



BOARD MEETING MINUTES

March 18, 2014

1. Open Meeting
 - a. Call the meeting to order 6:08PM at Independent Health
 - b. Attendees: Mark Kwandrans, Jeff Manhardt, JoAnn Boehm, Pat Walsh, Mary Bagley, Tom Wojcik, Directors - Dave Hunt, Chris Reed, Kevin Baron, Harshad Desai, Joanne Wurst, Susan Czynry
2. Approval of minutes
 - a. Previous meeting minutes from February approved
3. Unfinished Business (for discussion or voting)
 - a. NDA / Confidentiality Agreement – Jeff Manhardt
 - i. Updated, given to Mark, Being reviewed by general consul
 - b. Website upgrade recap – Dave Hunt/Jeff Manhardt
 - i. Dave reviewed highlights of upgrade, issues corrected and those still pending
 - ii. Upgrading now provides easy way of walling off member specific content
 - c. Refund Policy – Tom Wojcik
 - i. Updated in Dec/Jan. Discussed minor changes made to address late cancellations. The final policy will be distributed to the Board and used for all new events
 - d. Policy on giving discounts/free admissions to events - Tom Wojcik
 - i. Discussed as a Board, determined the next step is to take to Membership BOF & regional meetings for discussion with other chapters
 - e. Board Meeting Calendar – any conflicts for Board members for Strategic Planning – JoAnn Boehm
 - i. Board strategic planning meeting will be Jun 7th
 - f. Volunteer positions categorization – any last changes? – Chris Reed/JoAnn Boehm
 - i. Reviewed org chart. Agreed to update website. Joann will document description of key and will send updates to Chris to complete
 - g. Rules of Engagement and engaging our Directors – JoAnn Boehm
 - i. Shared board rules of engagement with directors. Joann will distribute
 - h. Member Renewals – Mary Bagley, JoAnn Boehm
 - i. Member renewals - Liz called Oct, Nov, Dec lapses in membership. 19 of 31 renewed. 6 already renewed.
 - ii. Those who didn't cited Job function changed, left area
 - iii. Hd wrote SOP for calls
 - iv. 20 people are members of GOC are not Buffalo chapter members
 - v. Communicate app and linkedin imports to board, directors and members, non-members

- MyPMI app:
- On your iPhone or android device, goto the app store and search for myPMI. This app is designed for PMI members and credential holders. This app is an easy way to access and manage your benefits, find project management training and report your PDUs. Now you can also add a profile photo.
-
- LinkedIn Import:
- With your PMI account, you share profile information about yourself. But you change jobs, you move, you add to your skill set and experiences. Who bother's to update PMI with this new information? Why does it matter. The PMI profile is not just used by PMI as a global organization, the local chapter for where you live, work and are a member of, uses the information as well. To better serve, you, our member, we ask that you update your profile. This can be done easily through my.pmi.org in the profile section or through the myPMI app. And now it is even easier because you can import your LinkedIn data right into your profile! Try it today!

vi. Joann action item for CRM solution and data ANALYTICS volunteer.
Add business intelligence to my org chart

4. New Business (for discussion or voting)

- a. VRMS Tool was demoed by Kevin Baron. Recommended that opportunities that are required to be geographical or in person. VPs will need to review openings and update as necessary.
 - i. Kevin will create generic volunteer opening.
- b. Regional meeting
 - i. JoAnn is a yes, Pat and Jeff are no rest are maybe. Open to directors after final count. Tell JoAnn by next month.
- c. By laws changes recommended and reviewed
- d. Look at defining director at large - under review
- e. Add language requiring directors to be PMI members - voted by board, Jeff voted no, Mark, JoAnn, Tom, Pat, Mary B voted yes. Tom set the motion, pat seconded. Language approved
- f. Recommend changing professional development in two separate board positions.
 - i. Better aligns with GOC
 - ii. Synergies expected in 2008 have not materialized
 - iii. Allows for continued expansion of revenue generating programs.
 - iv. Board reviewed, had questions. Tom has action item to address questions and propose language and roles & responsibilities for each position
- g. Elections - Positions to be elected
 - i. Vp, marketing
 - ii. Vp professional development
 - iii. Vp technology and business services
 - iv. Nominations due at the end of March
 - v. Voting scheduled for April

5. Reports of Officers, Boards, Committees, Special Committees

- a. Membership & Volunteerism
 - i. Volunteer of the year & Annual Achievement nominees due Mar 21st
 - b. Outreach
 - i. Not in attendance
 - c. Professional Development
 - i. Spring PDD is sold out for rescheduled event
 - d. Marketing & Communications
 - i. Network Event is coming up. Remind volunteers it is a free event to recognize their contributions to the organization
 - ii. Twitter followers are up
 - iii.
 - e. Technology & Business Services
 - i. Nothing new
 - f. President
 - i. Interested in scheduling Director and Board Member onboarding session in July
 - g. Finance
 - i. Tool Belt will be booked as a Feb event from a Finance perspective
 - ii. Financial reports distributed
 - iii. Operational review with volunteers ongoing
 - iv. Taxes will be complete by end of March
6. Close Meeting
- a. Next meeting on April 15, 2014 (Board)
 - b. Meeting adjourned 8:32PM