



<b>Team:</b>	<u>Board</u>	<b>Attendees:</b>	<u>Jackie May, Nancy Mingus, Mark</u>
<b>Roles:</b>	<u>Jackie May (Leader)</u>		<u>Kwandrans, Brian Griffin, Ward Bray,</u>
	<u>JoAnn Boehm (Act. Reg.)</u>		<u>JoAnn Boehm, Jeff Manhardt</u>
	<u>JoAnn Boehm (Dec. Log)</u>		
	<u>All (Time Keep.)</u>	<b>Not present:</b>	<u>David Lynch</u>
<b>Date:</b>	<u>25-June-2008</u>		

**ACTION REGISTER**

WHO	WHAT	WHEN	DONE
JoAnn	Remind David to provide Volunteer of Year Team award photos so article can be placed in newspapers	6/30/08	
Board	Discuss annual vs. budget year calendars used by finance, events, etc. Attempt to agree on 1 calendar.	Nov. meeting	
Board	Plan to attend workshop session for board/directors – tactical planning (5:30-?). Board members to invite directors their presence is desired.	8/6/08	
Board	Plan to attend strategic planning session Nov. 15 <sup>th</sup>	11/15/08	
Ward	Publish taxonomy for budget	9/1/08	
Board	Ensure annual budgets are broken out by month	Nov.	
Jackie/Ward/Jeff	Meet to finalize bylaws changes, present in August meeting	8/6/08	
Ward	Investigate use of debit/cash cards by chapter	Nov.	
Board	Let Jackie know if interested in attending Denver LIM October 15 <sup>th</sup> -18 <sup>th</sup>	7/31/08	
JoAnn/Jackie/David	Discuss where job postings belong – membership or administration	7/4/08	
Brian	Contact David Lynch re. web-store options, report back	8/6/08	
Board	Provide JoAnn names/titles of Director slots	7/11/08	
JoAnn	Lend Book of Lists to Mark	7/7/08	
Brian	Provide some examples of data and how we can use it by Membership, Prof Development and Outreach.	8/6/08	
Board	Provide Tom contact info for all volunteers so it can be posted		

**IDEAS IN ACTION: NEW IDEAS FROM THIS SESSION**

WHO	WHAT	OUTCOME

PLEASE FORWARD NEW IDEAS TO I-REP.

**DECISION LOG**

Meeting Minutes from May 7 <sup>th</sup> accepted.
Annual Networking meeting will be managed by Professional Development, not Membership.
Board will meet monthly, every other month via phone.
Next Board meeting will be July 23 <sup>rd</sup> – via phone.
Operations Manual will not define Director positions.
Rewards for Board, Directors and Volunteers effective 9/1/08: Allocate up to \$7,000 for incentives. Board and Directors to receive free attendance at dinner meetings, 1 full-day workshop. Board members to receive free attendance/expenses to LIM, Region 4 meetings. Volunteers receive 50% reduction to attending full day events and pdus. Professional Development and Finance to collaborate on tracking true cost of the incentives. *Need to include financial impact into budgets.
Board approved purchasing business cards and name tags for Directors.
<b>PARKING LOT</b>
Discuss Data Analysis needs and define next steps.

#### Meeting Minutes:

##### JoAnn Boehm (VP, Administration)

- Reviewed open action items from last meeting

##### Jackie May (President)

- summarized Region 4 meeting activities
  - o Rochester chapter interested in collaborating on professional day
  - o next meeting will be May 1<sup>st</sup>-3<sup>rd</sup>, 2009
- ByLaws committee needs to reconvene to continue work. Best practice is to take bylaws templates from PMI Component Toolkit.

##### Ward Bray (VP, Finance)

- Would like to decide if funding exists to begin providing volunteer benefits for 2008.
- Will begin developing procedures/policies for Finance area.
- Will be redesigning Expense form to make it easier to use.

##### Jeff Manhardt (VP, Professional Development)

- Has been transitioning Certification class and Workshop activities from Julie McGuire and Mark Kwandrans, respectively.
- Have 2 directors: Joel Yacono (Training), Liz Toich (Event Management).
- Have created 3<sup>rd</sup> Director position - Speaker Management.

- 2008-2009 speakers finalized.
- Have developed Speakers database.
- Training:
  - o Planning 2 PMP Prep classes for Fall. One will be held at Moog; class size of 30.
  - o Should be holding 4 PMP Prep classes this year.
  - o Jackie May shared that some of other chapters qualify their trainers, and put them through formal training.
  - o 2 new volunteer positions defined and open for Training area. Information has been passed to Ann Galli.
- Events:
  - o Would like to make some workshops annual; ex. MS training.
  - o Will be having first  $\frac{1}{2}$  day session.
  - o Mark Kwandrans assisting with October Professional Day.
  - o 4 volunteers will be helping with all events.

#### JoAnn Boehm (VP, Administration)

- Website Admin:
  - o Director: Tom Wojcik; Team: John Beltrami, Murray Richburg.
  - o Working on training plan.
- Newsletter - 2<sup>nd</sup> Qtr;
  - o Mary Steiner working on; should have draft to you this Friday for approval.
- Annual report - will be posting now that have Ward's feedback.
- Board slate changes article sent to Buffalo News/Business First.
- Going to submit Volunteer of Year award article to both newspapers as soon as get team photo from David Lynch.
- Directors - will be ordering name tags, business cards.
- Photo Contest - Mary Bagley is winner. Web Admin team is working on sizing to post to website.
- Outsourcing - will research options if receive requests from Board members.
- Job Postings - need to finalize who owns administration of this on website.
- Sponsorships will be administered by Administration function, so would like all new sponsor leads be passed to Admin.

#### Mark Kwandrans (VP, Outreach)

- Karen Bosley working on Educational Outreach
- Maurice Whittington working on Professional Outreach
- Cindy Walawander working on Chapter Outreach
- Mark focusing on recruitment, corporate outreach, community outreach
- Will work on remaining position descriptions soon

#### Nancy Mingus (Trustee)

- nothing to report

Brian Griffin (Trustee)

- Email distribution - consider sending out breakfast notes earlier
- Try to avoid sending out pictures, jpgs, etc.
- Has been changing Infotech Niagara distribution lists for members/associates where company names (domain names) have changed