



**BOARD MEETING AGENDA**  
**5:45pm – 8:00pm on January 20, 2015**  
**375 Essjay – Room 1G, Williamsville, NY 14221**  
**Call JoAnn Boehm’s cell when you arrive (949-5405)**

**1. Open Meeting**

- a. Call the meeting to order
  - i. Meeting called to order at 6:00pm.
- b. Attendees:

P	Adam Almeter	A	Mary Bagley	P	JoAnn Boehm
P	Mark Gaynor	P	Mary Harris	A	Mark Kwandrans
A	Jeff Manhardt	P	Julie McGuire	P	Pat Walsh
	Trustee #1 – Open				

P = present    A = absent    PP = planning to be present    PA = planning to be absent    NR = no response

- c. Approval of Prior Meeting’s Minutes – 12/19/14
  - i. Minutes approved.

**2. Unfinished Business (for discussion or voting)**

- a. ByLaws verbiage change recommendations – JoAnn Boehm on behalf of Jeff Manhardt, Mark Kwandrans, JoAnn Boehm
  - i. Reviewed Powerpoint presentation prepared by Jeff Manhardt. Good dialog occurred around benefits of extending term limits, switching to calendar year, impact of adding a formal orientation time period to Board member commitment, etc.
  - ii. Board members present requested that slide 10 be built out with timing of key activities. JoAnn/Jeff to present 1-2 options in next Board meeting.
  - iii. ByLaws – Board members would like to see redlined ByLaws with suggested changes.
  - iv. Please send out materials in advance if possible for review.
  
- b. Website Chapter Contact pages – JoAnn Boehm on behalf of Jeff Manhardt
  - i. Jeff has requested updates a couple times from Board members
  - ii. **Action: Board members to send Jeff Manhardt and Mary Bagley updates to Contact Us - Directors page, as well as About Us – Leadership Team – Directors page. Due: 1/31/15. VPs to request that Directors emails be forwarded to them, on case this isn’t standard practice already being performed by Bus & Tech team.**
  - iii. Other pages that require updates – Mary Harris sent Board the webpage breakdown document that shows who owns content vs. who will update the pages. **Action: Board members to review and provide updates by 1/31/15 to Jeff’s team.** Other pages with incorrect information reported by Tom Gallagher were: chapter financials – Pat owns; chapter stats – Mary B owns; Message from Prez – Mary H to fix link from home page; photos – Mark and Julie had submitted photos but not posted – Mark/Julie to re-send to Jeff.
    - 1. JoAnn expressed concern that these issues with incorrect website information and lack of clarity of ownership/responsibility really go back to Sustainability – which is one of our 3 key strategies this next 1-2 years.
  
- c. Strategic Planning Meeting agenda feedback? - JoAnn Boehm
  - i. 4 Chapters participating – Buffalo, Rochester, Erie and Southwestern Ontario.

- ii. Discussed options being finalized for venue, hotel and entertainment.
  - iii. Presidents' preference is to pay lower hotel rate and hold nice evening event for attendees.
  - iv. Preference from Board members present is to shorten time spend on day 1 items in order to allow more time to build out strategic roadmap, and possibly KPIs on remainder of Day 1 and Day 2.
  - v. August 1-2 will not work for 2 Buffalo Board members. JoAnn to determine if 2<sup>nd</sup> or 3<sup>rd</sup> weekends in August will work for other chapters.
  - vi. **Action: Buffalo Board members to notify JoAnn if either 2<sup>nd</sup> (Aug. 8-9) or 3<sup>rd</sup> (Aug. 15-16) weekends will NOT work for this session. Also let JoAnn know if you want a hotel room for the Saturday PM**
- d. Chapter Maturity Model – Rochester's updated version – do we want to use? JoAnn Boehm
    - i. Hold for now
  - e. Fall PDD GOC Speaker for 20<sup>th</sup> anniversary – do we have preference of who comes? JoAnn Boehm
    - i. Have requested Brian White or someone similar that can speak about where PM headed, etc.
  - f. VOQ 4<sup>th</sup> Qtr 2014 nominations – JoAnn Boehm
    - i. Haven't received any nominations. Mark Gaynor intends to submit a name shortly; no others mentioned.
    - ii. JoAnn will be sending out 2014 VOY nomination form soon also.

