



BOARD MEETING MINUTES
5:45pm – 8:30pm on April 16, 2019
Eagle House 5578 Main Street, Williamsville
[Webex Link](#)

1-855-282-6330 Passcode 731 062 440

1. Open Meeting

- Call the meeting to order
- Attendees:

A	Tammy Ashraf	P	Carrie Myers	A	Patrick Walsh
A	Erin Keding	P	Jackie Niro		
PA	Jeff Manhardt	P	Ellen Hagerty		
P	Steve Tunmore	P	Tony Pappagallo		

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 – 3/19/19

2. Agenda:

5:45-6:00 - Arrive & eat

6:00-6:20 – Announcements (Steve) – meeting started at 6:04pm

- Update [Operations Calendar](#) & [Scorecard](#) – need these updated ASAP
- Board member Onboarding/Offboarding/orientation status
 - Ellen speaking with a potential volunteer for Finance
- 2020 - Our 25th Anniversary year - PMI R4 LI, PDD & ISM Collab, [past meets future president’s messages](#)
- Homework assignment - Radical Candor & War of Art ← in progress by most
- [PMI R4 LI](#) Detroit MI May 3-5,
 - Yes → Erin, Steve, Jeff, Tammy, Tamera, Melvin, Sara
 - No → Carrie, Jackie, Tony
- Election - Call for candidates to go out 4/17. Pat - have you nominated for VP, Finance? Ellen - Thoughts on your next role? Carrie - Thoughts on successor? Christa is interested in VP membership position.
- Meeting Focus - Status

Certification

- PMP class ends tomorrow – lots of Lessons Learned coming out of this
 - Surveys – don’t get much of a response
- PMI-ACP - Apr 26th. Posted on the PMI website – 22 registrants – Location Change
- CSM - May 13th and 14th. Need to confirm location - Bison's stadium Consumer's Pub. Tony has secured this. MSRP is \$1,000. PMI members would be able to get \$200 off. We have 10 registrants to date
- Attending a UB class on March 26th and 28th to give an overview of PMI and the certifications and training available. Jackie did this in March

Membership

- Membership update – 731 members ← Steve asked about renewals vs new members
- Succession planning – Christa interested in VP position
- Annual Meeting - May 14 - will be at Chef’s – on website, open for registration / volunteer of the year nominations being accepted – Christa sent out requests for Quarterly Volunteers as well. Carrie to order the prizes for the Winners.
- Volunteer List Carrie requested → waiting for info from Erin. All others have been submitted. 56 on the list.
- Annual survey - Leverage April board meeting for discussion/questions then distribute in

May ← need feedback from the Board to finalize at the May meeting. Include in email and at annual meeting what we have done with input in the past.

Marketing

- Status of search for Director, Sponsorship ← still searching on this
- Social Media going well – working real well. How many likes, hits, feedback ← these are going up (LinkedIn, Facebook)

Finance

- Succession planning
- Cash Report – sent out monthly; YTD Budget to Actuals also sent out ← include in a future Board meeting
- Quick Books – currently pay 45/month → 145/month ← have too many charts of accounts (historic)
 - Is there a way to export this to excel?
 - Can we negotiate the price? Ellen to send email to Tony for review.

Technology & Business Services

- Website discussion – demo on 4/25
 - Switching back and forth an option?
 - Finance component
 - Pictures – store how much?
 - What is the stake from each VP/Group?
 - Demo of our site on their product??
 - Requirements document to follow.
 - Tom W/Joyce to be invited
- Record Audit – please review your materials – schedule a meeting if needed.
- Presenting at NU – presented at Tony’s class in March
 - Will look at a PMI Guest speaker in the Fall for the class
- Adobe – 33/month per user or per account?? TBD

Professional Development

- Spring PDD
- Fall PDD - Sep 24 Spencer Horn - maybe

Outreach

- Outreach efforts
- Apr 1st InfoTech WNY - presenter from Disney
- Mentor program in progress, volunteers needed - use next dinner meeting
- Synacor discussion
- @ UB TechSavvy this past weekend

Trustee & President-elect

- Steve presented at Prof Hayden’s class

3. Close Meeting

- Next Board meeting – May 21 2019
- Adjourn meeting - we adjourned at 745pm