

Team:	Board	Attendees:	Karen Rybak, Mark Kwandrans, Jeff Manhardt, Ward Bray, Tom Wojcik, JoAnn Boehm, Katie Manetta, Greg Zelfond, Mary Bagley, Lynn Maher, Susie Shimamoto, Dave Borden, Jackie May
Roles:	Mark Kwandrans		Directors invited but not required to attend
	Jeff Manhardt		
	Jeff Manhardt		
	All		
Date:	1/18/11		
	6:00-9:00	Absent:	Nancy Mingus, David Lynch

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

Professional pictures were taken for Katie

President

- UB contacted us and wants to partner again to talk about project management during the next semester including an opportunity to train the UB students. Mark to follow-up with UB and notes on previous events.
- SW Ontario reached out and mentioned they have started using a membership database. Mark to follow-up with more information.

Membership

- Susie is working with Outreach, Admin, etc for branding using the information and website provided by PMI global. Identified some items to be addressed by PMI global. Susie is coordinating. Team determined that business cards and letterhead will not be updated until direction is received from PMI Global.
- Volunteer of the Quarter proposal was updated with recommendations from previous meeting. Motion made to accept the proposal minus the picture. Motion carried.
- Agreed that the VOQ submission received for the 4th qtr will be reviewed and voted on as the only submission received during that quarter.
- Network membership survey - Katie discussed Survey specific to the network event
- Social media - mark has action item to delete blog. Board determined that there are other technology solutions like Facebook and LinkedIn and Tweeter. Scenerio - add event to pmibuffalo website, promote the event on twitter, Facebook, email. At the event, twitter about event, after event send pictures on Facebook. Requesting board to review and approve at next board meeting.
- PDUs loaded for Tuesday event. Great response from the membership for this membership service. Team agreed to continue for all board meetings.
- Membership database management. Initial business case made available for review. Please provide feedback in two weeks to Mary Bagley

Administration

- Project Status Update Document Repository project (10 Min) - Phil V will be reaching out to Board members over the next couple of weeks
- New conference calling solution - DimDim will be used going forward. PGI was canceled as of 12/18/10

Professional Development

- Refund policy reviewed. Two cases identified. Mark will talk to the person involved in the Moog case, Rich products case will go through process.
- Certified LEAN professional designation. TCIE Group wants to collaborate with PMI Buffalo. May provide PMI Buffalo with visibility into industrial organizations like Moog, etc. Question on the table - should we get involved? Level of involvement still pending. Recommendation - approach LEAN in concert with Outreach group. Tom & Karen to work together.
- Winter PMI classes are starting next week. Independent health is full, M&T class has 12 with potential for 9 more. Spring PDD speaker is locked in and Mar dinner will be moved to Mar 22 to accommodate the Mar 23 PDD.

Outreach

- Planning occurred in 4th quarter, next steps for the first quarter are to move forward on project management for non-profits, etc. Note the mentor program was successful including one new PMP.
- Future city this weekend. Melissa will award project manager winner.

Finance

- Preliminary numbers shows net profit of ~\$1,600 against a budget of \$16,000 deficit.
- Presentation provided on the responsibilities of Finance
 - Responsible for all aspects of financial management, requests for reimbursements, refunds, requests for paying others, deposit of funds,
 - Requirements for invoicing
 - Accountable to the Board
 - Provide volunteer statistics for all events. Goal is to measure this better.
 - Monthly standard reporting from Quixkbooks will be made available in Google Docs
 - Standard work documented responsibilities
 - Organization printer is now available through Finance
 - Quicken project will be added to the project list to get started. Dave Borden agreed to be PM

Roundtable - Two Birds of a Feather calls in membership, region 4 has bird of a feather calls.

Next meeting - Feb 15th