



**BOARD MEETING AGENDA**  
**5:45pm – 8:30pm on August 29, 2017**  
 Conference Call only  
[Webex Link](#)  
**1-855-282-6330**  
**Access code: 731 719 356**

**1. Open Meeting**

- Call the meeting to order
- Attendees:

P	Adam Almeter	A	Carrie Myers	P	JoAnn Boehm
P	Erin Keding	PA	Mary Harris	P	Teresa Lawrence
P	Jeff Manhardt	PA	Ellen Hagerty	P	Tony Pappagallo
P	Steve Tunmore				

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

- **Started at 5:53PM**
- Approval of Prior Meeting’s Minutes – 6/20/17 (didn’t have July Board meeting) **Approved**

**2. Agenda:**

5:45-6:00 - Gather and get settled

6:00-6:40 - President reminders (Jeff)

- [PMI LIM - Oct 25-30](#) - Pat - Yes, Steve - Yes, JoAnn - Yes, Tammy - Yes, Erin- Yes. Tony - No, Teresa - Yes, Ellen - No, Mary - Yes, Carrie - Maybe Partial
  - Tammy, Jeff, JoAnn presenting
- Orientation session - Retro, follow-up, things you would like to see in December
  - Google Docs, How to get things ← **Publish a time that I’m meeting with Steve**
  - **Any value in work hours once/month? “Working hours” to get things done.**
  - **Steve likes the idea of unstructured**

6:40-7:40 - Functional Roundtable & follow-ups (VPs, Past President, Trustees)

- Membership (Carrie)
  - Auto renewal started May 6 any numbers?
  - Director, Volunteer onboarding status
  - Director, Recruitment - Metrics letters sent, responses
- Marketing (Steve)
  - Hootsuite update
    - **Steve is using this for Tweets**
  - Marketing for fall schedule
  - **Project of the Year – extend beyond 9/1 – Steve to send out a notice on 8/31.**
    - **What should the new date be for this? Deadline will now be 9/8.**
    - **How will this be coordinated? What is the Team? Adam to coordinate with James. Jeff, JoAnn and Tony can judge. Judging week of (9/11-9/15)**
- Finance (Ellen)
  - Quarterly finance review – **this was sent out a week or 2 ago by Ellen – reach out to**

her if you have questions.

- Technology & Business Services (Tony)
  - Uniscan - Will it be in place for Fall PDD? Not in place at this time – will have an update.
  - Tableau conference, server
    - Amit is interested in attending – I will send out a summary of the costs
    - Server – ability to leverage data is as important as visualizing the data itself
      - Data seemed like the same data with different views; power comes from the interaction with the data
        - Look through the pricing for the server – bring it to the Operational review
      - Need feedback; want team to produce reports in best way to visualize the data; what other questions do you have of the data?
      - Re-do the engagement scores ← JoAnn suggested (built an access/excel for this) data out of DT Register ... how to determine who attends events?
    - Record Audit – has not been started
    - Onboarding – some progress being made there
- Professional Development (Erin)
  - Fall PDD - POTY award
  - CPO meeting
- Certification (Teresa)
  - Fall PMP Cert circle the wagon/certification class
  - Fall CSM - marketing efforts?
    - Guaranteed (4 registered) - \$15K minimum
    - Need to cancel by 9/22 if we don't have enough to break even
  -
- Outreach (Adam)
  - Military program
  - No word from Global on Scholarship or Military program
  - Transition work with Tammy continues
  - Announcement on scholarship should come down within a week
  - Future Cities – happening in January 2018
  - Global PMI – Online Networking Event – October 4<sup>th</sup>
  - SUNY Buffalo Graduate/Networking event – October 5<sup>th</sup> – asked us to be part of networking session 330-5pm

7:45-8:00 - Follow-ups, roadblocks

- Remind your directors about next meeting on 9/19 in person/location TBD
- Need to update the CSM Training – send a note to Teresa & Jill to fix this (Dates are confusing)

## 1. Close Meeting

- Next meetings:
  - Board & Directors – .... @ 5:45-8:00pm - Board & Directors
- Adjourn meeting at 714pm

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