



**BOARD MEETING AGENDA**  
**5:45pm – 9:00pm on January 20, 2015**  
 511 Faber, 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 6:08pm.
- b. Attendees:

|   |                   |    |                |    |                |
|---|-------------------|----|----------------|----|----------------|
| P | Adam Almeter      | A  | Mary Bagley    | P  | JoAnn Boehm    |
| P | Mark Gaynor       | P  | Mary Harris    | A  | Mark Kwandrans |
| P | Jeff Manhardt     | PA | Julie McGuire  | PA | Pat Walsh      |
| P | Dave Hunt         | P  | Erica Sikorski | P  | Joanne Wurst   |
| P | Carrie Myers      | P  | Ajay Bhala     | P  | Phil Danielson |
| P | Chris Reed        |    |                |    |                |
|   | 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 – 2/10/15
  - i. Minutes approved.

**2. Functional Area Roundtable - Unfinished Business (for discussion or voting)**

- a. Online Store presentation – Erica, Chris, Mary H
  - i. Slide deck shared
  - ii. Extensive research conducted on requirements and options.
  - iii. Timing was discussed – May would allow for Fall PDD, anniversary celebration and “Where in the World” marketing efforts to take full effect of the solution
  - iv. Team was asked to come back next month with recommendation
- b. Member Recruitment – Phil
  - i. Discussed new efforts to recruit members
  - ii. Collaboration with Outreach and Marketing has started
  - iii. Dinner meeting to celebrate volunteers – Apr 14
    - 1. Nominations for Volunteer of the Year were announced
  - iv. Annual membership meeting – Jun 19
- c. Outreach – Adam
  - i. Education outreach – UB partnership will include a 5 day boot camp
    - 1. UB will create curriculum and conduct class
    - 2. PMI Buffalo will review the material for completeness and connectedness to the PMBOK
  - ii. Professional outreach – reaching out to other organizations such as IIBA, ASQ, PE society etc. Jeff provided contact information for the Buffalo chapter of IIBA
- d. Website Administration - Dave
  - i. Website technology solution in place to allow for secure content for members to access
  - ii. Content can be connected to an event or just available to members
  - iii. Job descriptions for the website are need for some areas. Please complete soonest
- e. Application Support – Ajay
  - i. BAU efforts occur as needed, no application outages
  - ii. 3 Year technology roadmap presented in Jan will be executed as presented

- f. Professional Development Days – Joanne
  - i. Spring PDD – 90 people registered
  - ii. Need to schedule someone to record the session, Matt or Jeff to perform
- g. Events – Mark, Carrie
  - i. CSM scheduled for May
  - ii. Jeff agreed to reach out to Frank Salidis about Program Management
- h. President – JoAnn
  - i. Website & printable board meeting schedule available
  - ii. JoAnn’s wish list response was reviewed
  - iii. Orientation for board members and directors will be scheduled for July
  - iv. Strategy planning, including three other chapters is scheduled for August
  - v. Region 4 meeting scheduled for June in Pittsburg
  - vi. PMI LIM scheduled for October
- i. Elections
  - i. Include extension to Dec if bylaws are approved
- j. Directors were released at 8:15PM
- k. ByLaws verbiage change recommendations – Jeff Manhardt
  - i. Key elements
    - 1. Extending term limits by 2 years
    - 2. Switching to calendar year
    - 3. Updated PMI GOC template
  - ii. Jeff motioned the bylaws be approved
  - iii. JoAnn seconded the motion
  - iv. All board members present voted in favor
  - v. Pat Walsh voted in favor via email prior to meeting
  - vi. Mary Bagley did not participate
  - vii. Next step – Jeff to submit to PMI GOC for approval, if approved, Board will bring to a vote at an upcoming membership meeting

### **3. Close Meeting**

- a. Next meeting on April 21, 2015 @ 5:45pm (Board only)
- b. Meeting adjourned at 8:50pm.