

Buffalo PMI Board Meeting Minutes

January 23, 2008

Location: Appletree

5:30 – 8pm

Attendance: Jackie, Mark, JoAnn, Brian, Nancy, Jeff, Julie, Kathy, Ward and David

Follow up items will be bolded.

5:30 Welcome & Get dinner (I'm open on suggestions)

5:45-7:15 Updates from Board Members (*10 minutes max per person*)

President

- Regional benchmark study – the group agreed to participation
- Bylaws – the committee has met twice, some changes made but waiting to see how strategic presentation may change board structure.

Finance – 2007 Year End Reports

- Getting ready for audit and taxes
- **Ward will ask how long we need to retain records for**
- Balance is up \$38k, the checking acct is at \$95k
- Created hilevel categories that should be easy to maintain
- For expense reports – please mail to ward, including expense report that is signed by requestor.
- Provided vendor list; will provide once/month
- Discussion about prof day speaker checks that haven't been cashed – **Mark to follow up**
- Open discussion regarding a credit card

Prof Dev (Julie)

- In 2007 ran 4 classes
- 1 class is in progress, and 1 forming at Moog
- Books are still inexpensive

Conferences (Mark)

- Dale Carnegie seminar at 81 people and will be closed!
- April 30 – MS Project training
- June – PM training
- March 09 – Seminar on the Slopes

Membership (Kathy)

- Currently at 404 members
- People are using their free dinner certificates
- **Kathy will follow up with Drew on chapter membership link**
- **Jackie will follow up with Suteko on same**
- **Brian will follow up on PMI email about membership credit**

Marketing (David)

- Project world (April 14-19)– budgeted \$500. Should we attend?
- Project world value is in finding speakers; also some Canadians attend our events
- Add a question on the survey about how often should we survey
- Badges – for volunteers too?

Programs (Jeff)

- Good November turnout
- March 19 lunch meeting –
- Lunch meetings – what about webinars?
- Lunch meetings – maybe a series on local business men/women?
- Discussed attendee analysis – **Mark said he'd work on it**

Communications (JoAnn)

- **Jackie to provide book review**
- Looking for updates to pre-meeting presentation
- **Jackie to research UB/Buff state for an intern**

Past President/Trustee

- Nancy was the hostess – nice location thank you!
- Brian is glad everything is going well
- **Brian will research why people are getting 3 emails when events are emailed.**

7:15-8:00

Presentation by strategic committee (Mark, JoAnn and Julie)

- Everyone acknowledged the hard work and analysis that was put into this presentation
- The group needs some time to absorb recommendations.

Next meeting date:

- Decided that we would meet after the Feb dinner meeting to discuss the strategic presentation, after we've had a chance to ponder.
- Next meeting is scheduled for March 18 at Appletree location.