



Team: Board & Directors
Roles: Jackie May (Leader)
JoAnn Boehm (Act. Reg.)
JoAnn Boehm (Dec. Log)
All (Time Keep.)
Date: 07-May-2008

Attendees: Jackie May, Ward Bray, Nancy Mingus,
Ann Galli, Mark Kwandrans, David
Lynch, Kathy Haney, JoAnn Boehm,
Jeff Manhardt
Additional
Distribution: Julie McGuire, Brian Griffin

ACTION REGISTER			
WHO	WHAT	WHEN	DONE
All	Review Website Contact Us description and request desired changes of JoAnn	5/9/08 8PM	
All	Confirm received test emails on weekend after Website cutover	5/11/08 8PM	
Jeff / Kathy / JoAnn	Let Ann know # pdus to be awarded to volunteers for annual meeting	5/24/08	
Jeff	Contact Dale Carnegie re. August session.	5/16/08	
David	Determine if Chapter can file PDUs for members	TBD	
David	Write Job Posting policy	TBD	
David	Send Membership Survey for Board to review	5/9/08	
David / All	Discuss feedback on Membership Survey	w/o 5/26/08	
All VPs	Prepare new VP position descriptions, operating manual sections and operating plans.	6/25/08	
JoAnn / All	Send Board Contact List to all. Send desired changes to JoAnn.	5/9/08 5/16/08	done _____
Mark / Ward	Show Ward how to use Acteva	5/16/08	
JoAnn	Order new name tags, business cards for new Board slate	5/16/08	
JoAnn	Make changes to website: Load expense form to new website. Change all references from Officers to Directors.	5/9/08	done
JoAnn	Plan for Comm Team member to man laptop at May 13 th dinner, to show new website. (instead of pre-dinner	5/13/08	
JoAnn	Request presence of entire Communication Team at June 10 th Annual meeting, so they can be honored. Purchase Amex gift cards beforehand.	5/16/08 6/6/08	
JoAnn / Ann	Collaborate on Website project article for newspapers, to honor Communication Team.	6/15/08	
IDEAS IN ACTION: NEW IDEAS FROM THIS SESSION			
WHO	WHAT	OUTCOME	

DECISION LOG

Next Board meeting scheduled for June 25th. Topic: review of new VP position descriptions, operating manual sections and operating plans. Will also schedule meetings for upcoming year, discuss laptop needs.

Will Hold full Leadership (Board+Directors) meeting in summer.

Board approved \$100 gifts for each of 5 Communication Team members in thanks for their hard work on Website project. Will also publish article in local newspapers.

PARKING LOT

Topics for upcoming meetings:

- costs of higher-end speakers, given we have positive balance
- possibility of using external administrative services
- need for Finance laptop or to move Quickbooks on-line
- need for Events laptop

Meeting Minutes:

JoAnn Boehm - VP Communications:

- reviewed Website project status and cutover document

Jackie May - President:

- Need to register for regional meeting soon. Register on Acteva for meeting, contact hotel separately for reservations.

Ann Galli - Director Volunteers:

- June 10th Annual meeting will be at Harry's Harbor Front. \$10 fee, 1 free drink ticket.
- Board should plan on speaking about 2007-2008 achievements.
- Jackie will speak on new Board Slate, and call for vote.
- All to work with Ann on # pdus to be awarded to volunteers.

Kathy Haney - VP Membership:

- In process of transitioning to David

David Lynch - VP Marketing:

- Working on finalizing Sponsorship program

- We're offering a slot to Proteon for website cutover because we don't have an active sponsor yet.
- Will issue Membership Survey in June. Want to push membership to reply in all June activities and on website. Targeting July to summarize and provide feedback to Board. Would prefer to keep questions similar to last year's survey to be in better position to benchmark. Will send all survey to review on 5/9/08. will schedule meetings w/o May 26th to review any desired changes.

Mark Kwandrans - VP Conferences:

- April 30th MS Forecasting workshop had 74 attendees + 1 walk in. Had planned on just 60.
- Have minimum required attendees signed up for June workshop already.
- Have keynote lined up for Fall Professional Day.
- Dale Carnegie being lined up for August session.
- Seminar on Slopes weekend coordination meeting amongst chapters re-scheduled to next week.
- Are discussing collaborating on a Certification program with UB.
- Will add questions to Membership Survey pertaining to Community Outreach to assess interest level.

Jeff Manhardt - VP Programs:

- Need 1 more panelist for May 13th dinner
- Have had good year, less invested than budgeted
- Working on transition withy Mark and Julie
- Have speakers line up through January 2009
- Working on recruiting volunteers
- Would like to expand training to CAPM
- Joel Yacono is interested in Director Certifications slot
- Liz Toich is interested in Director Events slot
- Have volunteer openings for training and speaker coordination
- Have re-written 3 sections of By Laws thus far

Ward Bray - VP Finance:

- 2007 federal taxes filed. Will send to PMI HQ.
- will need to file Tax Exempt Status paperwork with PMI HQ in near future.

JoAnn Boehm - VP, Communications:

- Mary Steiner has expressed interest in continuing on with Newsletter publications. Will get feedback from remainder of team as to their interests.