



Team:	PMI Buffalo Board & Directors	Attendees:	JoAnn Boehm, Jeff Manhardt, Tom Wojcik, Mark Kwandrans, Karen Rybak, Pat Walsh
Roles:	Jeff Manhardt		Facilitation
	Jeff Manhardt		Meeting minutes
	All		Participate
Date:	1/17/2011		
	5:36-8:04PM	Absent:	Nancy Mingus, Dave Lynch

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

- Meeting with Board & Directors
- Area Updates
 - Outreach - Karen Rybak
 - New Director of Educational Outreach named - Shelly from Moog
 - Create a speaker bureau for pushing project management to the corporate, community, education outreach
 - Future City - will not participate this year, we will provide award for project management - Melissa Wallace & Karen Rybak will be at the award ceremony this weekend
 - Professional Outreach - Presented mission, goals, ideas for next steps
 - Director is currently being recruited
 - Outreach Ambassadors - Working to formalize both inbound and outbound communication and organize the ambassadors
 - Member recruitment - code being distributed to PMI global members who are not PMI Buffalo chapter members
 - Membership - JoAnn Boehm
 - Logo discussion - Looking for clean, simple lines
 - Letterhead - tweak and distribute for approval
 - Ask and cc others
 - Professional Development - Tom Wojcik
 - Creative Seminar - Successful ~30 people attended workshop and received great feedback



Toolbelt class registration are starting slowly

Need 12 for break-even

4 is threshold for investment

- President - Mark Kwandrans

No update

- Finance - Pat Walsh

Pat noted that finances are balanced

- Working on entering budget and new chart of accounts into Quickbooks
- Backups of previous budget and chart of accounts complete
- QuickBooks online business case in progress

- Technology & Business Services - Jeff Manhardt

As a reminder, linked here is the PMI Buffalo [Portfolio of Projects list](#)
Operations Manual update time table

- Please make the Operations Manual updates a priority
- First review will be 12/31/11, second will be 1/31/12
- Collaboration session available if needed

Proteon Invoice - Current Contract dated 2/14/2008 is \$2,000, Proteon wants us to pay \$3,462 based on membership count, negotiated fixed price at \$2,500. Board approved negotiated price

Website Responsibilities - Board approved website responsibilities as written. Karen noted the potential need for future review as the organization grows

Available from the PMIbuffalo.org website under Resources - New [application portal](#)

Google Doc view options - New collection view will be available Jan 30th. Google app passwords will be reset as part of this process.

Google App tools, [Google Chrome Integration](#), [Google Cloud Plug-in](#)

- Trustee - David Lynch

No update

- [Outstanding Action Items](#)

Next meeting - January 21