

Team:	PMI Buffalo Board & Directors	Attendees:	JoAnn Boehm, Jeff Manhardt, Tom Wojcik, Mark Kwandrans, David Lynch, Karen Rybak, Pat Walsh
Roles:	Jeff Manhardt		Facilitation
	Jeff Manhardt		Meeting minutes
	All		Participate
Date:	11/15/11		
	6:00-8:30	Absent:	Nancy Mingus

ACTION REGISTER	Action Items are documented on the Open Action Summary.xls
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Meeting Minutes:

- 2012 Budget review
 - Reviewed each area's budget and overall with the goal of a balanced budget.
 - Changes were made & approved to meet the goal
 - Motion to approve budget as modified in this meeting made by the President - Mark Kwandrans & seconded by VP, Membership - JoAnn Boehm
 - All Board members voted in favor - 2012 budget motion passed
- Area Updates
 - Outreach - Karen Rybak
 - Karen recommended a Director of Sponsorship & Director of Leadership development positions be added in 2012 to better focus on two areas that could be strengthened
 - Jeff indicated the Director of Sponsorship is also a position he was interested in creating in the VP, Technology & Business Services
 - President - Mark Kwandrans
 - Mark noted that the Board agreed to update Operating plans with new ideas gathered from Oct PMI LIM. Requested these be updated by Dec Board meeting
 - Mark recommended and budgeted for one-day beginner and advanced PM classes
 - Two potential trainers in mind - Gary Herkins & Nancy Mingus
 - Jeff indicated that Nancy Mingus is a Trustee of the Board and commented that an RFP for the speaker training resolves any potential conflict of interest for Nancy if she were to perform the training above
 - Mark discussed a potential opportunity to provide discounted insurance to our members as a value to the members and a potential way of bringing in new membership
 - Board agreed to pursue Insurance discussions

- Technology & Business Services - Jeff Manhardt
 - As a reminder, linked here is the PMI Buffalo [Portfolio of Projects list](#)
 - Jeff noted that Nancy has not attended at least 4 consecutive Board meetings. PMI Buffalo Bylaws states this as a potential cause for removal.
 - JoAnn & David noted agreement, Karen suggested a discussion with Nancy. Board agreed that Mark would talk to Nancy
 - Section VII.5: The Board of Officers by a two-thirds (2/3) vote may declare an officer position to be vacant if the officer fails to attend four (4) consecutive Board meetings.
 - Jeff discussed new Website Analytics through Google - is providing deep insight into the behaviours of people visiting our site and site sponsors.
 - Jeff discussed the pictures and indicated pictures and albums can be specifically linked.
 - Board discussed policy and procedure for governing the types of content and agreed to table discussion for the December meeting with Directors.
 - Jeff provided information linked below on Social Innovation: <http://sigeneration.ca/index.html>
- Membership - JoAnn Boehm
 - Noted that PMI Learn would be discussed at Dec Directors meeting
 - JoAnn & Jeff noted that the directors provided recommendations for updated to website Roles and Responsibilities. Tom, JoAnn & Jeff reviewed, discussed and provided feedback for the final product which will be presented at the Dec Directors meeting.
- Finance - Pat Walsh
 - Pat noted that finances are balanced with the exception of a couple of T&Es. Chapter is on track with forecast to actuals for the year.
 - Reporting will be provided in Dec.
- Professional Development - Tom Wojcik
 - Tom indicated the he is looking to hold one of the 2012 PMP prep courses on Saturdays to determine if it is a good fit for people interested in the class
 - Tom noted the PMP prep class in Moog did not sell out this season
 - Tom stated he will begin to look at how the chapter can offer the Agile certification class
 - Jeff asked about the Event Management attendance graph and offered to help transition it maintenance of the data.
- Trustee - David Lynch
 - Researched the option of putting on a Golf tournament event. Initial research determined this is a large endeavor requiring a number of volunteers, sponsorship, potential charitable component and

leadership.

- David recommended research continue in 2012 with a potential execution in 2013
- David discussed the web store and agreed to perform analysis in the 1st qtr of 2012 and make a presentation to the Board in Mar or Apr.

- [Outstanding Action Items](#)

Next meeting - December 20, with Directors.