

**Team: Board**

**Attendees: Karen Rybak, Mark Kwandrans, Jeff Manhardt, Ward Bray,  
Tom Wojcik,**

**Nancy Mingus, Jackie May, JoAnn Boehm**

**Roles: Mark (Leader)**

**Available directors**

**Kwandrans**

**Greg Zelfond (Act. Reg.)**

**Greg Zelfond (Dec. Log)**

**All (Time  
Keep.)**

**Date: 9/22/2010**

**5:30-9:30**

**Absent: David Lynch,**

### **ACTION REGISTER**

Action Items are documented on the [Open Action Summary.xls](#)

### **DECISION LOG**

### **PARKING LOT**

#### **Meeting Minutes:**

- Board pictures
  - Ward used his professional photography equipment to take pictures of all Board Members and Directors in attendance for use on the [PMIBuffalo.org](#) website
- Discussion of component of the year - Jackie May
- Timeline - Jan for information, Apr for submission
- Invite Jackie to team meetings for submissions
- Jackie to provide attachments to send out of the group (distributed with meeting minutes)
- **Action Item** - Update your operating plans, operational manuals - By Oct 19 Board Meeting
- PMP prep course - Presentation by Dan Bardwell & John Sexton

- Course analysis - 4 handouts provided
  - Reviewed detail from PMP survey
  - Survey results was only 20 people of 480 that have taken it
  - More data will be collected
- **Operating plans**
    - Outreach - Karen Rybak
    - Filled 2 of 5 Director positions
    - Gary Dahlstrom - Corporate Outreach & Erin Kowalow - Professional Outreach
    - **Action Item** - Karen Rybak will send Lynn and Jeff on-boarding information
    - Outreach work is not in the operating plan. Karen will update the operating plan format. This is important for the SAS and component awards
    - Business speakers are good for Corporate Outreach audience - More to follow on possible events
- Professional development - Tom Wojcik
  - PDD 16k profit great event - congratulations!
  - PDD committee - looking to be a year long committee and looking for spring session to be conducted
  - Speaker database - need to get back to. Hasn't been updated in ~ a year.
  - Maybe there is an opportunity to be a regional database that can be shared, hint, hint Jackie!
  - PMP Prep Training - on track, making profit
  - Sponsorship. What is in it for them? Something we need to answer
  - Event management continues to be investment, couple of board members suggested potential for sponsorship of these events as well.
- Finance - Ward Bray
    - Changing from qtrly reports to monthly reports and event based self assessment
    - Financial reporting is typically updated monthly
    - Financial software will help us automate procedures
    - Schedule a meeting with Ward on Acteva capabilities - Jeff sent communication to Ward on 9/25
    - Annual audit requires process and procedure - finance team is working on.
- Membership - JoAnn Boehm
    - Attrition is down 4% over last year
    - Membership meetings are well attended and were good
    - **Action Item** - Need to remit sales tax - Jackie requested & JoAnn responsible to do some research on this
    - Looking to on-board new volunteers
    - Mark will encourage renewals via phone calls
    - Jeff recommended discussion on mailing list. Appears to have a lot of dead weight
    - Job postings will continue to do
    - The WIIFM is going to highlight the global PMI benefits

- Provided survey statistics and some of the ways we are going to use the information
  - Volunteers - more opportunities than people. Both went up this year
  - Volunteer of the quarter program - Proposed/debated - Lynn to incorporate suggestions
  - **Action Item** - Provide feedback for perspective volunteers to Lynn
  - VP membership area proposed to create three new director positions for director, branding & governance, content publishing, content management
  - Board procedure is to advise & consent.
  - Branding update - Looking at ways to incorporate new PMI branding
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- Administration - Jeff Manhardt
  - Corrective action addresses public data
  - Greg will work with each Board member and Director to ensure the appropriate data is available publicly with the nomenclature and document type standards required
  - Document repository project addresses private board data
  - Jeff distributed test accounts for 3 alternatives.
  - Two people provided the requested feedback. The rest did not and requested a demo of the three solutions.
  - **Action Item** - Jeff to add to the Oct agenda or schedule a separate demo session.
  - Records Analyst position filled by Matt Burkett & Chris Reed
  - Application Support Manager position filled by Carlos Cisneros
  - Board Title Change recommendation
  - Jeff recommended that the VP Administration Board title be changed to VP Technology & Business Services
  - This recommendation is based on the increased number of applications supported in this area.
  - This title change better reflects the scope of responsibility
  - Recommendation to Board to update bylaws in next 3-6 months
  - **Action Item** - Board to vote to change title and update bylaws

Next meeting - Oct 19th