



BOARD MEETING MINUTES
5:45pm – 8:30pm on Nov 19, 2019
 BNMC Innovation Center - 640 Ellicott Street
 Conference Rm 4A
[Webex link](#)
 1-855-282-6330
 Meeting Number 857 244 094

1. Open Meeting

- Call the meeting to order
- Attendees

PW	Tammy Ashraf	P	Jeff Manhardt	PW	Patrick Walsh
PW	Ellen Hagerty	P	Carrie Myers	P	Sue Czynny
P	Erin Keding	P	Tony Pappagallo	P	Christa Jueckstock
P	Jackie Niro	A	Mary Harris	A	Julie Lang - New VP Cert
P	Aditya Vaze – Member Services	P	Melvin Roundtree – Corporate Outreach	PP	Rebecca Calvetti Madan – Professional Outreach
A	Tamera Knight – Community Outreach	P	Ajay Bhala – App Support	A	Naveed Aslam – Business Services
PP	Sara Creenan – PDDs	PW - 1st ½	Joyce Burke – Event Mgmt	A	Melissa Wallace – Breakfast Roundtables
A	Lydia Parent – Sponsorship	A	Phil Danielson – Recruitment	NR	Open - Finance
PP	Monica Summers – Marketing	A	Brian Harris - Website administration		
A	Kim Hy - Instructor Quality				

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 – 10/15/19
- *Started meeting at 6:11*
- *Reviewed Dinner Meeting schedule with Joyce*

2. Agenda:

5:45-6:00 - Arrive & eat

6:00-6:20 – Announcements (Jeff)

- Update [Operations Calendar](#) & [Scorecard](#)
 - *Have not received any updates*
 - *One final plea, then documents will be deleted*
- [Bylaw changes](#) - Voted - Status with GOC
 - *In progress right now with Global PMI*
 - *Will do the vote at a dinner meeting in 2020*
- InfoTechWNY collaboration finalized
- PMO symposium Nov 3-6 Colorado Ellen – update
 - *Deck from the Dinner meeting from Ellen was sent out the attendees*
 - *Will send it to the Board & Directors*
- Update on President options
 - *Broader Net – possibly inquire with United Way for candidates? InfoTech WNY Board?*
 - *Jeff will stay on the board until the position is filled*
- Operations & Budget Plans
 - *Update Operating Plan then update the Budgets to cover the plan for the next year*
 - *Have this updated by Sunday December 1st – send to Tony*
 - *Budget Plans – target is Zero budget – spend only what we bring in*

- *Ellen sent the template out November 16th to all of the Board – 2020 Budget TEMPLATES title*
- *Use Template sent by Ellen to plug in your information – get it to Ellen by December 12th in preparation for the December Board meeting December 17th*
- Region 4 2020 host status - Kickoff meeting held, Jeff M, Jeff R, Erin, Joeleene, Sara, Lydia, JoAnn
 - *Everyone on the Board – block out 4/24-26 to be there at this event*
 - *We have rooms budgeted for Friday and Saturday night*
 - *Sponsorships ? Lydia is part of the team and leading this effort (6 sponsors interested so far)*
 - *Last year event brought in \$10K in sponsorships*
 - *Intended to be revenue neutral – any proceeds will go back to the other chapters*
- Meeting Focus - Directors efforts

Technology & Business Services

- Website decision - Transition to MG2, contract signed, next steps
 - SurveyMonkey - Include in transition to MG2?
 - *Check on the survey capability for MG2?*
 - Demo
 - *Training will be scheduled over the next few weeks, dates/times to come*
 - *Work with Lydia on Sponsorships and impact of website changes*
- Operations plans – *covered under President area*
- Record Audit - complete? Not complete – *Naveed meeting to review November 24*
- *Volunteers to process – Julie Lang, Jeff Raugh & Sreeni*
- *Ajay to work with Monica on Mail Chimp application*

Certification

- PMP Prep Class - Sep 16 - Nov 18 @ Moog - How did it go?
 - *6 people attended (usually 25-30 attendees)*
- PMI-ACP - Nov 22 - How many registered? *29 registered*
- CSM class update - ? *May need a different provider*
- Changes to REP program
 - *Fairly drastic changes coming may impact Velociteach and other REPs*
- Succession planning - Julie

Membership

- Chapter member survey - 1st year we haven't had one
- Chapter Guest Pass program
- Status on new member emails
- Succession planning – Christa
 - *Ongoing*
- Status update on Ideas for folks in or entering retirement
 - Early registration discount & communications Ambassadors get
 - Opt-in list
 - Discounted rates for events
 - New reduced chapter membership pricing
 - Survey for ideas
 - Jeff's idea - Pay for one (or more) retirees membership for a year
- *746 members (gained 140 new and lost 16 from year before)*
 - *543 auto renewal*
 - *Analysis on new members, where they're coming from?*
- *Working on Annual Meeting in February*
- *New Volunteer List sent out by Christa – please review and respond*
- *Zip Code – Rochester currently serving southern tier; meeting with Rochester to discuss*
- *Military Liaison – what does it entail? Ajay has someone interested in learning more.*

Marketing

- Status of new branding - Nov 29th for logo?
- Status of Hootsuite ← *look at Canva software as an option*
- Sponsorship updates - ILL, Lighting company, NU

Finance

- Financial update
- New Director? *Pat sent a recommendation to the Board about a volunteer to fill this role*
 - *Sreenivas Gadhar (Sreeni) approved by the board*
- Succession planning – Pat

Professional Development

- 2019-2020 Dinner calendar
- 2020 joint event with Rochester - July 11 - Batavia racetrack

Outreach

- Tableau visual analysis on student member recruitment & retention
 - *Retain 10% of student membership that become full members*
- Mentor program status
- Project of the year - Great work! Status on check disbursement
 - *May consider paid marketing options to get more submissions next year*
 - *Development an ongoing campaign throughout the year to get more involvement*
 - *Potential to get sponsorships for the future events*
- Succession planning - Sue

Trustee

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3. Close Meeting

- Next Board meeting – Board only – December 17 2019
- Adjourn meeting *848pm*