

1. Open Meeting

- Call the meeting to order
- Attendees

P	Sue Czryny	A	Julie Lang	P	Ellen Hagerty
P	Mary Harris	P	Jeff Manhardt	P	JoAnn Boehm
A	Christa Jueckstock	P	Tony Pappagallo		
P	Erin Keding	P	Sreeni Gadhar		
A	Aditya Vaze – Member Services	P	Sal Fabozzi - Recruitment	A	Rebecca Calvetti Madan – Professional Outreach
A	Tamera Knight – Community Outreach	A	Melvin Roundtree – Corporate Outreach	A	Melissa Wallace – Breakfast Roundtables
P	Sara Creenan – PDDs	P	Joyce Burke – Event Mgmt	A	Naveed Aslam – Business Services
P	Tija Bushnaq – Sponsorship	A	Ajay Bhala – App Support	P	Darlene Kihlber – Certification Training
P	Jeff Rough – Marketing	P	Brian Harris - Website administration		
P	Dionne Kane – Social Media				

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 – 4/17/2020

2. Agenda:

5:45-6:00 - Arrive & eat 6:09 PM

6:00-6:20 – Announcements (Jeff)

- Coronavirus/COVID-19 update - Communications, event changes, budget impacts
- [Bylaw changes](#) - Approved & Ratified ← Please read and review
- Board election season - April-May – Technology - Pending, Professional Development - Sara, Marketing – Mary
 - Will have an answer on the Technology VP by Friday May 22
 - Nomination Form to be sent to Sara
 - Time after election through the end of the year is the transition time period
 - Election Process will start within a week – Jim Coleman has helped in the past for this – we may need someone to do this if we don't hear from Jim.
- PMO Council - Feb 13, next event planned for June
- New directors – Sal, Dionne, Jeff R, Darlene, Tija – New board member – Sreeni VP Finance
- New Jobs board with CPS Media – they do the work for us; we are responsible for integrating with the website. Jeff to handle this while Christa is out.
- Meeting Focus - Directors efforts

Technology & Business Services

- Onboarding new volunteers – in progress
- Org chart updates – in progress
- Webex vs Zoom
- Google Suite Review
- Slack, Trello, PollAnywhere tools ← get login information from Sue & Sal

Certification

- PMI-ACP – review of 1st virtual class
- CSM - ?
- PMP Prep – *class from March – April was cancelled*

Membership

- Christa induced this weekend – expected to be out until June
- Chapter member survey – Should we do one?
- Status on Chapter Guest Pass program
- Status on new member emails
- *Reviewed the PMI Survey from our members – our responses are across the board better than our region. Jeff to send out the survey.*

Marketing

- New team
 - Jeff Raugh - Director Marketing
 - Dionne Kane - Director Social Media
 - Tija Bushnaq - Director Sponsorship
 - Lydia Parent will be moving to a Sponsorship team member position
 - Monica Summer will be stepping down ← *need a Mailchimp volunteer*
- *Shirts have been ordered ← used anniversary money provided by PMI for this*
- Status of Hootsuite – *Jeff R – looking at where we are from a Social media perspective*
- Sponsorship updates - ILL, Apex. *Lydia transitioning to be a Sponsorship volunteer*
 - *Need to understand if sponsorship is going to look different going forward*

Finance

- Transition update – *in progress*
- Budget vs actuals update – *income is less than planned – need to review budget to actuals and send to Sreeni a re-budget based on new information with Covid 19.*

Professional Development

- Fall PDD – virtual. *Team met to brainstorm some ideas – the speakers we were going to use for in person have a virtual option that we can use. ← Looking at November date (Nov 11)*
- 2019-2020 Dinner calendar – *Joyce update – virtual meeting in June with APEC willing to be a speaker & they are considering a sponsorship with us – no meetings in Summer. September is joint session with Rochester – will be virtual.*
 - *October was supposed to be our 25th anniversary at Hilton Garden Inn but we will likely go virtual*
 - *Webex Breakout Session ?*

Outreach

- Scholarship application status – *we have 4 applicants to date*
- Tableau visual analysis on student member recruitment & retention – *nothing with the data*
- Mentor program status – *working with Tom W and JoAnn on this. Been in touch with the United Way.*
- Medaille partnership – *May be able to use Learning Management System they use*
- PM4NP – *acting as advisers and coaches*

Trustee

- Social Good presentation – *lunchinar event*

3. Close Meeting

- Next Board meeting – Board only – June 16
- Adjourn meeting 819pm