



BOARD MEETING MINUTES

April 16, 2013

1. Open Meeting
 - a. Call the meeting to order 5:53PM at Merchants Board room
 - b. Attendees: Karen Rybak, Mark Kwandrans, Jeff Manhardt, Tom Wojcik, JoAnn Boehm, Mary Harris, Chris Reed
2. Approval of minutes
 - a. Minutes of March 12, 2013 meeting approved - Yes
3. Reports of Officers, Boards, Committees, Special Committees
 - a. Technology & Business Services & Outreach
 - i. Code of Conduct and Confidentiality Agreement – Working to get together with Karen to address
 - ii. Chapter Reporting System – Checkbox needs to be checked to access the reports. This was not checked by default. New components being brought online through Agile methodology
 1. Board noted that new members were added to our rolls. PMI GOC indicated they test users and would no away after testing completed
 - iii. Record Audit – Q1 Document audit – improved from previous audit
 1. SOPs need to be added/updated
 2. Out of date public facing documents should be reviewed to be updated or removed
 - a. Tax Return removed
 - b. 2008 Annual Report removed, 2012 Annual Report added
 3. List will be created with findings and distributed to the Board
 4. Strategic planning and approved operating plan are melded into one document
 5. Financial reports are no longer distributed to members
 - a. Discussion had about changing from percentages to actual dollars
 6. Financial documents pending the identification of a volunteer for scanning the documents electronically
 - b. Membership
 - i. VOY 2012
 - ii. VOQ 1Q13 – Chris Reed approved
 - iii. Volunteer dinner Board participation – 43 people registered
 1. Board members will have 5 min for summary
 2. Provide summary to JoAnn by Apr 21st
 3. Insulated backpack logo item given for volunteers
 - iv. Volunteer recruitment
 - v. Membership recruitment

- vi. Timeline for Member Survey
 - 1. Tweak to address GOC survey questions and more
 - 2. JoAnn is going to take first pass at survey
 - vii. Statue for departing Trustee ordered
 - viii. MailChimp is at threshold – Board agreed to move to next threshold
 - ix. June annual event will be at Darwin Martin house
 - c. President
 - i. Speaker Agreement – template has been approved. Needs to be addressed for each event
 - ii. Strategic team meeting will be in August
 - iii. Election Update
 - 1. Election status reviewed
 - 2. Slate of candidates reviewed
 - 3. New person – Adam – is nominated for the position VP, Outreach
 - a. His focus is on building relationships with engineer & construction companies
 - 4. Voting occurs May 1 -21st
4. Unfinished Business (for discussion or voting)
 - a. None noted
5. New Business (for discussion or voting)
 - a. Online Store – Tija and Chris looking at options. Currently in discover phase of the project
 - i. Review status in May and provide recommendation in June
 - ii. Team should look into tax implications
 - b. Agreed to provide name tag and business cards for director who recently received PMP – new precedent
 - c. Discussed other Chapter website providers as discussed in the Technology Birds of a Feather meeting
 - d. Global executive council membership – for organizations – costs \$15k to join
 - e. Brian Harris joining Web Administration team
 - f. Discussed regional meeting
 - i. Pat, Jeff, Tom, JoAnn, Mark will not be attending regional meeting
 - g. Marketing team
 - i. Looking for feedback on the ambassadors program
 - ii. Fleece pullovers are being ordered
 - iii. No sponsorship efforts in Q1, efforts underway for Q2
 - h. Professional Development
 - i. Next event is Monday, May 20 – Bison’s presentation and game
 - i. Outreach
 - i. InfoTech Niagara BETA awards – 1st Technology PM of the year awarded sponsored by PMI Buffalo
6. Close Meeting
 - a. Next meeting on May 21, 2013 (Board, phone)
 - b. Meeting adjourned 7:27PM