



BOARD MEETING AGENDA
5:30pm – 8:30pm on Oct 17, 2017
M&T Bank Appletree Business Park
2875 Union Rd Cheektowaga, NY 14227 2nd Floor
[Webex Link](#) Access code: 737 081 263
1-855-282-6330 US TOLL FREE

1. Open Meeting

Call the meeting to order – **MTG Called to Order 6:02PM**

● **Attendees:**

A	Adam Almeter	P	Carrie Myers	A	JoAnn Boehm
P	Erin Keding	A	Mary Harris	P	Teresa Lawrence
P	Jeff Manhardt	P	Ellen Hagerty	P	Tony Pappagallo
A	Steve Tunmore	A	New - Patrick Walsh		
A	Aditya Vaze – Member Services	P	New - Cheryl Canfield - Volunteers	P	Phil Danielson – Recruitment
P	Tammy Ashraf – Community Outreach	A	New - James Partsch – Corporate Outreach	A	Michele Frenett – Professional Outreach
P	Sara Creenan – PDDs	P	New - Joyce Burke – Event Mgmt	P	Sue Czynry – Certification Training
A	Lydia Parent – Sponsorship	A	Sang Muk Kwark – Peer based learning	P	Melissa Wallace – Breakfast Roundtables
A	Carlos Trindade – Marketing	P	Ajay Bhala – App Support	P	Karthik Makuteswaran – Business Services
A	New - Kim Hy - Instructor Quality	A	Brian Harris - Website administration	A	New - Bruce Izard - Finance

P = present A = absent PP = planning to be present PPW = planning to be present webex
 PT - planning to attend tentatively PA = planning to be absent NR = no response

● **Approval of Prior Meeting’s Minutes – 8/29/17**

2. Agenda:

5:30-6:00 - arrive & eat Panera

6:00-6:20 – Announcements (Jeff)

- Tableau visuals update - How can data help drive our plans
- *Karthik Demo*
 - *Desire to deliver info on a monthly basis; Will look to schedule this going forward – manual for now, eventually put in some automation*
 - *Tableau upgrade is required; the tool will Prompt you to do this when you access*

- StoryBoard display activities reviewed
- Event Day – not able to review this – data was incorrect
- Membership Data – can't determine difference between Net New and those who had their membership expire before May and then rejoined since then.
- How do we get PMI Members/Not Buffalo members? PMI Data
- Send out New Instructions for how to access
- Top Revenue Generators – last 12 months
- How can we incorporate the expenses?
- Karthik Business Services
 - Recommendation for cleanup of NDAs, Photos, etc.
 - Access to Applications – what applications do they use? Is there a template?
 - Is there a way to automate the Workflow? Trello is available to use to help with the Workflow.
 - Karthik, Carrie, & Cheryl to get together
- Options for Harvey, Irma - Can we, should we donate?
 - Discussion to do it or not to do it? We want to do something; something between \$3-5,000 → Research this? Carrie – Texas; Puerto Rico
 - Put something to membership to get their input ← Phil & Karthik
 - Jeff to put a survey together & on front page of website
- Transition plan Adam/Tammy, Pat
 - Tammy has met with Adam – will be meeting again.
 - Adam will continue to help with military efforts after he leaves the VP role; will serve as a Military Liaison with the Chapter.
 - Fully Transitioned by 1/1/18 – Tammy said No. Will have a better handle on this by November.
- Review [Operations Calendar](#)
 - Link in the Agenda – we have across for each month what each team should be doing.
 - Calendar of Events would be helpful ← on the Website
- Ops Plans - Due for Nov board meeting
 - Will be due at November Board Meeting; will be done at the same time as the Budget; Ideally Ops Plan is reviewed in October and then the Budget is reviewed in November.
 - Was sent out on Monday morning 10/16 – it is on Google Drive in Ops Plan Folder
- Scorecard updates
 - Targeted Metrics are included – usually address quarterly; haven't done this since March. Would also like to go over this in November. Latest version is Rev20170314 in PRE SCORECARD Folder.

