



**Team:** Leadership  
**Roles:** Jackie May (Leader)  
JoAnn Boehm (Act. Reg.)  
JoAnn Boehm (Dec. Log)  
All (Time Keep.)  
**Date:** 15-November-2008

**Attendees:** Jackie May, Mark Kwandrans, Brian Griffin, Ward Bray, JoAnn Boehm, Jeff Manhardt, David Lynch, Liz Toich, Joel Yacono, Mary Steiner, Maurice Whittington, Karen Bosley, Cindy Walawander  
**Absent:** Nancy Mingus, Ann Galli, Kathy Fox

ACTION REGISTER			
WHO	WHAT	WHEN	DONE
All	Incorporate economic downturn risk/opportunity into all budget requests.		
All	Read/review value of Project Management book. Use "value" as a theme for 2009.		
All	Provide Jeff # volunteers estimates by month so that he can include budget estimates for event attendance in Prof Dev budget		Done
VPs	Submit final operating plan/budgets to JoAnn & Ward.	Nov. 21 Latest 26th	Done
JoAnn / Ward	Summarize final operating plan/budgets, share back with Board before Dec. 9 <sup>th</sup> meeting		Done
Ann	Send out Member Survey volunteer contact info to VPs	Nov. 21 <sup>st</sup>	Done
Ann	Hold conf. call with Board to explain volunteer program	w/o Dec.1	
Brian/Joel	Check into options to lower food costs for PMP Training classes		
David	Summarize trending of annual surveys		
David/Mark	Estimate monetary value of new member (new or cross-organizational member)		Done
Jeff	Analyze member vs. non-member participation levels and monthly attendance trends	3/31/09	
Jackie	Recommend verbiage changes for By Laws so that President Elect position can be held by a sitting VP		Done
Jackie/Mark	Work on brick and mortar, server options *decision made to not pursue at this time		Done
Jeff	Let Jackie know # of attendees at Oct. Professional Day that were from M&T		Done
Jeff	Find way to help companies send more people to professional days thru discounts, positioning value, etc.		
JoAnn	Check with GOC re. availability of credit card services *none available at this time		Done
JoAnn	Send record retention guideline draft to VPs before Dec.9		Done

Joel/Jeff	Check into options to lower book costs for PMP training classes; ex. use another book?	12/31/09	
Karen	Tap into college interns to help us		
Karen	Define student rates for different types of events, and if they belong to another org (cross-org discount), impact on overall budget.		
Liz	Create badge program to allow event attendees to indicate if they are hiring, new members, ambassadors, etc.		
Mark	For Professional and Community Outreach, what are the objectives, what are the benefits, how do we measure success ?		Done
Mark	Include Project World, chotzhky costs in budget		N/A
Mark/Jeff	Present Facebook and Linked In to Board		Done
Mark/Mary	Work with Board to understand/define our branding		
Mary	Understand rules of engagement for email communications, to include opt in/opt out		
Ward/Jackie	Define finance communication plan to membership		
Ward	Should we investigate ways to grow our money? CDs?		
<b>IDEAS IN ACTION: NEW IDEAS FROM THIS SESSION</b>			
<b>WHO</b>	<b>WHAT</b>	<b>OUTCOME</b>	

**PLEASE FORWARD NEW IDEAS TO I-REP.**

<b>DECISION LOG</b>
<p>Next meeting is Dec. 9<sup>th</sup> - all Board members should plan to attend. Director attendance is optional. On-site @ M&amp;T or via conf. call.  Tentative agenda: 1) finalize Operating Plans/Budgets; 2) provide feedback on record retention guideline from JoAnn.</p>
<b>PARKING LOT</b>
Outreach – is there a way to tap into Past Presidents somehow?
Outreach - future - Scholarships resulting from PMI for Kids and interaction with community
Membership – meet with Board before next membership survey to review questions, objectives, ratings, etc.
Membership – way to track time investment by volunteers ? to ensure PDUs estimated were earned, better forecast needs in future, etc.
Prof. Dev – consider ½ day classes on weekends >> 12/31/09
Admin – address Spam filtering concerns if Constant Contact used
Admin – review Board Handbook and assess fit with Ops Manual
Admin – consider printing business cards internally