



Team: Board
Roles: Jackie May (Leader)
 JoAnn Boehm (Act. Reg.)
 JoAnn Boehm (Dec. Log)
 All (Time Keep.)
Date: 10-February-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	Get approval from GOC on ByLaws. Send to Board for approval. Submit to membership (via email) for approval at next dinner meeting that allows for 30 days notice.	2/17/09 2/22/09 2/23/09	Done Done Done
All	Update Operations Manual sections that you own. Send desired changes to JoAnn.	3/10/09	Mark done
JoAnn	Adjust Operations Manual to refer to policies (what) instead of procedures (how)	2/28/09	Done
Jeff	Determine Go-No Go date for April full day event (April 8)	3/31/09	Done
Mark	Determine Go-No Go date for Seminar on the Slopes		Done
David/Mary	Submit newsletter to Board for approval		Done
All	Read newsletter and provide feedback by requested dated		Done
All	Provide any feedback on Volunteer program to Ann Galli	2/28/09	
David	Follow up with resume writing resources to assist membership	TBD	
All	Send ideas for job opportunities, resumes, etc. to David	On-going	
Mark	Let Board know how to register for Seminar on Slopes	2/15/09	Done
All	Let Mark know if attending Seminar on Slopes	2/15/09	Done
Mark	Send webadmin links would like posted for LinkedIn and Facebook	2/20/09	Done
Mark	Save stationary template to website	2/20/09	Done
Mark	Work with Prof. Dev. on having Future City team and PM present at an event	5/31/09	

IDEAS IN ACTION: NEW IDEAS FROM THIS SESSION

WHO	WHAT	OUTCOME

PLEASE FORWARD NEW IDEAS TO I-REP.

DECISION LOG

Next meeting will be March ??, 2009

PARKING LOT

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

Tentative March meeting agenda:

President Elect candidates - Jackie

Operations Manual – JoAnn

Volunteer Perqs communication plan – Ann & David

Other business – 45 min.

Meeting Minutes:

ByLaws Document Status - JoAnn Boehm, Jackie May

- GOC wants a "consecutive" term limit inserted in document.
- JoAnn to include for 10 years.

Operations Manual status - JoAnn Boehm

- Ownership assigned for each section
- Open questions from Jeff/Mark/JoAnn discussed

Volunteer Program - Ann Galli

- New volunteer program reviewed

Finance Communications to Membership - Ward/Jackie

- shared sample slides to be shared with membership in future
- Board believes a quarterly communication will be sufficient; show budget vs. actual

Charity - Ward Bray, Jeff Manhardt

- We can spend if we are contributing to the benefit of the profession; ex. scholarship to attend PM class
- Do not need to create separate entity
- Other - could run donation drives; ex. meeting attendees to bring food to an event
- Will assess where we stand in August on budget vs. actual and announce in September if decide to proceed

Functional Report Outs

David Lynch - Membership

- Newsletter draft will be published to Board members w/o 2/16/09.
- Web store - will go on hold for short-term
- Jackie May suggested David's team investigate ways to help members who face unemployment such as resume writing, etc.

Ward Bray - Finance

- Going to start developing some simple reports
- Will be developing position description forms for a new position (possibly analysis and reporting)

Jeff Manhardt - Professional Development

- March dinner - have new speaker for 6 Sigma event
- Are adding a free webinar event - on the "mythical man hour". Will be presented by Peter DeJaeger.

Mark Kwandrans - Outreach

- Have placed ad in Business First and sent out 600 mailers re. the Rx for PM Stress upcoming event
- Karen Bosley spoke at Canisius college recently
- Liz Toich will be going to UB to speak
- Prepared new stationary layout
- May be getting new volunteer to help with Ambassador program
- Future City competition - the team we sponsored won the regional competition. They will go to Washington D.C. for national competition.
- Seminar on Slopes - \$100 fee will be covered for Board members.

JoAnn Boehm - Administration

- Should be getting survey from Webadmin team re. Mail Distribution solution requirements w/o 2/16/09

Jackie May - President

- Jackie recommended Mark Kwandrans for President-Elect