BOARD MEETING MINUTES
5:45pm – 8:30pm on May 15, 2018
Eagle House
5578 Main St, Williamsville, NY 14221
Webex Link
1-855-282-6330 Access code: 854 945 955

1. **Open Meeting**
   - Call the meeting to order
   - Attendees:

PW	Tammy Ashraf	P	Teresa Lawrence	P	Steve Tunmore
P	Ellen Hagerty	P	Jeff Manhardt	PA	Patrick Walsh
PA	Mary Harris	P	Carrie Myers		
A	Erin Keding	P	Tony Pappagallo		
PA	Aditya Vaze – Member Services	P	Cheryl Canfield - Volunteers	P	Phil Danielson – Recruitment
P	Tamera Knight – Community Outreach	PA	James Partsch – Corporate Outreach	A	Michele Frenett – Professional Outreach
PA	Sara Creenan – PDDs	A	Joyce Burke – Event Mgmt	P	Sue Czyrny – Certification Training
PA	Lydia Parent – Sponsorship	A	Al Roskopf – Instructors for Certification Training	NR	Melissa Wallace – Breakfast Roundtables
NR	Carlos Trindade – Marketing	P	Ajay Bhala – App Support		Open – Business Services
NR	Kim Hy - Instructor Quality	P	Brian Harris - Website administration		Open - Finance

   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 – 4/20/18

2. **Agenda:**
   6:05 START
   6:00-6:20 – Announcements (Jeff)
   - Region LIM 18-20 May 2018 PMI SouthWest Ohio Chapter (Cincinnati, OH) - Tammy, Jeff, Steve, Erin, Tamera
   - *NA LAM 4-6 Oct 2018 LA*
     - *Let Jeff know if we are attending by June*
       - *Attending → Ellen, Jeff (Courtyard Marriott) is registered, Steve, Carrie, Tony*
       - *Not Attending → Teresa*
       - *TBD → Erin, Tammy, Patrick*

- *Review [Operations Calendar](#)*
    - *Review ← will cover this in the summer (orientation planned to be scheduled – tentative 7/17 for Board & Directors)*
- *[Scorecard](#) updates*
    - *Review our metrics ← will cover this in the summer (orientation planned to be scheduled)*
- *Elections - Incumbents applied except Mary. Steve has applied for President-Elect*
    - *Chris is no longer able to serve; Jim Coleman is covering*
    - *We will proceed with one Trustee*

Membership
- Updated membership numbers – *674 as of 5/18/18*
- Chapter guest pass program – *codes accessed & distributed to PMI members/non Buffalo chapter members – got some positive traction & added 15 new chapter members*
    - *Suggest using MailChimp for this going forward to allow us to track activity (Phil D)*
- Volunteer meeting 5/30 – Foundry Suites
    - *Carrie/Cheryl – Gifts to be purchased (last year it was Amazon cards)*
    - *Approximately 100 volunteers*
- Volunteer list update is complete
    - *Need updated list posted to Google Drive – need to identify the location*
- VOQ Q42017 announcement
- VOQ Q12018 voting now – *Cheryl to send out the list of volunteers*
- VOY 2017 voting now – *survey monkey is out until 5/25*

Marketing
- May 22 Ambassador dinner
- Brochure update?
    - *Canva tool is a potential for future brochure (Tamera recommended)*
    - *Add it to inventory if it works*
- Social media stats
    - *Look at policy on Google Docs to see about referencing other twitter handles &* such

Finance
- Director of Finance?
    - *Director Volunteer – Nicolette Thompson may be the person*
- 990 filing - due May 15

Technology & Business Services
- Fall PDD scanner update – *Brian/Tony to connect with Joyce/Erin*
- Event Registration switchover to Event Booking *(waiting on this for now)*
    - *Jill has been doing this DT Register easy to use (JEvents setup the cost)*
    - *All board members should be doing this*
- *EventBrite – Steve to take the lead on researching this*
- *Website Project – need to get homework out on this*
- *Technical Equipment Inventory/Refresh schedule?*
    - *Inventory Capture??*
    - *This should be part of Technology Strategy Roadmap*
    - *Velociteach Issues*
- *Projectors need to be replaced*
    - *Rental Option – Squeaky Wheel Buffalo*
    - *Buy new ones is an option*

Professional Development
- 2018-2019 calendar
- Spring PDD P&L – *don't have this info yet → Erin & Sara did we make $$$$*
- Fall PDD Sep 25 or 26? *→ 9/25 at the Millenium Hotel Speaker TBD*

Certification

- ■ Feedback on PMP online class? *Are we losing attendees due to online option? Not being required to attend has made it an option to miss.*
- ■ Training calendar – *we have a calendar out through 2019; follow-up with Jill to get these posted.*
  - ● *CSM – October 23-24 and 25-26 (Advanced CSM)*
- ■ *Innovation Center – look into a site visit. (Sue C/Tammy knows the person there as well)*
  - ● *Certification Training*
- ■ *Waiting List – no way to do this with the current tool.*

Outreach

- ■ 2018 calendar
- ■ POTY - new categories; *opened this up on May 3rd due September 7th (Please reference this at all of our events)* ← *Michelle has been working on this with Tech team*
- ■ CPO (Chief Project Officer) meeting ← *Cheryl, Ellen and Teresa are interested*
- ■ *Agenda items being collected for Ambassador meeting on 5/22 – will help with CPO strategy*
- ■ *Future collaboration with Infotech Niagara – meeting 5/16*
- ■ *PMIEF closed on 5/1 – waiting for response from PMI*
- ■ Onboarding new volunteers
- ■ Round 8 of Regional Economic Development Council Competition
- ■ PM4NP

Trustees

- ■ Website Refresh project – *not much has happened in last month (Pat)*

3. **Close Meeting**
   - ● Next Board meeting – Board only – Jun 19
   - ● Next Board + Director meeting – Jul 2018
   - ● Adjourn meeting *8:25pm*