

Team:Board

Attendees:Mark Kwandrans, Tom Wojcik, JoAnn Boehm, Greg Zelfond

Roles: Mark (Leader)

Kwandrans

Greg (Act.

Zelfond Reg.)

Greg (Dec.

Zelfond Log)

All (Time

Keep.)

Date: 6/15/2010

5:30-6:20

Absent: Nancy Mingus, Ward Bray, David Lynch, Jackie May, Jeff Manhardt, Liz Toich, Ward Bray

ACTION REGISTER

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

DECISION LOG

PARKING LOT

Meeting Minutes:

- President - Mark Kwandrans
 - Mark Kwandrans mentioned that July 31 event will not occur on Niagara-on-the-Lake. Instead, trying to find a place in Buffalo. Mark will send email to the board with an update
- Administration - Greg Zelfond
 - Greg Zelfond provided an update on projects Web Admin Team is focused on at the moment. Greg presented Corrective Action Plan from Audit as well as Business Requirements Document for Doc Repository. Mark and JoAnn mentioned that some of their feedback did not make it to the document. Greg and Jeff to resend the doc to the board again. Admin team is also trying to find volunteers to lead Corrective Action and Doc Repository projects. Greg also mentioned a comment from Jeff that we might be working with other PMI chapters on Doc Repository piece
- Finance

- No update
- Membership - JoAnn Boehm
 - JoAnn said that membership met goal of exceeding by 10% attendance at networking event (89 instead of 82).
 - She also updated the board on several recent accomplishments: Link to survey sent out, Newsletter draft reviewed. Encouraged everyone to take surveys.
 - JoAnn also suggested that Membership runs an October event “What’s in it for me?” JoAnn to pursue and keep board aware of progress
- Professional Development - Tom Wojcik
 - Tom Wojcik provided the following update: Professional committee met on 6/14. Identified Volunteer positions. Bob Smearing putting together volunteer requirements. Committee made contact with Buffalo Convention Center for Professional Day . Current construction project at the Center is slated to end September 10, 2010. Should not impact rooms we have to be in. Looking for contingency. Will watch closely. Tom also said there was a suggestion to put Speaker presentations (from conferences) on a website, and secure with ID. Committee doesn’t have much info on Outreach breakfast. Mark and Jackie May to coordinate. Mark to follow up with Jackie.
- Outreach - Karen Rybak
 - No update
- Other
 - There was a comment made that project of the year lead did not get any responses yet! Need to promote better! Mark to put something on LinkedIn pages.
 - PMI Buffalo Newsletter needs to be little more fun. Mark asked team to be little more creative
 - The team had a discussion about Mark’s request to extract members info. Tom mentioned that this easily can be done manually via Mailchimp. Mark agreed that this would be best route and he decided to take this issue offline to work out on his own.
- Trustee
 - No update
 - Previous update of Survey:
 - Draft May 14th
 - Approval May 18th
 - Distribute in June
 - Review in July

Next meeting - TBD