

## 1. Open Meeting

- Call the meeting to order
- Attendees

P	Sue Czynry		Kirk Brauch – possible Certification	P	Ellen Hagerty
	Mary Harris	P	Jeff Manhardt		JoAnn Boehm
P	Christa Jueckstock	P	Tony Pappagallo	P	Dan Augustynek
P	Erin Keding	P	Angela Korczynski – New Finance	P	Sara Creenan
P	Adam Lange				

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 – 11/17/2020
- *Meeting starts @ 6:09p*

## 2. Agenda:

### 6:00-6:20 – Announcements (Jeff)

- Coronavirus/COVID-19 update - Communications, event changes, budget impacts
  - *Virtual Jan – Jun 2021. Dinner, Board and PDD meetings. Take note on budget/planning perspective.*
  - *We will not be hosting the LIM in Spring 2021.*
- PMO Council – Nov 19 - Planning to meet once a quarter on the 3<sup>rd</sup> Thursday
  - *Forum for PMO leaders from local companies.*
- TechBuffalo is interested in Partnering – Sarah Morris & James Partsch
  - *How can we use PM curriculum to drive PM (agile) practices with recent grads?*
- VP, Finance transition plan to Angela
  - *Angela will begin term immediately through end of 2021.*
- VP, Certification appointment vote for Kirk Brauch
  - *Kirk is returning to Buffalo and has expressed an interest in volunteering.*
  - *Plan a meet and greet with Kirk prior to moving to a vote.*
- President transition plan for Adam Lange – Hold election in Nov for one-year president-elect term starting 2021 & President two-year term for president starting 2022
  - *Alternative to above would be to vote for President 2022 term in March and have Adam informally serve approx. 9 months as president elect.*
- VP, Professional Development & VP, Technology transition plans
  - *Transition has been going well, transition plan will need to be completed and sent to Jeff.*
- Meeting Focus – [Operations plans](#), Budget Planning & items listed below
- Disciplined Agile Certified Scrum Master?? (DASSM)
  - *Jeff will be attending a 2-day course and exam certification*

### Technology & Business Services

- Onboarding new volunteers - Name tags, access, business cards, etc
  - Sal, Dionne, Jeff R, Darlene, Tija, Adam, Angela, (Kirk)
  - *Name tags and business cards still need to be ordered.*
- Onboarding
  - *Orientation session planned for week of Dec 6<sup>th</sup>.*
- G-Suite analysis – Google Meet video conference to replace Webex?
  - *Go ahead to move forward with G-Suite upgrade. Dan will prepare a summary of benefits and training if needed.*
  - *Plan on conducting a full analysis of Google meet vs. WebEx.*

## Certification

- Fall PMP & PMI-ACP prep classes – Probably need to be invoiced for revenue sharing
  - *Nichole sent a summary of revenue sharing. Need to send her an invoice.*
- Medaille partnership – Completed – 25% revenue sharing, press release needed
  - *Hold off on formal communication until Joint press release is finalized.*
  - *Website, newsletter, and social media need to be updated.*

## Membership

- Retiree member rate \$15 – mechanism needed for Jan 1<sup>st</sup>
  - *Monthly rebates in form of PayPal payments.*
- Chapter member survey
  - *Updated survey reviewed. Will go out before end of year and again in May 2021.*
- Chapter Guest Pass program
- Volunteer updates
  - *Christa will be sending out volunteer tracking document*

## Marketing

- Great work on the social & newsletter updates – What's next?

## Finance

- Outstanding bills or reimbursements
  - *Angela working on cleaning up the inbox.*
  - *Waiting on getting access to the bank account, can make any pressing payments via PayPal if applicable.*

## Professional Development

- 2021 Dinner calendar impacts
- 2020 joint PDD with Rochester
  - *Sara getting good feedback from Rochester, waiting for survey results to come in.*
  - *Need to pay speakers remaining balance due, Sara to prepare invoice template and send to Angela.*
  - *Approx. \$2,800 profit.*
- Medaille partnership

## Outreach

- Create our own Diversity, Equity & Inclusion - <https://www.pmirochester.org/dei>
  - *Potential membership event in May or Nov.*
  - *Sue looking to schedule a meeting with board and directors for overview.*
  - *Adding a line item into budget for DEI.*
- Mentor program status
- Medaille partnership
  - *Sue planning on connecting with Medaille to discuss.*
- PM4NP - Red Cross interested
  - *United Way program beginning in January.*

## Trustee

- Social good - What's next?
  - *Writing letters for human rights. We sent out the info to individual members to engage if they desire.*

## 3. Close Meeting

- Next Board meeting – Board & Directors – December – Budget Approval
- Adjourn meeting @ 7:57pm

*Action Items:*

*Tony to get final approval on business cards and place order.*

*Update the Application / Vendor Matrix with the tools you and your team use most.*

*Christa to send out member survey.*

*Finalize ops plan and send to VP\_Technology, or update directly in Drive.*

*Finalize budgets in advance of Dec board meeting.*