

1. Open Meeting

- a. Call the meeting to order
 - i. Meeting called to order at 6:05pm.
- b. Attendees:

P	Adam Almeter	P	Mary Bagley	P	JoAnn Boehm
P	Mark Gaynor	P	Mary Harris	A	Mark Kwandrans
A	Jeff Manhardt	P	Julie McGuire	A	Pat Walsh

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. Professional Development – Mark
 - i. Event at Michaels had low attendance but we were not charged a minimum and are interested in other events. Is strong business partner with the owner of Classics V
 - ii. Agile42 looking to reschedule CSM & CSPO for fall
 - iii. PMP Prep class planned for fall
 - iv. PMI-ACP prep class planned for fall
 - v. Jeff to follow-up on program management speaker
 - vi. Some certificates provided to folks to some people who we can’t provide specific record because files stored on Tom’s PC were lost. Also certificates did not out in a timely manner do to issues with director time constraints
 - vii. Larger discussion on directors is something we will discuss at June director meeting, orientation, etc
 - viii. Instructor quality varies from instructor to instructor for the PMP Prep class
 - ix. Gary Dahlstrom no longer an option for a volunteer, Mark will look for others
 - x. Events director is open – please reach out
- b. Outreach – Adam
 - i. Community Outreach
 - 1. Tammie approved, onboarding pending
 - 2. Brings non-profit experience
 - ii. Education outreach
 - 1. UB partnership will include a 5 day boot camp for all engineer students
 - 2. PMI Buffalo will review the material for completeness and connectedness to the PMBOK
 - 3. UB also looking to create a project management club
 - 4. Connecting UB to PMI GOC as well
 - 5. Website page will be developed working with Jeff’s team
 - 6. End goal is to provide two semesters of content will allow student to sit for the CAPM

7. UB international professor reached out to request president of the chapter speak to students coming in from overseas. Adam, Mark, & JoAnn will work out logistics
 8. Reach out to Marketing will occur shortly
- c. Membership – Mary Bagley
- i. Member Services
 1. Job postings & membership numbers are updated on website
 2. New member emails, renewal thank-yous complete
 3. New member survey sent at 6 month point to 19, 5 responded
 4. One person will not be renewing because there aren't events for new members
 5. Dinner PDU reporting – reviewing all PDUs reported and communicating to those who may have doublebooked PDUS
 6. SOP for dinner PDU is being created
 - ii. Volunteer
 1. Onboarding Barbara Cosgrove as new director of volunteers
 2. Need to use VRMS more
 3. Link PMI Buffalo website to VRMS – More to follow
 - iii. Developing project schedule for transition timeframe
 - iv. Jeff is responsible for the transition checklist in May
- d. Marketing – Mary Harris
- i. Sponsorship
 1. No director – Doing the work right now
 - ii. Communication
 1. Moving along well
 - iii. Marketing
 1. Jimmie has been busy in other areas for the last month
 - iv. Election email distributed to all in the wake of understanding that some members didn't receive the election email because they are a prospect instead of a member
 - v. Chris Reed will work with team to develop SOPs as part of the Transition process
- e. President – JoAnn
- i. Annual June 9th
 1. Speaker – David Crow
 2. Dinner
 3. Recognize outgoing board members, election results
 4. Accomplishments
 5. New format
 - ii. Election update
 1. 30 people responded as of 5/19
 - iii. Region 4 meeting scheduled for June in Pittsburg
 1. JoAnn, Jeff, Mary H, Carrie M
 - iv. Board & Directors meetings scheduled for 6/16 at M&T Commerce Dr
 - v. Orientation for board members and directors scheduled for 7/20 at M&T Commerce Dr
 - vi. Strategy planning, including three other chapters scheduled for 8/9-10
 - vii. PMI LIM scheduled for October
 - viii. Annual survey – narrowed down, let JoAnn and Jimmie know what questions you want to ask
 1. Have questions to JoAnn by end of May
 - ix. Website update
 1. Roles and Responsibilities list was made available

2. Should be included Orientation
3. Changes to PDU Triangle will be communicated across all channels
- x. Director openings
 1. Events
 2. Professional Outreach
 3. Corporate Outreach
 4. Business Services
 5. Sponsorship
- xi. Recent issues
 1. Two people objected to ground breaking of Cobblestone district information indicating that we were dabbling in politics. Mary noted the email was about the good news not politics
 2. Certificate generation
 3. Double counting PDUs
 4. International Project Management day – share ideas
- xii. Mentoring of PMs was discussed
- xiii. Metrics defined by Ohio chapter
 1. Sustainability
 2. Engaging & recruiting volunteers
 3. Promoting the value of project management and organizations
 4. Developed dashboard of 30 metrics related to these strategic initiatives
- f. Trustee - Julie
 - i. Learning how to upload to Google Docs and will upload the documents

3. Close Meeting

- a. Next meeting on June 16, 2015 @ 5:45pm (Board & Directors)
- b. Meeting adjourned at 7:30pm.