



BOARD MEETING MINUTES

January 15, 2013

1. Open Meeting
 - a. Attendees: Joanne Boehm, Tom Wojcik, Jeff Manhardt, Mark Kwandrans, Karen Rybak, Mary Harris
 - b. The meeting was called to order at 5:57pm
2. Approval of minutes
 - a. Minutes of December 11, 2012 meeting approved without objection
3. Reports of Officers, Boards, Committees, Special Committees
 - a. Membership – JoAnn Boehm
 - i. iPad & gift certificate winners announced. The objective of the contest was to increase/retain membership. Quantifiable impact determined to be 18% increase in membership in Nov
 1. Winners - Jim Powell & Steve Whitehead
 2. Program was an investment
 - ii. Lynn Maher & Chris Reed – Volunteer Onboarding presentation review for how to make the process better and to improve communication of the process
 1. 1 month SLA is initial expectation
 2. Include with LIM documents to share
 - iii. VOQ & VOY Program review
 1. Talked about tweaks to the program
 2. Change VOY to President's or Achievement award
 3. Volunteers will have opportunity to vote on nominees
 - a. Updates will occur and be distributed by email for approval
 - b. Marketing & Communications – Mary Harris & Chris Reed
 - i. Logo Rollout
 1. All major items have been transitioned
 2. Documents are mostly done
 3. Spreadsheet with updates and remaining tasks will be distributed to the Board
 - c. Technology & Business Services – Jeff Manhardt
 - i. 3 Technology Roadmap
 1. Started in 2010 – Successes include
 - a. Collaboration system implemented – Google Apps (including Google Docs & email)

- b. Website upgrade – New branding & back-up cleanup
 - c. Web-based Quicken
 - d. Started event management replacement
 - e. Started CRM solution
 - 2. Presentation next month on success and next steps
 - 3. Requesting business needs that can be enhanced with technology solutions
 - a. Email accounts for services ex: paypal@pmibuffalo.org
 - b. PM4NP download solution
 - c. Review LIM report for loyalty card
 - d. Single Sign-on with PMI
 - e. Chapter Website member-only area
- 4. Unfinished Business
 - a. Speaker/presentation agreement
 - i. Reviewed by lawyer
 - ii. Board review
 - 1. Change wording on #7 and split
 - 2. President of PMI Buffalo is authorized signer
 - iii. Action Item – After changes Mark will distribute for vote
 - iv. SOP for Operational Manual will be updated by President
 - b. PMI Strategy Map
 - i. Replace three key strategies with 8 PMI strategies
 - ii. Aligns better with PMI, more encompassing and more metricable
 - iii. Action Item – Board members to review the balanced scorecard objectives against Operations Manual for each area and determine if these are viable
 - c. Confidentiality Agreement
 - i. Received what is being used at two other chapters
 - ii. Action Item - Review and plan discussion in Feb
 - d. Possible uses for member-only area communicated
 - i. Team agreed to include the technology in the 3 Year Technology Roadmap and develop functionality
 - ii. Action Item – Jeff to add to 3 Year Technology Roadmap & develop functionality for solution
 - iii. Action Item – Board members to review list of content that could be included in Member-only area
 - e. VOQ award winners
 - i. Q2 – Lynn
 - ii. Q3 - Mary
- 5. New Business

- a. JoAnn reviewed engagement statistics developed by the Membership team
6. Close Meeting
- a. Meeting adjourned at 7:54pm