



Team: Board
Roles: Jackie May (Leader)
 JoAnn Boehm (Act. Reg.)
 JoAnn Boehm (Dec. Log)
 All (Time Keep.)
Date: 30-September-2008

Attendees: Jackie May, Mark Kwandrans, Brian Griffin, Ward Bray, JoAnn Boehm, Jeff Manhardt, David Lynch

Absent: Nancy Mingus

ACTION REGISTER

WHO	WHAT	WHEN	DONE
Jeff	Set up Acteva for volunteer perqs.	10/15/08	
Ann	Develop/implement perqs communication and tracking program.	10/31/08	
Jackie	Purchase gifts for Julie McGuire and Kathy Haney as thank you for their service on Board.	10/31/08	
David	Provide JoAnn electronic position descriptions for Membership area.	10/20/08	
Ward/Brian/David	Provide JoAnn electronic Leadership page excerpt for respective functions.	10/10/08	Brian-done
JoAnn	Finalize costs for business cards and order for Directors.	10/10/08	
JoAnn	Place volunteer perqs on website for easy access by leadership.	10/10/08	Done – see leadership folder
Ward	Check Admin budget for funds available for Nov. 15 th meeting	10/10/08	

IDEAS IN ACTION: NEW IDEAS FROM THIS SESSION

WHO	WHAT	OUTCOME

PLEASE FORWARD NEW IDEAS TO I-REP.

DECISION LOG

By-Laws v. 5 has been approved by all Board members. (document dated 9/13/08)

Director of Membership owns communicating perquisites to members, as well as their tracking/auditing.

PARKING LOT

Meeting Minutes:

- Vote on acceptance of Bylaws - version 5 (dated 9/13/08)
 - All present approved Bylaws
 - JoAnn will not send to GOC for approval until new version of Operations Manual is approved.

- Review legal opinion and PMI response on our ability to provide training to organizations without jeopardizing our tax exempt status.
 - Response received from PMI Global indicates that our acting as "trainers" may cause conflict with area REPs, and may not add member value.
 - Jackie May consulted with an attorney regarding this and his opinion is that it will not jeopardize the chapter's tax status as long as the activity does not supplant the existing primary purposes of the organization.
 - All present agreed that we can proceed with providing training to organizations if requested to do so. Ward Bray suggested the level of activity be monitored for any future issues. As for competing with REPs, the board believes that if we can offer a quality course at a competitive price, then we should do so.

- How to implement new board and volunteer perquisites effectively (communication plan, tracking, etc.)
 - Acteva - need way to register for events at reduced/free cost. Jeff will set up additional link for Leadership to use for events.
 - Director of Membership (Ann Galli) will develop and implement member communication, tracking/auditing plans.
 - Finance will track summary level usage of perqs at event level.

- November 15th Leadership Session
 - Location - tbd. Nancy has room reserved for us still.
 - Duration - plan on 8 hours
 - Cost - Ward to check on available budget
 - Tentative Agenda:
 - 2009 Plan & Budget - Ward will provide budget worksheet all should use by Oct. 21st. JoAnn/Jackie to provide planning sheet to be used by same date. Jeff will bring pc and proxima.
 - Review member survey results in more detail (David) **
 - Review Operations Manual draft (JoAnn)
 - Website Phase 2 brainstorming (Tom) **
 - Webstore - review proposal (David)
 - Record Retention - review proposal (JoAnn)
 - Events & Tools to manage (Jeff)
 - Finance Vision (Ward) **

** These agenda items have been questioned re. their "fit". Some modification may be made.

- Business Card Design
 - Given current format is no longer available from VistaPrint, JoAnn obtained suggested format from PMI GOC. 2 samples from different vendors were shared.
 - All agreed that the format from local vendor was their 1st choice.
 - JoAnn mentioned that local vendor (ModPac) would like to pitch their services to other chapters.

- Member Survey results
 - David shared summary and did quick review of highlights, discrepancies, areas of concern.

- Schedule remaining board meetings through June 2009
 - This item deferred until November meeting

- Open discussion
 - Jackie raised concern about gifts for Kathy Haney, Julie McGuire. Jackie will purchase.
 - JoAnn shared sample of new Leadership Page content to-date and requested final feedback from Ward, David, Brian.
 - JoAnn inquired if we want to publicize the International Project Management day (Nov. 6th) at all. Remainder of Board wasn't interested in pursuing this.
 - Mark shared discussions with Mike Benzin (Big Brothers) re. collaborating on their Taste of Buffalo event, as well as other ways they could use our help.
 - Jeff shared status of CAPM program development and discussions with 2 local trainers. Jackie suggested we tap into other chapters during LIM for this, and version 4 PMP materials.
 - Ward and Jeff indicated potential need to purchase PCs in future. This should be included in their 2009 budgets.