### 3. Reports of Officers, Boards, Committees, Special Committees

- a. Finance – Pat Walsh
  - o \$83K in black at end of 2014
  - o \$10K transferred as planned to reserves
  - o All accounts reconciled through December
  - o Need to set up processes for 1099s, W9s, etc.
- b. Marketing & Communications – Mary Harris
  - o Please let her know when events coming up so her team can support communications better.
  - o Reviewed 20<sup>th</sup> anniversary logo being used.
  - o Reviving photo contest. Board feedback on short term service to order anniversary items was not to invest time in it due to limited items available.
  - o Giveaways – want to coordinate what give at various events to ensure coordinated. Mary will invite us to weigh in on potential gifts. Julie McGuire needs to work with Tija asap on Volunteer recognition gift - Mary to pass Julie Tija's contact info.
  - o February newsletter will come to us soon to proof.
  - o Videos- John Beltrami will be assisting with these.
  - o Budget – Mary will be prepared to present how her team will support all events in February Board meeting.
  - o Ambassadors – Mary H will post on website.
- c. Outreach – Adam Almeter
  - o Future Cities competition is this weekend. Adam is serving as judge.

- “University Connection” – team is working toward preparing for a meeting with UB’s Career Services.
    - Intent is to assist with job and internship placement
    - Provide enough hours so that participants can sit for CAPM after 1 year
    - Who will be lecturers? Will reach out to members for help; Mark Kwandrans has expressed interest in helping.
  - Dinner with PEE Society – Tom Gilmartin to speak. Still working on a date.
- d. Professional Development – Mark Gaynor
- January dinner lacked speakers and enough paying attendees.
    - Mark has sent email to November dinner and January dinner attendees that paid encouraging them to sign up for February dinner.
  - Speaker/topic not identified for May dinner yet
    - JoAnn requested that we prepare summary of all our events and publish. To do this, we need the events defined a few months in advance. Mary H needs timely information in order to effectively promote the events; this didn’t occur for the January dinner. **Action: Need May and June events finalized to be able to publish a summary – Mark owns May, JoAnn/Mary B own June. Then Mary H will create summary to include in newsletter and on website.**
    - **Action: Mark will be reaching out to Tom Wojcik to see if he wants to serve in Speaker Management area.**
    - Discussed whether want to separate Programs from Education. If changing ByLaws then makes sense to do now if desired. Mark not in favor of separating at this time.
  - Gary Dahlstrom has expressed interest in assisting with PMP class trainer quality. **Action: Mark to pursue with him.**
  - PMP Prep class has 19 people signed up. May offer a spring class.
  - JoAnn asked whether we will be offering an Agile dinner or ACP training session. **Action: Mark will check into.**
- e. Trustee – Julie McGuire
- Organizing volunteer recognition event. Will change from 4/7 to 4/14 due to holiday week.
  - Foundry is leading venue at this time.
  - Will be sending out volunteer list for all VPs to review/update soon.
  - Will work with Tija on gift.
- f. President –
- Calendar of events -
    - Discussed entering Board meetings on general calendar and making visible to all. **Action: JoAnn to work with Mary H to make this happen. (we will do this rather than store in google docs)**
  - Cross-team collaboration –
    - Do Mary H, Mark G and Adam A understand their boundaries regarding Ambassadors? Mary H “owns” the Ambassadors, however anyone can ask for their help in communicating, reaching into their organizations for contacts, etc. Please coordinate through Mary H.
    - Need to support one another and respond to each others’ inquiries, requests for assistance, etc.

#### 4. Standing Topics

- a. Upcoming Quarter's events – review line up, discuss any cross-team support needed
  - i. Discussed events above
- b. Volunteers – recent attrition, new “at risk” positions, key openings being recruited
  - i. N/A
- c. Birds of Feather – share new learnings
  - i. No new learnings to share.
  - ii. **Action: JoAnn to get contacts for Adam and Mark's areas so they can connect**

#### 5. Close Meeting

- a. Next meeting on February 10, 2015 @ 5:45pm (Board only, conference call)
- b. Meeting adjourned at 8:45pm.