6:20-6:45 - Professional Development

- Fall PDD update - Feedback & revenue
 - Summary – Great Event; Lessons Learned meeting coming up; Sara looking for more feedback; Net Income/Profit \$14,201 – 171 attendees includes volunteers, project of year, speakers, sponsors, etc. There were 139 paying attendees; Sponsors brought in over \$4,000
 - Spring PDD will be Classics V – April 24th
- Money invested in the Training Class October 16-17 (Certified ScrumMaster) – we were short on attendees.
- How do we market multiple events at a Time? Certification Training, PMI-ACP and Certified ScrumMaster dates in place for next 2 years.
- 2018 calendar status
 - Would be great to have all dates in place for 2018 by January – published on Website
- Book Club opportunity gone - Cheryl - Annual Professional Development Day, Multi-Day Meetings/Symposiums/Conferences that will be taking place in 2018 by [completing this online](#)

[form](#) no later than **09 November 2017**.

- **Buffalo Bills Dinner – need more info**
- **Jill will continue with DT Register even after the Transition to Joyce as Director**
- **255 people at Dinner Meetings; 191 actually attended; when Board members cancel we still have to pay for these dinners.**
 - **Vendors difficulty at Dinner Events – managing the vendors; networking accommodation's; need someone to help with this.**

6:45-7:05 - Certification Training

- CSM Training update – *Agile42 training; We did not promote this on Scrum Alliance website; May do an Advanced Training in Spring. Rochester will be offering CSM training in November.*
 - *\$1350; \$1450/person – double check on other options for future training*
- PMP Training update – *circle the wagon training is underway; no cost to the attendees; Last one will finish on Nov 15th; Spring of next year we will offer a 6th Edition PMP Prep course.*

7:05-7:25 – Membership/Volunteerism

- Director of volunteers onboarded? *In progress with Cheryl*
- Membership count, retention, email updates
- Certification maintenance for non-9-5'ers
 - *Documentation on certifications options for non-employed, retired members*

7:25-7:45 - Outreach

- *Working a lot with James; POY award – how we can improve this? Expand to include with other awards (Infotech possible)*
- *NYS K-12 Funds/Possible Efforts on this?*
- *Just presented at PMI Virtual Student Summit Conference – students exploring career options*
 - *Young and emerging Professional Presentation*
- UB Career conversations and Network reception
- PM Awards
- Ambassadors update
- Military Liaison webinar and next steps - Webpage creation planned, then outreach to NF AFB and VA Benefits Office
- Project Management student competition – *other universities doing this. Tammy passed info on to contacts at UB*
- *Potential collaboration with InfoTech WNY - Project Manager of the Year award*

7:45-8:05 - Finance

- Expense orientation (*Powerpoint presentation*)
 - *Useful tool to help with orientation/onboarding*
 - *IRS requirements for Non-Profit Organization; File taxes every year*
 - *Minimum requirements*
 - *Expense Form on Google Drive – there is only one template out there*
 - *3 Types of Expenses – Request Reimbursement for yourself; Requesting Reimbursement for others; notice of PMI Credit Card expenses*
 - *Presentation will be stored on Google Drive*
- *Google Drive – Sharable info? Directors not seeing All ? Do a Google Drive Review at next meeting.*
- Budget planning in Nov

8:05-8:15 - Technology/Business Services

- Tableau conference for Amit
- Insurance package received - athletic event waiver
- Website volunteer available for cleaning up - Debbie Campbell
- *ORG CHART – updates*

8:15-8:30 - Marketing & Communications

- Weekly emails

- Hootsuite
- Corporate Ambassador - Director position recommendation

8:30-8:32 - Review Actions (Tony)

3. Close Meeting

- Next Board meeting – Board only – Nov 21st
- Next Board + Director meeting – Q1 2018
- Adjourn meeting