



BOARD MEETING MINUTES

5:45pm – 8:30pm on November 21, 2017

Computer Plus Staffing Solutions/Computer People

1780 Wehrle Drive Suite 105

Williamsville NY 14221

Phone 716-332-6969

Webex Link

1-855-282-6330 Access code: 731 719 356

1. Open Meeting

- Call the meeting to order
- Attendees:

PP	Adam Almeter	P	Carrie Myers	A	JoAnn Boehm
P	Erin Keding	A	Mary Harris	A	Teresa Lawrence
P	Jeff Manhardt	P	Ellen Hagerty	P	Tony Pappagallo
P	Steve Tunmore	P	Patrick Walsh	P	Tammy Ashraf

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

- Approval of Prior Meeting's Minutes – 10/11/17

2. Agenda:

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

618 – meeting begins

Approved last month's minutes

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

- PMI LIM - Oct 25-30 -
 - *One thing you took away:*
 - *Jeff (Mentor Program – thinking of recently retired individuals; they mentor UB students)*
 - *Erin – from 2 Muhammad's – successful Mentor program – start with speed mentoring to allow individuals to get to know anyone – choose someone they like*
 - *Different demographics/industries involved*
 - *Keep it small to start*
 - *What group would handle this? Outreach or perhaps Patrick*
 - *Steve – New member orientation – 365 day follow-up*
 - *Recommended having a spiffy video*
 - *There's a presentation from LIM that covered this*
 - *Mentor program*
- *Natural Disaster survey results*
 - *14 responses, 8 to 5 yes, 1 abstain*
 - *Habitat for humanity & hand.org top votes at 2 each, 2 for board discretion, size - at board discretion, \$3 & 5k tied*
 - *Because of ties above, we can choose one of these at our own discretion*
 - *Chose Habitat for Humanity at \$3K*
 - *need to let Ellen know where to send*
- *2018 LIMC opportunities –*
 - *Tammy is going through this now – opportunity for Board or Directors to learn from others around the world – leadership, how they operate, grow our strength as leaders*
 - *Let Jeff know if any of us are interested – 3 sessions in person/year. It's a year-long commitment – monthly calls with teams, homework involved*
 - *Focus is on Servant Leadership*

- *Free to anyone involved – expenses are all paid for LIM*
- Region 4 Catalog of Services
 - *Take a look at this from a program perspective & a technology perspective*
- Orientation session - Prep December
 - *Did part of this in summer; rest of this to be done in December*
 - *Webex Session – targeting 12/12 6pm for this; for new Directors & Board members*
 - *Jeff to schedule*
- Tableau Demo
 - *Region 4 – Cincinnati in June (would like to do another presentation as well)*
 - *We have a good story to tell*
 - *Send out what we have now (Nov) & Meet with Board members to go through this*
- Ops plan & Budget plan review
 - *Tammy talked through her plan – will update & send it in in the next several days*
 - *Adam won't be able to do Military Outreach – will look for someone else (Jeff suggested Alan Bookmiller – he will speak with him)*
 - *Future City – Kevin Galvin can help with this*
 - *Has positions to fill – any recommendations?*
 - *Carrie went through her plan*
 - *Steve – needs people – down 2 directors and 4 volunteers*
 - *Lydia needs 2 volunteers*
 - *Social Media coordinator*
 - *Ambassador Coordinator*
 - *Tony*
 - *Rotating banners – need to decide on this*
 - *Teresa*
 - *Has training all through 2018 and early into 2019*
 - *CSM training and PMP*
 - *Erin*
 - *Remove Self directed learning and Peer based development from Org Chart*
 - *Keep the Chief Project Officer*
 - *Scanner for Survey results*
- *Budgets/Final Ops plans due in 2 weeks (December 5th)*
 - *Be realistic of what we plan for 2018*
- *December Meeting December 19th – conference call*

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

- Membership
 - Auto renewal started May 6 any numbers?
 - Director, Volunteer onboarding status
 - Director, Recruitment - Metrics letters sent, responses?
- Marketing
 - Marketing 2018 schedule
- Finance
 - Budget review
- Technology & Business Services
 - Uniscan?
 - Tableau conference, server?
 - 2018 R4 presentation prep
- Professional Development
 - 2018 calendar

- CPO meeting
- Certification
 - Fall PMP Cert circle the wagon/certification class - Update
 - Fall CSM - Oct 16-17 - Update
 - 2018 calendar
- Outreach
 - Military program
 - Make contacts at base in next month

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

1. **Close Meeting**

- Next meetings:
 - Board & Directors – @ 5:45-8:00pm - Board & Directors
- Adjourn meeting
 - *835pm adjourn*