

**1. Open Meeting**

- Call the meeting to order
- Attendees

A	Sue Czynny	P	Kirk Brauch	A	Ellen Hagerty
P	Jeff Raugh	P	Jeff Manhardt	P	JoAnn Boehm
A	Christa Jueckstock	P	Dan Augustynek	P	Sara Creenan
A	Angela Korczynski	A	Adam Lange	P	Tija Bushnaq
P	Aditya Vaze	P	Louise Notaro	P	Sal Fabozzi
A	Dionne Kane	A	Melissa Wallace	P	Aamna Hussain
P	Melissa Sze	A	Jason Rainwater	A	Peter Ozog
A	Melvin Martemianov-Roundtree Jr.			P	Rosaleen Nogle

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 – 2/16/2021
- Meeting begins @ 6:07p

**2. Agenda:**

*6:00-6:20 – Announcements (Jeff)*

- Coronavirus/COVID-19 update - Communications, event changes, budget impacts - PPP loan available, pending
  - **PPP denied since we do not have any paid employees.**
- PMO Council – Rescheduled for Q2
- Annual Charter Renewal Process
  - **Jeff submitted 2 weeks ago.**
- PMO Buffalo Annual Report distributed in writing and video
- President transition plan for Adam Lange – Intending to nominate for President starting 2022
- Board changes - Marketing & Professional Development
  - **Mary Harris resigned for personal reasons. Jeff Raugh to fulfill her term.**
  - **Sara Creenan resigned for personal reasons, although will be able to stay on as support for PDD team. Bill Reese is a potential replacement candidate. Jeff introduced Bill's bio and moved to vote.**
  - **Board votes 8 yea and 0 nay.**
- Nominations for 2022-2023 board positions due by April 6th – **Send nominations to elections@pmibuffalo.org**
  - **President – Adam Lange**
  - **Certification – Kirk Brauch**
  - **Finance – tbd**
  - **Outreach – Sue Czynny**
  - **Membership – Christa Jueckstock**
- Summer Annual Planning - Niagara on the Lake
  - **Potential dates of 8/13 - 8/14 at Niagara on the lake. Spouses/significant others welcome. To discuss criteria for directors to attend.**
- ProjectBites - Contains PM inspiration, educational and PDUs in 120, 20-minute videos from 58 speakers around the world.
  - **NO COST – all we are asking is that your chapter help us promote the site and we will provide all members with a 50% discount.**
  - **Or chapter pays \$600 and all is available to chapter membership**
  - **We will have a few members sign up for free trails and re-evaluate next board meeting.**
- Meeting Focus – Directors efforts

## Professional Development

- 2021 Dinner calendar update
  - Dinners for first half of 2021 will remain virtual and free of charge.
  - Steve Rutz will be responsible for dinners as the new Dir, Events.
- Spring PDD – 11 participants already registered.
  - Promo pricing offered to Ambassadors, next week it will be extended to all.
  - Jeff would like to try and attraction some new sponsors.

## Outreach (see below for updates)

- Diversity, Equity & Inclusion
- PM4NP class
- Future city competition

## Certification

- PMP prep class - Next class scheduled for May
- CSM class - Scheduled for April 20<sup>th</sup>/22<sup>nd</sup>
  - Tue/Thurs 1-3pm
- PMI-ACP prep class - next class?
  - Working with Nichole Tubiolo for end of April, possibly May
- Team structuring process update
  - Al Roskopf – out of Dir of Instructors, into Quality
  - Need to reimagine this space given the new PMI global requirements
- DA Certifications

## Membership

- Retiree member rate \$15 – progress?
- Chapter member survey
- Chapter Guest Pass program
- Volunteer onboarding
  - Melissa, Peter, Jason, Susan, Aamna, Steven, Rosalee, Jeff

## Marketing

- Change in leadership
- Social media and newsletter cadence getting better
  - Moving toward daily social media updates.
  - Newsletters need to be sent every Friday.

## Finance

- 2020 Forecast to Actuals
  - \$1,300 in revenue YTD, \$11k in expenses

## Technology & Business Services

- Google Drive changes coming
  - New file structure shared with Board, click Shared Drives to view hierarchical folder structure organization by team.
  - Action Item for VP's, Melissa will be reaching out to guide you on migrating all content into Shared Drive folders.
- Record Audit progress
  - We will have an Audit done by end of Q2 2021!
- Onboarding new directors - Name tags, access, business cards, etc
  - Delaying business card orders until we are closer to resuming in-person events. Will place order for Board members only this month and ship to homes.

## Trustee

- Social good - What's next?

### 3. Close Meeting

- Adjourn meeting @ 8:14pm
- Next Board meeting – April 20th

### **PMI Buffalo Outreach Team Updates 03-16-2021 for BoD meeting tonight at 5:45**

Good afternoon,

I have a conflict tonight and will not be able to join. Here are a few updates.

#### **New Volunteer**

Zac Disalvo (M&T Bank, not a PMI member, volunteer forms – he is working to complete, has an interest in Professional Outreach, and he will be attending the ***next team meeting scheduled for 4/1 at 6:00 PM***

#### **PM4NP PM Training**

For the PM Basics class:

1. March class is next week (12 attendees so far).
2. April is sold out (16).
3. May scheduled.

#### **DEI**

1. Spoke with Kendra – she is willing to work with us. She posed a question for the BoD to answer. Why are we developing this initiative now and what do we or the chapter hope to achieve with a successful implementation?
2. We discussed the possibility of her doing a presentation for the BoD and Directors to both inform and engage us into action.
3. Connected with Samantha Sowah, co-founder Unite by Night (thank you Dan A) we will be connecting next week to discuss more about DEI development.

#### **BETA's**

1. Connected with Jeanne – they are working on an outdoor event in the summer. No more details.
2. We will plan on working with that team as well as our marketing colleagues on PM of the Year activities.

#### **Future Cities Competition 2/27/2021**

Sue, Matt (AM), and Jeff attended Refer to the future cities channel in SLACK to see more. Here are the top 5

#### **Intium Novum – 1 (Winner – Transit Middle School)**

Altalune - 2

Polaris - 3

Antevorta - 4

Selene - 5