

## 1. Open Meeting

- Call the meeting to order
- Attendees

P	Sue Czynry	P	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 PPW = planning to be present webex

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

- Meeting starts at 6:09pm
- Approval of Prior Meeting's Minutes – 3/16/2021

## 2. Agenda:

### 6:00-6:20 – Announcements (Jeff)

- Coronavirus/COVID-19 update - Communications, event changes, budget impacts - PPP loan Only if we had FTE
- PMO Council – Rescheduled for Q2
- PMI LIM - Free on demand for one year - <https://www.pmi.org/lim>
- Annual Charter Renewal Process - Complete
- President transition plan - Needs to restart
- Nominations for 2022-2023 board positions - April 16-May 30
  - President – tbd
  - Certification – Kirk Brauch
  - Finance – tbd
  - Outreach – Sue Czynry
  - Membership – Christa Jueckstock
- Summer Annual Planning - Niagara on the Lake - August 13/14 - Who is attending?
  - Jeff, JoAnn, Sue, Dan, Kirk, Bill
- 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
  - Try the no cost option for remainder of 2021, if interest is high we will revisit in January 2021.
  - We will have a few members sign up for free trails and re-evaluate next board meeting.
- Meeting Focus – Revenue efforts

### Professional Development

- 2021 Dinner calendar update
- 62 registered for day 1 and 66 day 2
- Expected revenue \$5,935, expenses \$6,000
- Need to reconcile Fall 2020 PDD revenues that processed in 2021.
- May – DE&I with Wakanda alliance
- June – PhD Candidate Ivan Aguilera

### Outreach

- Diversity, Equity & Inclusion
  - Kendra, Vanessa, and Sam are all willing to work with us. More details to follow.
- PM4NP class
  - All spots filled for April and May.

- Follow up sessions held with United Way and The Service Collaborative.
- 92 people across 30 companies to date!
- Tree planting/Kiss the Ground screening for Earth Day
  - We had 4 trees gifted to PMI Buffalo via ISM in memory of Steve Tunmore. 3 trees will be raffled off this week and the 4<sup>th</sup> will be planted during a FaceBook live event on 4/22.

#### Certification

- PMP prep class - Next class scheduled for May 8<sup>th</sup> – June 2<sup>nd</sup>
- CSM class - Needs to be rescheduled for May
  - Lack of enrollment, we need to revisit the target audience here.
  - M&T bank was a large base of participants in previous years, and they are moving away from reimbursement for employees.
- PMI-ACP prep class - next class?
  - Talking with Nicole Tubiolo for ACP and DA.
  - DASM and DASSM are live now.
  - DAC – May
  - DAVSC – later this year.
- Team structuring process update
  - Need more guidance on positions and strategy.

#### Membership

- Retiree member rate \$15 – progress?
- Recommendations for regrowing membership
  - Focus needs to be on professional development.
- Chapter member survey
  - Christa will send to the Board to solicit feedback for 1 week, and then it will be sent out.
- Chapter Guest Pass program
- Volunteer onboarding
  - Louise and Aamna working on updating the onboarding process.

#### Marketing

- Social media and newsletter cadence getting better
  - Jason and Dionne have been working on getting better coverage.
  - Janson Rainwater nominated as Director, Marketing position. Board approves.

#### Finance

- 2020 Forecast to Actuals
  - Updated document sent on 4/20/2021, \$2,896 net income.

#### Technology & Business Services

- Google Meet
  - Please begin using Google Meet for small internal meetings of approximately ~5 participants, instead of using WebEx.
  - WebEx should be reserved for large meetings such as dinner monthly meetings and PDD's.
- New policy for the Help@pmibuffalo email address.
  - Adding the President, VP, Certification and VP, Prof Dev Days to the email group.
  - ALWAYS copy in the help@pmibuffalo address when responding to an inquiry.
    - This gives others visibility to know that one of us is working on the request.
- Record Audit progress
  - We are 80-90% complete on 2021 audit! More updates to come next month.
- Google Drive changes coming
  - Shared Drive – Director of Application Support Melissa Sze will be reaching soon to

assist with file migration from “My Drive” to “Shared Drives”.

Trustee

- Social good - What’s next?

### 3. Close Meeting

- Next Board meeting – May 18th
- Adjourn meeting @ 8:52pm

#### Action Items:

- Begin using Google Meet for small meetings ~5 people or less. Reserve WebEx for high attendance meetings.
- Always copy in the help@pmibuffalo address when responding to an inquiry from that address.
- Check out the content offered on ProjectBites
- Leverage our networks to search for the next President-Elect!