

## 1. Open Meeting

- Call the meeting to order
- Attendees

P	Sue Czynry	P	Kirk Brauch	NR	Ellen Hagerty
A	Mary Harris	P	Jeff Manhardt	P	JoAnn Boehm
P	Christa Jueckstock	P	Dan Augustynek	P	Sara Creenan
P	Angela Korczynski				

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 – 12/15/2020
- Meeting starts @ 6:08p

## 2. Agenda:

### 6:00-6:20 – Announcements (Jeff)

- Coronavirus/COVID-19 update - Communications, event changes, budget impacts - PPP loan available
  - All VP's please send Jeff a summary of budget impacts 2020/2021
- PMO Council – Feb 18 - Planning to meet once a quarter on the 3<sup>rd</sup> Thursday
- Orientation complete, PMI orientation available in Feb
- TechBuffalo is interested in Partnering – Sarah Morris & James Partsch
  - Sue to follow up with Sara
- President transition plan for Adam Lange – Intending to nominate for President starting 2022
- Meeting Focus – 2021 activities based on approved operational plans & budget

### Technology & Business Services

- Onboarding new volunteers - Name tags, access, business cards, etc.
  - Sal, Dionne, Jeff R, Darlene, Tija, Adam, Angela, (Kirk)
- Documentation and training on Google Workspace.

### Certification

- PMP prep class – Jan 21 - Count? Potential revenue?
  - 7 registrants for PMP class, 2 more possible.
  - Need to adjust the event registration so that both links to register redirect to the Medaille site.
  - SCRUM master training – Kirk working to get this in place.

### Membership

- Retiree member rate \$15 – mechanism needed for Jan 1st - Implemented?
  - Retiree members will be receiving a \$50 refund via PayPal.
- Chapter member survey
  - Christa to follow up with members that have recently not renewed.
- Chapter Guest Pass program
- Research questions
- Appreciation prizes – Logo'd merchandise will be somewhat pricey, Christa thinking about doing something Buffalo themed and shipping to volunteers.

## Marketing

- Social media and newsletter cadence has been spotty

## Finance

- Outstanding bills or reimbursements
  - Medaille refund needs to be processed via PayPal
  - Fall PDD outstanding invoices. Healthnow, Moog, Independent Health, M&T Bank.
  - PayPal account has not been reconciled in one year, Angela working through this.

## Professional Development

- 2021 Dinner calendar - Complete? Distributed to director, sponsorship?
  - Spring PDD being planned, looking for speaker. Fall PDD tbd.
  - Dinner Meetings – Joyce and Andrew have them planned through June. Sara to follow up on dates and topics (locations TBD) for remainder of the year.
  - Sara to provide more information on potential Director, Speaker Management role.
  - Potential for doing virtual breakfast meetings, Coffee Talks?

## Outreach

- Create our own Diversity, Equity & Inclusion - <https://www.pmirochester.org/dei>
  - Extend request to join committee to all volunteers.
  - Rochester chapter are still willing dance partners.
  - Planning an event in May-June timeframe.
- Mentor program status
  - PM4NP students have been offering mentoring support.
  - Included follow up calls for attendees interested in mentorship.
- PM4NP class results
  - Tues/Wed 1/2 day sessions. 13 of 15 registered attended.
  - Covered PMIEF, PM Skills for life, Project term definitions and demo of WBS on Trello. Possibly offer some practical tools to use Asana, Monday and others...
  - 19 registered next Wed. 12 are from Best Self in next session.
  - Possible metrics to track: # of attendees, # of hours of training provided.
- Future city competition
  - Sending questions to teams participating in the competition, evaluating 1<sup>st</sup>-3<sup>rd</sup> place.
  - \$250 allocated to cover expenses to pick up awards.
  - Seeking input from Presidents meeting on POTY and PMOTY.

## Trustee

- Social good - What's next?

### 3. Close Meeting

- Next Board meeting – February 16<sup>th</sup>, 2021
- Adjourn meeting @ 7:54p

## Membership research questions

- How many total members did we lose in 2019?
- Did PMI have an issue with renewing chapter memberships last year? We have heard they did.
- If they did, is the issue resolved and what is PMI doing to proactively reach out to those members who have not renewed?
- Have any of our members applied for hardship due to COVID-19?
- Can members still apply?
- What is PMI's plan to re-engage members who did not renew?
- What is our plan to re-engage those members?

Action Items:

- All VP's - Provide Jeff with budget impacts 2020/2021.
- Dan to provide documentation and training on Google Workspace upgrade.
- Kirk to readjust registration page for Medaille event to remove the PMI Buffalo registration button, redirect to Medaille.
- Sara to provide more information on potential Director, Speaker Management role.