



# BOARD MEETING MINUTES

## March 12, 2013

1. Open Meeting – Board & Directors
  - a. Board Attendees: Joanne Boehm, Tom Wojcik, Jeff Manhardt, Mark Kwandrans, Pat Walsh, Karen Rybak
  - b. Director Attendees: Dave Hunt, Chris Reed, Carrie Myers, Ajay Bhala, Mary Bagley
  - c. The meeting was called to order at 6:02pm
  
2. Approval of minutes
  - a. Minutes of February 19, 2013 conference approved without objection
  
3. Reports of Officers, Boards, Committees, Special Committees
  - a. Technology & Business Services & Outreach
    - i. Code of Conduct & Confidentiality Agreement – No update
  - b. Outreach
    - i. Corporate – Janine Aquilina is meeting with team, Katie Wiles, Don Wines – Meeting in May for PMO counsel
      1. Looking for PMO personnel
      2. Determined that the Fall PDD PMO breakfast did not get the audience they were looking for. May re-introduce if PDD included a PMO track. Not planned for 2013
    - ii. Professional – Tasha Holland working with InfoTech Niagara for the BETA awards open house conference
      1. Looking for Marketing & Membership brochures to make available
      2. Looking for volunteers – Mar 27<sup>th</sup> - JoAnn will be volunteer, others can let Karen know
      3. Gary D & Karen involved in the judging and will be presenting at the dinner Mar 27<sup>th</sup>
      4. Tasha working on a process to work with other organizations and deepening the relationship with InfoTech Niagara
      5. Looking for volunteers
      6. Bob Smering and Karen Rybak are presenting the UB Student Supply chain and Operation Management club on Mar 24<sup>th</sup>
    - iii. Community – Nicole Tubiolo met with PM4NP team.
      1. Working on survey to determine why we are not attracting non-profit organizations
      2. Planning for the program to continue
      3. Information session planned for Jun 10<sup>th</sup>
        - a. Working a Facebook event & flyer with Marketing
      4. Training dates set for Sep & Oct

5. PM4NP team meeting in May and is looking for volunteers
  6. Financial question – Sponsorship is budgeted but not yet acquired
  7. Jeff asked if we were moving forward to funding outlay before sponsorship is received?
  8. Timing – Commitment planned for June.
  9. Need 16 people to hold class
  10. Is sponsorship required before commitment
  11. Action Item – Include on April agenda
- c. Professional Development & membership
- i. Member area of website – Review of the type of material that could be provided in a member only area – Available on Google Docs here.
  - ii. Good dialogue occurred and technical options discussed.
  - iii. Action Item – Board to review and comment on recommendations
  - iv. Action Item – Technology team look at options to accommodate recommendations
- d. Membership – Mary Bagley & JoAnn Boehm
- i. 1<sup>st</sup> year member email/survey
    1. Survey conducted, provided to the Board and available on Google Docs here.
    2. While percentage is low, information provided was shared
    3. Team will continue surveys
    4. No action planned from the survey results
  - ii. Benefits of Membership flyer shared. Feedback solicited
  - iii. Volunteers – Lynn Maher will distribute list of volunteers to validate for recognition
    1. Annual volunteer recognition event scheduled for Apr 25<sup>th</sup> at the Science museum
    2. Board prefers Apr 24<sup>th</sup> if possible
    3. Options for recognition discussed
      - a. Gift certificates chosen by the Board
  - iv. Recruitment plans for Members & Volunteers discussed
    1. May use Guest Pass program
    2. Using reports and data available through DEP & MailChimp
    3. Volunteer information will be communicated in Newsletters, emails & PPTs
    4. Working to develop volunteer drive theme
    5. Chris Reed suggested talking points include building/filling in gaps in resume
- e. President
- i. Election Timeline & Status – Chris Reed presented timeline as documented on website
    1. The VP's of Finance, Membership, Outreach, Trustee and President-elect are up for election

- ii. SmartStart program is a PMI GOC program aimed at Colleges to interest & incent students to join the project management profession and sit for the CAPM certification
      - iii. Action Item – Mark Kwandrans providing information to UB students
      - iv. Action Item – Mark to provide information to Board members
    - f. Finance
      - i. Reports distributed to Board – issues occurring – Jeff & Pat to address
      - ii. All Acteva funds received
      - iii. Reported Acteva to San Francisco BBB
      - iv. Three months of reserve funds transferred
      - v. Action Item – Board members to review reports
      - vi. Action Item – Work on documenting refund control process through Paypal. Differently than done previously because the process is different between old Acteva and new Paypal
      - vii. Need to crosscheck the membership
        - 1. Action Item – Pat to provide information to JoAnn
      - viii. PMI GOC email discussed external audit.
        - 1. Action Item – Pat to review options
- 4. Unfinished Business
- 5. New Business
  - a. Chris Reed will conduct Non-Financial audit will occur over next 30 days
- 6. Close Meeting
  - a. Meeting adjourned at 7:59pm