



Team: Board
Roles: Jackie May (Leader)
 JoAnn Boehm (Act. Reg.)
 JoAnn Boehm (Dec. Log)
 All (Time Keep.)
Date: 18-March-2009

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

ACTION REGISTER

WHO	WHAT	WHEN	DONE
JoAnn	Check chapter insurance policy for liability at events	3/31/09	
Ann	Inform Board of process to be followed to ensure Volunteer Recognition occurs for June annual meeting	TBD	
Ann	Provide Board with status of open volunteer requests	4/3/09	
All	Provide feedback to Ward on 2008 financial year-end reports so he can file taxes	3/31/09	
Ward	Try accessing MS Open Office using link Jeff sent. Provide feedback to Jackie if have issues.	3/31/09	
Jackie/David	Provide Email Distribution feedback to Webadmin team.	3/23/09	
Jackie	Send email to Board re. Regional meeting	3/23/09	Done
Nancy	Check room availability for April meeting	3/23/09	Done
All	Check availability for April 28 th , let Jackie know	3/23/09	Done
David	Assist Jeff with understanding pdu saturation.	TBD	
JoAnn	Email Jackie positions ending this June.	3/23/09	Done

IDEAS IN ACTION: NEW IDEAS FROM THIS SESSION

WHO	WHAT	OUTCOME

PLEASE FORWARD NEW IDEAS TO I-REP.

DECISION LOG

Next meeting tentatively scheduled for April 28, 2009 at Nancy's facility.

PARKING LOT

** Address Branding after new Email Distribution Lists solution is in place.

Tentative April meeting agenda:

Operations Manual – Board approval will be sought – JoAnn
Strategic Alignment Scorecard – Jackie
Board Slate for new year – how to handle/publicize - Jackie
Functional report outs - All
Open Actions Review - JoAnn

Meeting Minutes:**Operations Manual - JoAnn Boehm**

- Updates received from Mark, Ward, some from Jeff
- Need updates before April meeting if we want to take vote on in April Board meeting and have final version for Regional meeting

New Component Leadership website - JoAnn Boehm

- Handout provided for how to go to new site, what is contained on new site, etc.
- April 2nd webinar will be handled using GOC's tool free of charge

Vendor Management Guidelines - JoAnn Boehm

- Intent is to draft guidelines for major vendor types, rather than all, such as event facilities, education providers, event speakers and sponsors. The guidelines would serve as negotiating checklist.
- Other types of vendors will be handled on as needed basis
- Board agreed with approach
- Nancy noted we should check our insurance policy for liability for events
- May want to have something for unpaid (pdu receiving) PMP prep class instructors

Volunteer Program Perquisites Communication - David Lynch

- Ann will communicate by 4/3/09 - this is open action from September 30, 2008 meeting

President Elect Position - Jackie May

- Jackie requested one final time for other interested parties than Mark Kwandrans; no one expressed an interest.
- Nancy Mingus made motion to appoint Mark to position effective July 1, 2009.
- Board approved motion.
- Jackie will revise Elections section of Operations Manual and submit with other changes for Board review per existing action item. Will also recommend process for presenting Board Slate this spring.

Functional Report Outs:

Membership - David Lynch

- Newsletter published last week. Next edition will come out at end of April.
- Annual survey timing - Will publish to membership at end of May so that we get feedback in time to share in July Newsletter, and for functional annual planning.
- David will send out email with last year's survey and request updates from Board and Directors.

Finance - Ward Bray

- Refunds - need everyone to follow the policy and let Finance know if have issues.
- Expense reports are not all being filled out properly. Need VPs to code subcategories properly.
- Year-end reports - has received no feedback and wants to file tax reports.
- Needs MS Office on new PC. Jeff has sent him link to MS Open Office to try.

Mark Kwandrans - Outreach

- Seminar on Slopes is this weekend.
- Boy Scout program - trained 4 volunteers. Have sent flyers to 50 troops.
- Corporate Ambassadors - will target 16 companies. Jackie volunteered to be Ambassador for Delaware North, Jeff for M&T, JoAnn for Independent Health.

JoAnn Boehm - Administration

- Will be asking membership for ByLaws approval at April dinner meeting.
- Survey sent from Webadmin team re. Mail Distribution solution requirements. Please provide feedback asap if have not.
- Clarified that we are 501c(6) entity. Need different tax guidelines for this type to finalize Advertising vs. Sponsorship guidelines.
- Operational Auditor volunteer form sent to Ann. May reach out to some regular attendees at meetings.
- CRM project will be handled after the Email project, but will need to work hand in hand with the solution chosen for Email. Jeff will be talking to Liz Monday re. her availability to serve on this team.

Jackie May - President

- Strategic alignment work we need to do for GOC isn't a complex as anticipated. Suketu Nagrecha reviewed this in lat Regional conference call. Jackie will be completing and will share with team.
- Regional survey recently passed out also.
- Regional Conference email came out. Jackie to pass to Board.

Jeff Manhardt - Professional Development

- March 9 webinar held - 1st free webinar. Mythical Man Month - Peter DeJaeger. Held with Croatia chapter. 25 attendees. Went well.
- April 2 lunch-time webinar coming up - Crucial Conversations.
- March 23rd - kick off for Professional Day planning committee. Have 5 volunteers.
- March 25th - Liz and Jeff going to UB to speak to Network Engineers about PM and PMI.
- April 8th is go-no go decision for April 23rd Sixth Sense $\frac{1}{2}$ day workshop. Board agreed to proceed ahead since we are doing a lot of "bring your boss" marketing for the April events.
- For future events will try to emphasize need to register early so can make go-no go decision and avoid losses.
- Jeff wants to know more about pdu saturation. David to help.