Team:	Board		Attendees:	Jackie May, JoAnn Boehm, Jeff Manhardt, Liz Toich, Ward Bray
				Dave Lynch, Nancy Mingus

Roles:	Jackie May	(Leader)
	Jeff Manhardt	(Act. Reg.)
	Jeff Manhardt	(Dec. Log)
	All	(Time Keep.)

Date:	1/19/2010			
	5:30-8:00		Absent:	Mark Kwandrans

ACTION REGISTER
Action Items are documented on the Open Action Summary.xls

DECISION LOG

PARKING LOT

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

Meeting Minutes:

- Board stated the Feb meeting will be for Board members and directors
- Professional Development - Liz Toich
  - Training update -
    - PMI Buffalo entered into an agreement with PMI Long Island to use PMP Prep materials. PMI Buffalo will be invoiced annually
    - All instructors using material will sign NDA
    - Instructor training occurred in Jan
    - Instructor coordinator and QA volunteer are now in place

- Banchetti's was selected as a single source food supplier for the PMP Prep training classes, reducing food costs
    - Professional Day update
        - Keynote speaker - Stephen Covey contract is close to completion for Sep
        - Mar professional day is being offered to IIBA members as discounted rate
- Membership - JoAnn Boehm
    - Volunteer benefit one-page summary is being worked on
    - PMI Global is doing membership retention efforts - PMI Buffalo Membership working to determine if there is value for the chapter to also conduct membership retention efforts
    - Sold a few items - fleeces, etc at the last dinner meeting
    - Communication
        - Communication meeting overview provided
        - Process flow, roles and responsibilities and timeframes were identified and agreed to
        - Draft of newsletter is expected soon
        - Newsletter schedule may be changed to 2-3 times a year to ensure quality over quantity
        - Working on ways to embed Year of the Buffalo and 15th Anniversary into communications
            - timeline of the last 15 years will be included in the newsletter
- Finance - Ward Bray
    - Reviewing Merchant Services - Jeff & Bray to schedule a meeting
    - Credit Cards - Ward recommends 1 organization credit card for paying vendors
        - Board accepted recommendation
        - Ward will document Card solution and controls for use
        - Jackie will provide Ward report from Acteva with who has what access
        - Jeff stated going forward that Administration will own the support of Acteva
    - Ward updated action item for safely growing funds
        - Recommended $40k be moved into 12 month CD to earn interest
            - Amount was recommended based on current fund levels and allowing for current budget plus percentage of reserve
            - Time was recommended based on the goal of safely growing funds without affecting future budgets
        - Board accepted recommendation
    - Financial end-year investment (loss) described to be greater than expected but within reasonability based on the value to the membership and the funds available
    - Budget to actual reporting will now occur monthly versus quarterly
- President
    - Contract negotiations with Long Island have helped Jackie determine that all contracts going forward should be signed by the President of the chapter

- ◦ Election Committee project plan drafted and presented to the Board. Let Jackie know if there are any questions or comments
- ◦ Election Committee will be invited to Feb Board meeting to provide status
- ◦ Jackie will do research on Component awards and provide information to the Board at the Feb meeting
- ◦ June 4th regional meeting hotel rooms are now available for reservation - all Board members and directors invited to attend because it is in Rochester, costs can be contained while providing tremendous value to the Board, directors and membership as a whole
- • Administration
  - ◦ MailChimp Project update
    - ▪ Lessons Learned
    - ▪ Project documentation from website project has been templatized and will be used for all projects going foreward
    - ▪ Jan 18 Process flow meeting & documentation update
      - ▪ Once updates are documented and implemented, the mailchimp project will be complete
  - ◦ Onboarding process - Jeff Manhardt
    - ▪ New process flow completed with Jeff Manhardt & Lynn Maher
    - ▪ Updated list of data elements
    - ▪ Test run with Bob Smering
- • IT Roadmap
  - ◦ Presentated IT Roadmap
  - ◦ Identified Greg Zelfond & Andy Kloc as volunteers involved in this work
  - ◦ Office Live Beta Discussion - available to use for each Board member - goal is to understand useability and capabilities
  - ◦ Record Retention - should be complete by Jan 15 - Audit will run through end of Jan
- • Operating Plans
  - ◦ Only Admin & Membership received
- • New Project
  - ◦ Website upgrade - Joomla
  - ◦ PM - Greg Zelfond
  - ◦ Project documentation started
  - ◦ Target implementation - end of 1st Qtr
  - ◦ Greg will present updates for Feb Board meeting

Next meeting - In person - Feb 19 5:45 - 8:0PM