

Team:Board

Attendees:Mark Kwandrans, Tom Wojcik, JoAnn Boehm, Ward Bray, Nancy Mingus, Jackie May

Liz Toich

Roles: Mark (Leader)

Kwandrans

Jeff (Act.

Manhardt Reg.)

Jeff (Dec.

Manhardt Log)

All (Time

Keep.)

Date: 7/31/2010

8:30-5:00

Absent: David Lynch

ACTION REGISTER

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

DECISION LOG

PARKING LOT

Meeting Minutes:

- Morning event was a communication exercise with Kim Zittel
 - The group learned the type of personality they are and those of the Board and tips on how to work we others.
- The afternoon sessions were meant to review the 2009-2010 plan vs actuals and projections for 2010-2011. Part of the goal during this sessions is generate ideas within and across areas. Board members should be presenting their Operating Plans as this are the standard planning vehicle and dove-tail into the SAS and chapter award components. Please note if you have updated these plans to do so by the next Board Meeting

- Professional Development - Tom Wojcik, Liz Toich
 - Tom Wojcik reviewed the success this past year with the dinner events and PMP Prep classes
 - Reviewed ongoing steps for increasing the quality of instructors with the expectation that the increased quality will allow us to increase tuition
 - Action Item - Provide dates and topics for the Insurance paperwork that Jeff will complete - Liz/Tom/Joel
- Membership - JoAnn Boehm
 - JoAnn reviewed the successes of the member events held this year and the volunteer recognition work.
 - JoAnn reviewed the Membership Ops Plan and identified several action items for her team
 - JoAnn indicated the survey results are in and distributed the results and analysis after the meeting
- Outreach - Karen Rybak
 - Karen reviewed the successes of the outreach programs in the non-profit arena
 - Karen identified all but one of her director positions are open
- Finance - Ward Bray
 - Ward reviewed the success of the Finance program including the chapter debit card allowing easier, more efficient and safer payment of goods and services
 - Ward indicated a couple of upcoming initiatives
 - Invoices will be done by Finance centrally through quickbooks
 - New project request - server based Quickbooks project
 - Jeff will take this as a project request and assemble a project team. Jeff noted this project is on the technology roadmap for 2011.
 - <http://quickbooksonline.intuit.com/managerial-accounting-standards-features/?sc=QBC-V51-FEATURES-HMEPGE>
 - Merchandise tax needs to be paid. Joann has spreadsheet of sold items
 - Ward will work on a new/updated chart of accounts to ensure forecast to actuals can be matched
 - Ward indicated he has some boxes that need to be stored and requested the chapter look into physical space - Jeff will take this action item
- Administration - Jeff Manhardt
 - Jeff reviewed the successful implementation & usage of MailChimp, successful upgrade of website to Joomla 1.5
 - Instituted a User Forum for collecting communications
 - Instituted social media connections from the website to our blog, LinkedIn, Facebook and Twitter
 - Instituted action log for the quantity of requests completed by the WebAdmin team
 - Jeff Reviewed the Administration Ops Plan, including the completion of the record audit and corrective action plan effort that will be managed by Greg Zelfond
 - Reviewed the Document Repository project that was recommended by the record audit corrective action plan and was on the technology roadmap for 2010

- Reviewed the Pro/DEP project to integrate the Automated nightly download of the PMI DEP through the API. This project is being run by Proteon and is currently past due by one week
- Reviewed Pro/Ad advertising solution from Proteon that the chapter signed on for. It has not generated any revenue because of issues at Proteon
- Through the Technology Roadmap, list of services and applications supported by the VP of Administration and the research performed with other chapters, Jeff is preparing to recommend a title change from the VP, Administration to VP, Technology and Business Operations. More to follow.
- Trustee - Nancy Mingus
 - Nancy provided valuable historical reference for the new Board members

Next meetings - The team agreed to the standard schedule through the end of the year and identified the following

- Aug 17 conference call for the Board
 - Administration Jeff to kickoff Document Repository project
- Sep 21 in person for Board and Directors
 - Membership to do demo of how website forum tool works
 - Membership John & Dan to present status update on PMP Prep Class analysis
 - Membership Lynn to present eLearn
 - Administration Greg to kickoff Record Audit Corrective Action Plan project
- Oct 26 approve operating plans for the Board
- Nov 16 present budget for Board and Directors
- Dec 14 & 21 conference call budget review and approval for the Board