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

   | P | Adam Almeter | P | Carrie Myers | P | JoAnn Boehm |
   |---|---|---|---|---|---|
   | A | Mark Gaynor | P | Mary Harris | A | Mark Kwandrans |
   | P | Jeff Manhardt | P | Julie McGuire | P | Pat Walsh |
   | | | | | | |

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

2. **Budget review**
   a. Budget approved at $1,175 deficit, Mark will review for potential changes
   b. Professional Development – Mark
      i. Potential for spring PMP prep
      ii. Speaker evaluation in process
      iii. Working on dinners – will be complete through April by tomorrow
   c. Outreach – Adam
      i. Education outreach
         1. UB partnership will include a boot camp for all engineer students
         2. 20 students interested
         3. End goal is to provide two semesters of content will allow student to sit for the CAPM
         4. UB international professor reached out to request president of the chapter speak to students coming in from overseas. Adam & Mar will work out logistics
   d. Membership – Carrie Myers
         1. Mar 8$^{th}$ network meeting meeting
         2. Phil created some content and could use some polish
   e. Technology & Business Services – Jeff
      i. Website upgrade complete
      ii. Director accounts created – please communicate to your directors
      iii. Trello can be authenticated with new accounts and dinner meeting checklist built in
      iv. CRM project team created – project kickoff will scheduled for Jan Board meeting
      v. Tech & Bus Svc transition to Kevin Galvin on track for end of year
      vi. Finance transition from Pat Walsh on track for end of year
      vii. President-elect transition will occur throughout 2016
   f. Marketing – Mary Harris
      i. Sponsorship
         1. ITMPI – planning a dinner, more sponsorships and free memberships
      ii. Marketing
         1. Newsletter – complete this week
   g. President – JoAnn
      i. Scorecard – please review & update metrics

    ii. Shadowing region 4 mentor
  h. Trustee - Julie
    i. Working on sponsorships

**3. Close Meeting**
  a. Next meeting is in January, 2016 @ 5:45pm (Board)
  b. Meeting adjourned at 7:11pm.