

Team:Board

**Attendees:Jackie May, JoAnn Boehm, Jeff Manhardt, Liz Toich, Ward
Bray**

Dave Lynch

Roles:Jackie May (Leader)

Jeff (Act. Reg.)

Manhardt

Jeff (Dec. Log)

Manhardt

All (Time

Keep.)

Date: 4/20/2010

5:30-8:00

Absent: Mark Kwandrans, Nancy Mingus

ACTION REGISTER

Action Items are documented on the *Open Action Summary.xls*

DECISION LOG

PARKING LOT

Meeting Minutes:

- Board stated the May meeting will be for Board members and directors
- President - Jackie May
 - Regional Meeting
 - Plan for a 4pm Friday meeting for the board
 - For May meeting
 - Table for regional meeting - need volunteers
 - ProjectWorld 2010 Canada
 - If someone is interested in attending - contact Jackie
 - PMI 2009 component awards
 - Many different types of awards - Deadline - Apr 30
 - Jackie needs information for this and for SAS
 - 2010 PMI LIM Presentations - maybe this year or next

- Jackie will research what needs done
 - Strategic planning
 - Survey
 - Project Management for Non-Profits
 - IT Roadmap
 - Finance auditing
 - PMP Training
 - Election results and Board Slate
 - Board agreed to go through complete election process
- Administration - Jeff Manhardt
 - Website upgrade - Joomla - Post Implementation
 - Project is complete - non-event is good
 - PRO/AD decision
 - Reviewed program and the Board agreed to approve
 - Record Audit update
 - Complete - statistics and recommendations will be provided in May
 - Sponsorship program update
 - Jeff will schedule meeting with new vol (when the process is complete) Denise Mart, Mary Steiner, Liz Toich
 - Vendor Management Guidelines
 - This is something we need on our plan. Jeff will take it
 - Action Items
 - Annual reports are due for May and will be used for the June volunteer recognition dinner
- Finance - Ward Bray
 - New Organization Debit Card - now available - can be used for vendor transactions - change billing address
 - Recent investment transaction review \$50,000 - Money Market interest rate
 - 1Q Financial Reports review/report
- Membership - JoAnn Boehm
 - Plan to use the forum starting in May
 - Plan to use the May Board meeting for a forum demo
 - Would like more information on the timeline, doesn't find value in distributing until more information
 - Article submission is April 30th - looking for an article from each Board area
 - June Volunteer recognition
 - Volunteers of the prior year will be recognized this June - Gift certificates will be given this year
 - Buffalo Historical Society
 - Free to volunteers
 - John Sexton is working on the success rate of the PMP prep course
 - Reviewed the PMI Global survey information
- Professional Development - Liz Toich
 - PMP prep class complete
 - Materials feedback to Long Island will occur
 - Tamara Brown will not stay on as Director of Event Management, Liz could fill in until Tom finds a new director

- Rest of directors will stay on
- Spring PDD 49 people attended - 8 people were volunteers
- Fall PDD - monthly committee meetings
 - Team is working well together
 - Sponsors are expected to be complete next month
 - 20 available seats for breakfast in addition to the Board and executive seats
- Trustee - David Lynch
 - Survey is planned for the same schedule as previous years
 - Survey questions/updates to David Lynch by Apr 30th
 - Draft May 14th
 - Approval May 18th
 - Distribute in June
 - Review in July

Next meeting - May 18th 5:30-8:00