

1. Open Meeting

- Call the meeting to order
- Attendees

P	Sue Czryny		Julie Lang - Discussion	P	Ellen Hagerty
P	Mary Harris	P	Jeff Manhardt	P	JoAnn Boehm
P	Christa Juestock	P	Tony Pappagallo	P	Dan Augustynek
P	Erin Keding		Sreeni Gadhar – Replacement needed	P	Sara Creenan
P	Aditya Vaze – Member Services	P	Sal Fabozzi - Recruitment		Rebecca Calvetti Madan – Professional Outreach – Status?
	Tamera Knight – Community Outreach – Status?		Melvin Roundtree – Corporate Outreach	P	Sue Czryny – Certification Training
	Dionne Kane – Social Media	P	Joyce Burke/Andrew Boze – Event Mgmt		Melissa Wallace – Breakfast Roundtables
P	Tija Bushnaq – Sponsorship	P	Melissa Sze – App Support		Naveed Aslam – Business Services
P	Jeff Raugh – Marketing	P	Brian Harris - Website administration	P	Andrew Boze – Event Management

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 – 9/15/2020
- *Meeting starts at 6:07*

2. Agenda:

6:00-6:20 – Announcements (Jeff)

- Coronavirus/COVID-19 update - Communications, event changes, budget impacts
 - *Stay virtual rest of 2020; plan for 1st half of 2021 to be virtual as well*
 - *Jeff to discuss with Judy Brennan from PMI Global about Regional LIM plans for 2021 – TBD on how we will proceed with this in 2021*
- PMO Council – Nov 19 - Planning to meet once a quarter on the 3rd Thursday
- North American Leadership Institute Meeting, Oct 17th – Information shared
 - 2 new certifications, new platform for chapter leaders and new technology guidance
 - *Info Jeff got at the LIM this past weekend was emailed to the Board on Saturday 10/17 at 430pm*
 - *PMI Global has developed something called Citizen Developer – platform agnostic space for people who are not coders*
- President Recommendation and transition plan
 - Adam Lange – Hold election in Nov for one-year president-elect term, 2021 election for president starting 2022
 - *Appoint Adam Lange now as the President elect and have the election in March/April 2021 for full president*
- Meeting Focus – [Operations plans](#) & items listed below
 - *Sreeni resigned from VP Finance position – Jeff found someone to replace Sreeni (Angela Korczynski) – would like to appoint her to fill term through 2021.*

- *Julie Lang has stepped down from VP Certification role. Need a replacement. Jeff will fill in for Medaille negotiations.*

Technology & Business Services

- Onboarding new volunteers - Name tags, access, business cards, etc
 - Sal, Dionne, Jeff R, Darlene, Tija, Melissa
 - *Name tags need to be ordered, access complete, Tony to place business card order*
- Records audit
- Application list
 - *Consult the "Technology Roadmap" for guidance on this task.*
 - *VP's please review the Application vendor matrix below and "Owner" Groups and roles to help Melissa and Dan determine the primary users for each.*
 - https://docs.google.com/spreadsheets/d/12-00x5URQwqy8ofTKq-4mRTE3_PBJ6y-CDkd5wfKXnQ/edit#gid=1246068082
- G-Suite analysis
 - *Plan to upgrade from basic to business (\$6 to \$12 per account)*
 - *Identified 6 accounts that can be removed and 14 social media accounts that could possibly be consolidated into a single generic "accounts@pmibuffalo.org"*
 - *Meeting scheduled tomorrow 10/21 to discuss non-profit pricing and learn more about the upgrade process.*

Certification

- Fall PMP & PMI-ACP prep classes
 - *updates to come from Nichole*
- Medaille partnership – Draft MOU
 - *Jeff reviewed the MOU, need to negotiate % (target 50%, they are at 20%)*
 - *Medaille incurred \$15k in costs already, plus annual recurring costs.*
 - *we made 60% of revenue through training classes (PMP is 40% total revenue)*

Membership

- Retiree member rate \$15 – mechanism needed for Jan 1st
 - *Networking and volunteer events will be impacted in the first half of 2021.*
 - *630 members down over 100 members in one year.*
 - *Handle these via paypal reimbursements*
- Chapter member survey
 - *target complete by 10/23*
- Chapter Guest Pass program
- New member emails
 - *Aditya confirmed we are still sending these.*
- Volunteer updates
 - *2 current volunteers Andrew (event director) and Louise*
 - *2 potential recruits - Christa reaching out.*
- *Leverage engagement information to learn more about lost memberships.*

Marketing

- Great work on the social & newsletter updates!
- *Mary working to finalize ops plan*
- *2 sponsors currently*

Finance

- Outstanding bills or reimbursements
 - *Angela to handle reimbursements as first order*

Professional Development

- 2021 Dinner calendar impacts
 - *Virtual through June 2021 - no charge for virtual events*
 - *Sept - Dec planned on site*
 - *Can we add a DE&I speaker (Wakanda group + Roch group?)*
 - 2020 joint PDD with Rochester
 - *2 sponsors, we are looking at breaking even at minimum.*
 - Medaille partnership
- Outreach
- Create our own Diversity, Equity & Inclusion - <https://www.pmirochester.org/dei>
 - *Roch group began with board education, then moved onto training for members.*
 - *Ops plan targeted to be complete by EOW.*
 - Scholarship winner
 - *Michael Dubin - plan to announce on social media.*
 - Mentor program status
 - BETA Awards – Oct 29th 6PM
 - *virtual and free to attend*
 - *Winner is Rob Eisman from 19 ideas (<https://19ideas.com>)*
 - Medaille partnership
 - *Look to promote scholarship within Medaille as well as Niagara university*
 - *current agreement states we can only promote their bachelor and undergraduate programs to membership, not all events*
 - *Medaille dinner event postponed to Nov 2021*
 - PM4NP - Red Cross interested
 - *United way program beginning in January*
 - *May need to use WebEx breakout rooms during this session, JoAnn to reach out to Tony/Dan*
 - Feedmore WNY Walk off hunger -Oct 10th
 - *12 people, 3 dogs and made \$700!*
 - *promote on the newsletter?*
- Trustee
- Social good - What's next?
 - *Future cities event in February?*

3. Close Meeting

- Next Board meeting – Board & Directors – November – Budget Planning
- Adjourn meeting @ 8:33pm