



Team:	PMI Buffalo Board	Attendees:	JoAnn Boehm, Jeff Manhardt, Mark Kwandrans, Karen Rybak, Pat Walsh
Roles:	Jeff Manhardt		Facilitation
	Jeff Manhardt		Meeting minutes
	All		Participate
Date:	5/15/12		
	5:33-7:29PM	Absent:	Nancy Mingus, Tom Wojcik, David Lynch

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

- Outreach
 - PM4NP 2011-12 closeout report presented - Program was a success!
 - 2012-2013 - PM4NP is anticipating sponsorship revenue. Program will move forward regardless of sponsorship revenue
 - 2013-2014 session will be based on sponsorship revenue and other factors. Decision will be made before a funding commitment is made
 - Educational outreach - Bryannt Stratton connection is being researched
 - Infotech Niagara presentation by outreach for PMP certification occurring this month
- Membership
 - 6.38% membership attrition rate better than last year at this time
 - JoAnn reached out with personalized emails and calls without results - Jeff offered an idea to have Ambassadors connect non-renewing members in their own organization
 - West Valley membership seems to be dropping rapidly - Mark and JoAnn to reach out
 - Birds of feather calls continue to be valuable for VRMS and attrition ideas.
 - Plan to start using VRMS at the chapter level in the next couple months



- Membership database project - requirements are broad and no system will cover all items
- Will review companies in the space - lunch and learn meetings will be planned
- Region 4 - membership birds of a feather
- Volunteer meeting survey results returned
- Annual network meeting is June 5th
- 30 min speaker, 30 min food, 30 min annual review
- Discussed new format
- Award, bylaws, board accomplishments
- Complete 1 page annual reports 5 days prior to annual meeting and send to Jeff to collate
- Mark will address to meeting as a state of the union
- JoAnn will Invite Nancy to attend
- Professional Development
 - PMI-ACP - First training completed successfully for 26 students.
 - ProfDev will start to identify ACP PDU opportunities since 30 ACP PDUs are needed per 3 yr cycle. These are in addition to the PMP PDUs if the person has both certs.
 - Course ran a profit for the organization and has potential for greater revenue stream. A plan for this area will be part of the ProfDev strategy for the coming year.
 - Fall PDD - PDD committee met for a Lessons Learned and commitment session. Regular meetings start in June with PDD slated for 9/20.
 - Keynote is set with breakout sessions being organized right now. Please send ideas for sessions to Bob Smering or myself.
 - Outreach will review Executive Breakfast to determine if there is value in continuing
 - Toolbelt - Small uptick for the June sessions, the WBS session in particular. Is budget money loosening? Session topic more compelling? Need to identify before next year.
 - Career Development program - Meeting for breakfast next week with a small group of corporate and agency recruiters to start planning for a program to help current and prospective PMs improve their career development and job finding capabilities.



- Tom's vision is that this will be a proactive program that spins off several projects focused to reach out to PMs and the community to describe the PM needs (we show be the Go To market for PM jobs and talent), identify opportunities to coach PMs on career development and job acquisition skills, organize PMI Buffalo branded/approved educational and training tracks for degrees and certs in our area in collaboration with local educational orgs. PMI Buffalo should be in a position to influence both the "supply" (PMs) and "demand" (jobs) in our market. Still looking for the right person to be a director but I'm not holding this back any longer.
- PMP cert classes - Spoke to Dan Bardwell and we are planning a downtown and Amherst pair of classes for Fall. Need to lock on locations and site coordinators. Still need someone to accept the Student Coordinator position. Dan's job is demanding more of his time and I am worried that we will lose him if we do not get some help. I'd like to challenge the Volunteer team to be proactive and recruit candidates but I am not sure they are able or willing to do that job.
- iPhone app - A suggestion from one of the ACP attendees was the development of an iPhone application for ACP test practices which our Chapter could brand. She volunteered to help on the development project which I suggested be run under Agile frameworks.
- Looking for someone with iPhone app development expertise to be part of the project team
- President
 - Region 4 meeting - Karen, JoAnn, Jeff, Mary & Pat are attending.
 - PMI Buffalo annual strategic planning is scheduled for Aug 4th at Merchants with dinner at Pearl St - include directors
- Finance
 - Financial reports were distributed. Please review for accuracy
 - Quickbooks online has robust tools for reporting and managing funds. Working to determine best use of new tools



- Jeff asked if a financial audit can occur. Pat indicated yes - this will be the first independent financial audit.
- Board members were asked to reach out to CPA colleagues for interest
- Technology & Business Services
 - Acteva replacement will start in May. Prompted by issues receiving funds processed by Acteva and high transaction rates. Jeff will run project. Tom and Pat are key stakeholders. Project will be run using the chapter's project methodology and template documents
 - Phil - Director of Application Support is working on the project to move email from Proteon managed GoDaddy to chapter managed Google Apps. Project is on schedule for June completion
 - Greg - Outgoing Director of Website Administration is finishing up Website Redesign Phase II. Scheduled for June completion
 - Greg - Working with Outreach team for new PM4NP web page
 - Chris - Turned around business cards for new Outreach directors in very timely manner
 - Attended ProjectWorld/BAWorld as a Chapter Board member and Board of Trustees for the Conference
 - Recommend using USB wristbands for future tchotchkes
 - Recommended Social network class sponsored by Business First scheduled for May 22. Jeff will be attending
 - Director of Website Administration is still open. None of the current Technology and Business Services volunteers are currently interested in the position. Please review your volunteer staff, friends and neighbors to identify a viable candidate
 - May and June will be busy as we gear up for the Board changes and onboarding new personnel
 - [Portfolio of Projects list](#)
 - Bylaw changes
 - Discussed Confidentiality Policy Approval. Mark & Karen mentioned concerns with PMI specific links and would work to determine what can be done
 - New Scorecard will be addressed during strategic planning
- [Outstanding Action Items](#)



Next meeting - June 19