

**Team:Board**

**Attendees:Jackie May, JoAnn Boehm, Jeff Manhardt, Liz Toich, Mark Kwandrans**

**Roles: Jackie (Leader)**

**May**

**Jeff (Act.  
ManhardtReg.)**

**Liz Toich, Jim Carlins, Joel Yacono, Karen Rybak, Mary  
Bagley, Tom Wojcik, Dave Borden , Tamara Brown**

**Jeff (Dec.  
ManhardtLog)**

**All (Time  
Keep.)**

**Date: 11/14/09**

**8:00AM -**

**Absent: Mark Kwandrans, Mary Steiner, Ward Bray, Dave Lynch, Nancy  
Mingus**

### **ACTION REGISTER**

Action Items are documented on the Open Action Summary.xls

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

### **DECISION LOG**

### **PARKING LOT**

**- Allow directors to attend the LIM or regional event in place of VPs**

### **Meeting Minutes:**

Board member updates

President

Year of the Buffalo presentation

Great success in 2009

2010 can be the Year of the Buffalo

Recommend each board member apply for a component award

Add the buffalo from the presentation to our materials

Finance

Provided reminder of refund policy

Reviewed 2009 forecast to actuals

Action item - Acteva refund policy - is the system more granular to show refund approvals and what the refund was for.

Action Item - provide 2010 budget template by next week

Action Item to board - 2010 budget by the end of Nov

Action Item - Joel to write a memo to Jackie about group memberships

Action Item - Jackie will forward to PMI

Action Item - Determine volunteer cost for free events, etc

Action Item - Dave Borden will look at the following

Corporate Finance credit card

Stored value card

Online bill pay

Not required to do an audit but there are a range of options will review the options after policy and procedures - 1st qtr 2010

Action item to board - determine reports you are interested in

Chapter financials separate webpage - Tom to create

Professional Development

Fall training was good

Material is good but expense reducing chapter revenue

Received bad press for training because of issues with GOC global membership registration

Decisions for training

Hardcopy PMBOK - member & Non-member with and without hardcopy PMBOK

Continue with current materials

Coordinate Mar Dale Carnegie Professional Day event with IIBA

Administration

Decision on business cards - All board and directors will receive cards. VP Admin will budget new cards annually

Cards will have vision and mission statement on back

Sponsorship director position will be created to go after and secure sponsors

Add roadmap volunteer position - Andy Kloc

Action Item - purchase aircard as technology recurring cost

Membership

Membership - working on membership retention - good retention this year

Proof of concept for store planned for 2010

Reviewed operating plan and goals for 2010

Outreach

Grow membership through Outreach

Increase presence in community

Corporate outreach on the right track - need to get to the right people within organizations

PM for Kids - now PM for middle schools

College outreach plan - Filled teaching position

Reaching out to other local organizations through alliance

Future City - 6 volunteers placed

Boy Scouts volunteers registered and program available to be used. May need another volunteers

PM for non-profit program

Training, mentoring and toolbox

Program budgeted and pilot planned for this year

Potential for revenue in future years

7 team members

Training cost planned by Nancy Mingus

Melissa Wallace working on the toolkit

Board presentation planned for June 2010