

Team:Board

Attendees:Jackie May, JoAnn Boehm, Jeff Manhardt, Mark Kwandrans

Roles: Jackie May (Leader)

Tom Wojcik, Dan Bardwell, Greg Zelfond, Karen Rybak, Jim Carlins,

John Sexton, Mary Bagley, Mary Steiner, Joel Yacono

Jeff (Act. Reg.)

Manhardt

Jeff (Dec. Log)

Manhardt

All (Time Keep.)

Date: 5/18/2010

5:30-8:00

Absent: Nancy Mingus, Ward Bray, David Lynch

ACTION REGISTER

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

DECISION LOG

PARKING LOT

Meeting Minutes:

- Presentations
 - PMP Prep class - Presented by Dan Bardwell, John Sexton, Mary Bagley
 - The objective of the PMP Prep course analysis is meant to show the value of the class by using the the available statistics to determine the number of people attending the course who subsequently passed the PMP test.
 - Flow chart and DEP analysis was conducted and presented
 - Based on available data, a preliminary chapter rate was presented. Question raised - What is the national pass rate?
 - Additional information with be gathered with 3 surveys
 - Jeff will work with Dan Bardwell to create the surveys in Survey Monkey.

- Record Audit - Presented by Greg Zelfond
 - Record audit summary and list was presented
 - Overall findings - Low compliance with Ops Manual, opportunity to improvements
 - Next Steps, - Admin to provide recommendations for moving forward
- President - Jackie May
 - Regional Meeting
 - Plan for a 4pm Friday meeting for the board - Jackie to identify the location
 - Table will be manned to provide information for the fall PDD and membership drive
 - ProjectWorld 2010 Canada
 - If someone is interested in attending - contact Jackie
 - PMI 2009 component awards
 - Jackie completed and submitted award application
 - 2010 PMI LIM Presentations
 - Strategic planning - 2010
 - Survey for 2010 or 2011
 - Project Management for Non-Profits - 2011
 - IT Roadmap - 2010
 - Finance auditing - TBD
 - PMP Training - TBD
 - Election results and Board Slate
 - Board agreed to go through complete election process
- Administration - Jeff Manhardt
 - WebAdmin team has participated in Technology roadmap and user conference meetings with Proteon
 - Proteon has been working with integrate vTiger as a CRM solution and Zimbra as as replacement for the document repository
 - Jeff will update the Technology Roadmap for the next Board meeting with recommendations of next steps
 - Action Items - All items are up to date
 - Annual reports are due for the June volunteer recognition dinner
- Finance
 - No update
- Membership - JoAnn Boehm
 - Membership database should be added to the roadmap
 - Membership reviewed communications. Structure appears to be working for the Board and gives the information on a fresh and consistent basis
 - MailChimp is providing good data - Membership requested add-on module
 - Membership retention data provided, GOC was somewhat helpful through a number of sessions
 - 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

- Any new volunteer descriptions should be complete before the June dinner meeting to be communicated
- Professional Development - Jim Carlins, Joel Yacono
 - PMP prep class complete
 - Fall PDD planning on schedule
 - Banchetti's did a great job with catering the PMP Prep class and can be used for the Board meetings
 - Michael Caccoitti is the contact
- Outreach - Mark Kwandrans, Karen Rybak
 - Project of the year document will be updated to the Website
 - PMNP status tools are available to mentors and non-profits
 - United Way willing to video tape PMI events - Jackie recommended research into privacy language
 - Jeff reviewed some information listed below
 - Standards are in progress for PMI GOC and sharing with other chapter and the educational foundation
 - PMI Buffalo, through the United Way and Karen Rybak's efforts - won a grant for \$5,875 to support the PMNP activities
- Trustee
 - No update
 - Previous update:
 - Draft May 14th
 - Approval May 18th
 - Distribute in June
 - Review in July

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

VP Admin research for video taping

The Electronic Communications Privacy Act (ECPA) sets out the provisions for access, use, disclosure, interception and privacy protections of electronic communications. The law was enacted in 1986 and covers various forms of wire and electronic communications. According to the U.S. Code, electronic communications "means any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system that affects interstate or foreign commerce." ECPA prohibits unlawful access and certain disclosures of communication contents. Additionally, the law prevents government entities from requiring disclosure of electronic communications from a provider without proper procedure. The Legal Institute provides [Title 18 of the U.S. Code](http://www.usiia.org/legis/ecpa.html), which encompasses ECPA.
www.usiia.org/legis/ecpa.html