

1. Open Meeting

- Call the meeting to order @ 6:09pm
- Attendees

| | | | | | |
|---|--------------------|---|----------------|---|---------------|
| P | Sue Czynry | | Kirk Brauch | | Ellen Hagerty |
| P | Jeff Raugh | P | Jeff Manhardt | P | JoAnn Boehm |
| P | Christa Jueckstock | P | Dan Augustynek | P | Bill Reese |
| P | Angela Korczynski | | | | |

P = present A = absent PP = planning to be present PPV = planning to be present virtually

PT - planning to attend tentatively PA = planning to be absent NR = no response

- Approval of Prior Meeting's Minutes – 4/20/2021

2. Agenda:

6:00-6:20 – Announcements (Jeff)

- Coronavirus/COVID-19 update - CDC recommendations and potential changes to events
- PMO Council – Rescheduled for Q2 May be paused
- PMI LIM - Free on demand - <https://www.pmi.org/lim>
- PMI Region 4 LI meeting on 5/15 - recap - [Chapter Toolkit](#)
- [Organizational Transformation Opt-in or out](#)
- [PMI Impact - Pledge Your Hours](#)
- President transition plan - Reached out to 15 new prospects - Nicolette Thompson
- Nominations for 2022-2023 board positions - Complete. Slate available [here](#). Voting to occur Jun 21 - Jul 5 Through PMI - Nina Holman & Votenet
- Summer Annual Planning - ~~Niagara on the Lake~~ - Holiday Valley August 13/14 - Who is attending? Jeff, JoAnn, Sue, Dan, Kirk, Bill. [Christa – probably a most likely \(add Kelli\)](#), Angela – No. [Invite Todd, Nicolette – Jeff to reach out.](#)
- Meeting Focus – Revenue efforts

Professional Development

- 2021 Dinner calendar update
 - [No events July & August](#)
 - [September - Buffalo Yacht Club if in person.](#)
 - [October – 25th +1 anniversary redo. Should be in person.](#)
 - [Nov 9th – Medaille College](#)
- Think about Fall in person events
 - [Fall PDD Sept 21/22 or 22/23 – 2 half day events.](#)
 - [Virtual recommend looking at physical](#)
 - [Focus on free speakers](#)
- Potential new volunteers - done

Outreach

- Diversity, Equity & Inclusion Training
 - [Sue and JoAnn attended symposium.](#)
 - [Kendra has offered to join board meetings and train the board at no cost.](#)
 - [Sue to prep with Kendra for September board meeting](#)
- WNY 21 Day Racial Equity Challenge
 - [United Way challenge, free to attend. <https://www.uwbec.org/21daychallenge>](#)
- PM4NP class
 - [Winter/Spring wrapped up, 104 total attendees across 38 companies.](#)

- Bestself & Buffalo Promise Neighborhood among others.
 - South Carolina Midlands chapter joined.
 - Fall being planned now.
 - Survey to past attendees, gauge willingness to share what they have applied.
 - Perhaps changing up content/format.
 - Potential new volunteers
 - Laura Kirkpatrick, Navaid Jamal
 - Matt, Melvin, Tom Wojcik
 - PMI Buffalo POTY – InfoTech WNY
- Certification
- PMP prep class - In Progress concludes on 7/8 16 registrants in 1st 2 classes.
 - CSM class - Scheduled - Summer of learning
 - Higher revenue opportunity, need to market this aggressively.
 - Kirk to reach out to ambassadors
 - PMI-ACP prep class - Scheduled - Summer of learning
 - Team structuring process update - New Director Lauren Clarke
- Membership
- Retiree member rate \$15 – progress?
 - Recommendations for regrowing membership
 - Chapter member survey
 - Chapter Guest Pass program
 - Volunteer onboarding
- Marketing
- Social media and newsletter cadence missed this past week, need to get the following out
 - ACP Training
 - Focus on summer of training
- Finance
- Taxes – mailed and added to PMI components
 - Budgets vs. actual distributed to board – Pending Moog Spring PDD payment
 -
- Technology & Business Services
- "Hackathon" update
 - Peter Ozog working on site tree
 - Clean up activity first
 - Follow up with Website audit “Kaizen” event
 - Google Workspace Shared Folders
 - Melissa will be reaching out to assist with file migration
 - Record Audit progress
 - ~90% complete
 - Onboarding new directors - Name tags, access, business cards, etc.
 - Sal, Dionne, Jeff R, Darlene, Tija, Adam, Angela, Kirk, Louise
 - Name tags for all, business cards for those who want them.
- Trustee
- Social good - Buffalo Waterkeeper clean-up June 17th

3. Close Meeting

- Next Board meeting – Annual Planning on August 17th
- Adjourn meeting @8:10pm

Action Items:

- Advertise the upcoming CSM and ACP classes aggressively! “Summer of training”
- Consider taking the free 21 Day Racial Equity Challenge, <https://www.uwbec.org/21daychallenge>
- Dan to send pictures of name badges and business cards. Business cards to be ordered on request only.
- TBS team will be reviewing web content and assigning page owners. Peter to follow up with email requests to review and update your content.
- Melissa will be reaching out to assist with file migration into Shared Drive.