



BOARD MEETING MINUTES
5:45pm – 8:30pm on February 19, 2019

M&T Center Training Center Room A3

Meeting number: 739 433 794

[Webex Link](#)

+1-855-282-6330 US TOLL FREE

Access code: 739 433 794

Reminder - record for Denisia

1. Open Meeting

- Call the meeting to order
- Attendees

PW	Tammy Ashraf	PW	Jackie Niro	P	Steve Tunmore
PW	Ellen Hagerty	P	Jeff Manhardt	PW	Patrick Walsh
		A	Carrie Myers		
A	Erin Keding	PW	Tony Pappagallo		
A	Aditya Vaze – Member Services	P	Christa Jueckstock - Volunteers	A	Michele Frenett – Professional Outreach
P	Tamera Knight – Community Outreach	P	Rebecca – Corporate Outreach	A	Sue Czynny – Certification Training
P	Sara Creenan – PDDs	PPW	Joyce Burke – Event Mgmt	A	Melissa Wallace – Breakfast Roundtables
A	Lydia Parent – Sponsorship, stepping down	A	Ajay Bhala – App Support	A	Naveed Aslam – Business Services
	Open – Marketing	P	Brian Harris - Website administration		Open - Finance
P	Kim Hy - Instructor Quality	A	Phil Danielson – Recruitment		

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 – 1/15/19

2. Agenda:

5:45-6:00 - Arrive & eat – start time 6:02

6:00-6:20 – Announcements (Jeff)

- Update Operations Calendar & Scorecard
 - Reviewed Ops Calendar & Scorecard
- Election Process Presentation - Jim Coleman –PP
 - Same process we have had for many years – Jim to run it himself
 - VP Finance – can run again ← Ellen is not interested in another term
 - VP Membership – cannot run again
 - VP Outreach – can run again ← Tammy is interested in another term
 - Trustee B – Pat can run again
 - Call for candidates 3/22 – 5/6
- Books - Radical Candor & War of Art
- PMI R4 LI Detroit MI May 3-5 (Specific Location to come this week)
 - All Board Members invited – Jackie (No), Steve, Tony, Patrick
 - If not, have a replacement attend.
- Meeting Focus - Directors efforts

Certification

- PMP Prep Class update – classes are underway – thanks to Susan, Kim and Alan

- CSM class schedule – *moving this to May 13-14 to find*
 - PMI-ACP – *scheduled for 4/26 (location is TBD) – through GR8PM*
- Membership
- Onboarding volunteers – *pretty set on the new ones and those leaving*
 - Recruitment
 - Member Services
 - Combined Annual & volunteer appreciation dinner – *dinner will take place in May*
- Marketing
- Sponsorship – *need a replacement for Lydia*
 - *We do have 2 sponsors for Spring PDD (Lighthouse & _____)*
 - Social Media metrics – *sent to Jeff*
 - *Would like to have a Tableau visual on this*
 - *Twitter stats going up*
 - *Emails – anyway to determine if someone hasn't opened an email in 6 months*
 - *LinkedIn – no good way to get stats from here*
 - *25th Anniversary logo – send preferences to Steve*
- Finance
- *Status of replacement*
- Technology & Business Services
- *Technology Roadmap*
 - *Website Administration - Review of Star chapter option*
 - *Website Ads look strange?*
 - *Business Services*
 - *Audit info sent out – need feedback from the various Teams.*
 - *Application Support*
 - *Tableau logins – need confirmation from Erin and Carrie*
 - *Photoshop license – cost? Steve would like to have this. Steve to get a quote. If under \$1000, it can be done without approval.*
- Professional Development
- *2019 Dinner calendar*
 - *Spring PDD – doing real well with registrations*
 - *Fall PDD – back to the Millenium – targeting Tuesday 9/24*
 - *Breakfasts – monthly breakfasts, next one is this week 2/21 at Bob Evans on NF Blvd*
- Outreach
- *Corporate Outreach - Cory Toth and Synacor's request*
 - *Melvin being on-boarded – get acclimated → M&T presentation to Diversity Group about PMI Membership*
 - *Community Outreach - Seneca Street CDC*
 - *Targeting Non-Profits – Finalizing dates for boot camp style session – need curriculum and someone to teach – tailor this like a CAPM type class – also looking for dates*
 - *Professional Outreach - BETA awards*
 - *Infotech/Leadership Seminar – former Disney exec on April 1st*
 - *PMI Buffalo is a Silver sponsor of that event*
 - *Project Mgr of the Year award nominations are open on InfoTech Website*
 - *Project of the Year awards*
 - *Keeping the same categories*
 - *Still determining the best timing for this year*
 - *Education Outreach - UB class presentations*
 - *Looking for help → Education Outreach*
- Trustees



Cash / Credit Position as of Feb 18, 2019		Prior Years, As of Dec 31			Prior Years, As of Dec 31					
		2018	2017	2016	2015	2014	2013	2012	2011	
QuickBooks	Northwest Checking account	\$35,646.36	\$8,399.72	\$9,340.64	\$40,750.74	Could not accurately report, as Equity line items are inaccurate and not distinguishable				
	Northwest Money Market	\$163,139.02	\$163,104.39	\$161,130.32	\$140,759.80					
	PayPal Bank	\$7,693.27	\$16,140.80	\$2,840.70	\$24,835.17					
	Credit Card (oustanding)	-\$3,372.10	\$902.82	\$206.68	-\$15,680.40					
	Pay Pal Balance (external to QB)	\$21,390.11								
	Total:	\$224,496.66	\$186,742.09	\$173,104.98	\$222,026.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Required Cash Reserve	\$170,000.00								
	Cash Available:	\$54,496.66								

3. Close Meeting

- Next Board meeting – Board only – Mar 2019
- Next Board + Director meeting – May 2019
- Adjourn meeting – **closing time 843pm**