



BOARD MEETING MINUTES

5:45pm – 8:30pm on June 19, 2018

BNMC Innovation Center, [640 Ellicott Street, Buffalo, NY 14203](#)

4A: Located on the fourth floor

WiFi: BNMC Guest Wifi – Password is Guest@Bnmc

[Webex Link](#)

1-855-282-6330 Access code: 738 896 198

1. Open Meeting

- Call the meeting to order
- Attendees:

P	Tammy Ashraf	P	Carrie Myers	P	Teresa Lawrence
P	Erin Keding	A	Mary Harris	P	Tony Pappagallo
P	Jeff Manhardt	P	Ellen Hagerty		
P	Steve Tunmore	P	Patrick Walsh		

P = present A = absent PP = planning to be present PPW = planning to be present webex PA = planning to be absent NR = no response

2. Agenda:

5:45-6:00 - Gather and get settled

- Meeting started at 6:10pm

6:00-7:20 - President reminders (Jeff)

- Region LIM 18-20 May 2018 PMI SouthWest Ohio Chapter (Cincinnati, OH) - Complete - share lessons
- NA LIM 4-6 Oct 2018 LA - Please register - Who is planning to attend? [List](#)
 - Would love to see all Board Members attend
 - Sara as volunteer of year is eligible to attend (Erin not able to attend → Joyce to be invited as well)
- Strategic Planning - [Doodle dates](#)
 - Need to enter the dates in Doodle
 - Updates made by Jeff → Selected Saturday July 21st – perhaps Reikart House
 - Update Operations Calendar and Scorecards for 7/21 meeting
- Planning/Orientation with Directors ← May move this to August
- Election results - All were re-elected, Steve has been elected President-Elect
 - Only 17 people voted – need to do a better job of getting more interest
 - Orientation – now through December
 - President-elect term starts 1/1/19 and President term starts 1/1/20
 - Will need to appoint someone as VP of Marketing for second year of term (2020)
- United Way Board Leadership Training - Jeff completed ← Jeff now certified to lead non-profit organizations
- PMO Symposium - Nov 11-14 in Washington, DC - \$2,500 plus T&E - Teresa, Jeff, Ellen Steve, Tony, Mary interested
 - Didn't plan for this – we have more & more PMOs in our area but we don't connect with them
 - Learn more about PMOs thriving would be helpful in our outreach activities
 - Sending 3 people (Teresa, Steve, & Ellen) at a cost of \$7500 +expenses ← agreed to this – will have each of them speak at an event – dinners, PDD or breakfast

7:20-8:15 - **Brief** Functional Roundtable & follow-ups (VPs, Past President, Trustees)

Membership

- Volunteer meeting
- Update on Chapter guest pass usage
- Update on survey – annual survey to get reviewed by Board ← Carrie to send to Board for

our review tomorrow/Wednesday.

- *Last year 28 and year before 72.*
- *Can we incentivize??? Will call Ambassadors*

■ *Onboarding – needs to be emphasized at Orientation session in Summer.*

Marketing

■ *Event Management - Event Booking update*

- *Demo took place on 6/13; want to implement by 7/6 to be ready for PDD announcement*
- *Board Approval to come – Steve to get info from Brian*

■ *Brochure update - Is this needed? Yes – Steve to follow-up*

■ *2018 R4 presentation on social media and Hootsuite - well received*

■ *Validate the Sponsors are still active Sponsors ← Steve to check on this*

Finance

■ *Director of Finance?*

■ *Expense management - updates from board members needed*

- *Need to process many of these*

■ *Financial Reporting*

■ *Refund Policy*

Technology & Business Services

■ *Records Audit? ← we need a volunteer for this. Director of Business Services.*

■ *Tableau online/new volunteer ← Sal in the process of being on-boarded*

■ *Technology inventory/projectors ← Ajay to get this rolling next week (6/25)*

■ *Scanning for fall PDD ← wait to see about Event Booking tool*

Professional Development

■ *2018 calendar*

■ *Fall PDD Sep 25*

■ *Potential joint full day event in the fall ATD Buffalo ← Should be Erin*

Trustee - Pat Walsh, Mary

■ *Update on Website refresh project, homework – plan needs to be updated – need phone numbers to Pat*

Certification

■ *Marketing for fall PMP prep, CSM & A-CSM*

■ *Website Feedback – in progress*

■ *GR&PM has our mailing List ← Teresa validate that we have agreement in place that allows them to do that (NDA in place?)*

Outreach

■ *Seeking NYS funding for outreach activities ← Grant available EET (Existing Employee Training) proposal is due July 27th*

- *Need an email address to use for this ← setup and sent to team 6/19*

■ *Potential joint meeting ISM Buffalo – call scheduled later this week to assess partnership*

■ *CPO - What do we know about Chief Transformation Officer?*

- *Professor Hayden meeting to be scheduled*

■ *Community Outreach*

- *Onboarding Melvin and Nicolette? Melvin has been on-boarded; reached out to Nicolette but have not received a response*

■ *Round 8 of Regional Economic Development Council Competition*

■ *PMIEF Scholarship*

- *Pending winner ← notification to come*

■ *Project of the Year – would like to monetize the award for this (should be less than \$1000)*

- *Look to announce at PDD*

1. **Close Meeting**

- Next Board meeting – Board & Directors – July - strategic planning location recommendations?
 - Innovation Center
 - Reikart House
 - Somewhere else?
- Adjourn meeting *834pm*