



Team:	PMI Buffalo Board	Attendees:	JoAnn Boehm, Jeff Manhardt, Tom Wojcik, Mark Kwandrans, Karen Rybak, Pat Walsh, Dave Lynch
Roles:	Jeff Manhardt		Facilitation
	Jeff Manhardt		Meeting minutes
	All		Participate
Date:	4/17/2011		
	5:25-6:59PM	Absent:	Nancy Mingus

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

- Area Updates
 - Membership - JoAnn Boehm
 - Volunteer of the Year - email Lynn Maher by Friday
 - Volunteer of 1st QTR voted and approved unanimously
 - Volunteer recognition meeting scheduled for Apr 24th - Be ready to provide two minute recap
 - Tables are available for areas interested
 - Membership database - Discussed on Birds of Feather call - not much new information
 - Member retention efforts underway - email & phone calls
 - Trustee - Dave Lynch
 - Reviewed survey project plan & past survey questions
 - 75-95 responses is typical
 - Offered consideration of short form & long form surveys
 - Board also reviewed survey options used by other chapters - brainstormed on a number of issues
 - Board weighed options - more to follow
 - Professional Development - Tom Wojcik
 - Agile training 20 people registered - will be capped at 30
 - Toolbelt class - 2 sessions complete
 - Only getting 4 people per class - Need 8 for break-even
 - Currently an investment - will continue to review each Board meeting
 - PDD committee starts 4/28 to plan for the fall PDD



Acteva payment shortfall - Pending receipt of large shortfall - Pat is working with vendor

- Outreach - Karen Rybak
 - New Director of Corporate Outreach will have a plan to review for the next Board meeting
 - New Director of Professional Outreach - attended Infotech event and will speak next month for PM 101
 - Reporter contact info provided to Mark
 - New Director of Education Outreach working on a program “from a classroom to the workplace”
 - PM4NP - Community Outreach - 1st year - Funded by PMI Educational foundation, 2nd year just completed - Funded by PMI Buffalo Chapter, 3rd year starts in Jun - Funding source actively being sought
 - PM4NP - Website link to provide information - requirements will be developed - looking for it to be implemented by mid-Jun
 - Volunteer for Ride for Roswell
- President - Mark Kwandrans
 - Elections committee - secured nominees for all VP positions, including new position, VP - Marketing & Communication
 - Voting will be done online
- 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](#)
 - 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](#)
- [Outstanding Action Items](#)

Next meeting - May 15