



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:	2/21/1211		
	5:45-8:27PM	Absent:	Nancy Mingus, Dave Lynch

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

- Discussion on Board & director makeup
 - Mark reviewed his analysis of the role delineation study that was presented at the 2011 PMI LIM
 - Based on the analysis he noted that the Board does not have a VP of Marketing & Communication
 - Based on the restructure done in 2009, the marketing and communication responsibilities were spread into other areas.
 - Over time, those responsibilities gained greater definition and maturity
 - The proposed structure of the Board would start 2013
 - Board agreed the bylaws would need to be changed & a job description would need to be created for the VP of Marketing & Communication
 - Mark to create the first draft with Board members revising as necessary
 - Recommendations presented as noted below:

- 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