendation Board approval.

Technology & Business Services

- Bar code scanning working how do we incorporate into our standard meeting process?
 - Need this built into SOP for creating event. Tony to work with Joyce & Sara on this.
- Google Suite review someone on the team will complete this by end of May.
- Should we continue using Webex? *Are there cheaper options? Jeff to do analysis.*
- MG2 Portal is coming Webex join options. Tony to send out.

Certification

- PMP Prep Class Rescheduled? ← This has not been rescheduled. HealthNow will host when we are ready to do this. Format change date was changed for current PMBOK version.
- PMI-ACP moved to virtual. Contract for 3 classes May class moved to Virtual.
 - Julie to set this up on the website. Registration is done through GR8PM.
 - PDUs to be generated \leftarrow Joyce to document this.
- CSM Update. No update on this a proposal was sent to us.
 - Look at ACSM ← Julie and Jeff to do a survey to see if there's interest

Membership \leftarrow Christa not in attendance

- Chapter member survey Should we do one?
- Status on Chapter Guest Pass program
- Status on new member emails

■ PMI Rochester Lounge ← Membership Function to investigate

Marketing

- Status of Hootsuite *Dionne & Jeff R. are working on this*
- Sponsorship updates IIL, Lighting company, NU Are these on website & emails?
 - Remove IIL and Lighting Company
 - NU agreement to co-market their MBA program ← Jeff to send the agreement to Mary Harris
- Director Sponsorship transition?
 - MarCom Director positions
 - Monica Wallace Director Member Communications
 - Dionne Kane Director Social Media
 - Jeff Raugh Director Marketing
 - Lydia Parent Director Sponsorship (outgoing)

Finance

- Financial update
- appointment of new VP Finance
- Sreeni will get input from Pat on the expenses

Professional Development

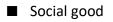
- 2019-2020 Dinner calendar impacts
- 2020 joint PDD with Rochester July 11 Batavia racetrack? ← Not sure about this?
- Spring PDD cancellation Lost approximately \$12,000
- Fall PDD (November 4 or 5) may be able make some of this up by tweaking this and cut cost.
 - Look into an All Day Webinar as an option?

Outreach

- Spending Plans for the year??
- Tableau visual analysis on student member recruitment & retention ← Sue to follow-up with Sal
- Mentor program status Sue planning to move forward with this.
- Medaille partnership *meeting on Thursday*
- PM4NP PM4NP Spend? Sue meeting on this Friday 4/24 with Tom Wojcik. ← would like to seek a Grant for this we did this the last time.
- Job board? Link

A significant new revenue stream that	Jobs posted per month	NET revenue per month*	NET revenue per year*
will enable you to	3	\$630	\$7,560
reinvest in your	5	\$1,050	\$12,600
membership.	10	\$2,100	\$25,200

Trustee



3. Close Meeting

- Next Board meeting Board & Directors May 19
- Adjourn meeting *adjourned at 8:00pm*