BOARD MEETING MINUTES
5:45pm – 8:30pm on November 20, 2018
WEBEX ONLY
Webex Link
1-855-282-6330 US TOLL FREE
Access code: 738 024 704

1. **Open Meeting**
   - Call the meeting to order
   - Attendees:

P	Tammy Ashraf	P P	Teresa Lawrence - Outgoing Jackie Niro - Incoming	P	Steve Tunmore
P	Ellen Hagerty	P	Jeff Manhardt	A	Patrick Walsh
A	Mary Harris	P	Carrie Myers		
A	Erin Keding	P	Tony Pappagallo		
A	Aditya Vaze – Member Services	A	Cheryl Canfield - Volunteers Christa - Incoming	A	Michele Frenett – Professional Outreach
A	Tamera Knight – Community Outreach		Open – Corporate Outreach	A	Sue Czyrny – Certification Training
P	Sara Creenan – PDDs	P	Joyce Burke – Event Mgmt	A	Melissa Wallace – Breakfast Roundtables
A	Lydia Parent – Sponsorship	A	Ajay Bhala – App Support	P	Naveed Aslam – Business Services
A	Carlos Trindade – Marketing	P	Brian Harris - Website administration		Open - Finance
A	Kim Hy - Instructor Quality	A	Phil Danielson – Recruitment		

   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 – 10/16/18

2. **Agenda:**
   5:45-6:00 - Arrive MEETING START 6:07pm
   - *Introduction of Jackie Niro – new VP Certification & Training – all of board & directors introduced themselves as well*
     - *Teresa has setup meetings with Jackie to manage the transition*

   6:00-6:20 – Announcements (Jeff)
   - *Update Operations Calendar & Scorecard*
     - *Calendar Review ← any updates to this?*
     - *Scorecard – we developed this a few years back – turned into a catalog of core services*
       - *Strategic Objectives – ensure we have SOP for all core functions*
   - *Next Hackathon idea - Dec 8 Technology seminar - Google Docs*
     - *Google Doc/Google Drive & Audit will be addressed*
       - *Folders should have the proper Prefix (PRE, MEM, TBS, CERT)*
       - *Teresa will attend around 10*
   - *PMO Symposium - Nov 11-14 in Washington, DC -* 3 people (Teresa, Steve, & Ellen) at a cost of $7500 +expenses – will have each of them speak at an event – dinners, PDD or breakfast
     - *Teresa feedback – first timer's session. In general sessions were good not great. NYU's Luke Williams was really good on Disruptive Thinking.*
       - *What might be strategies for organizations if they're thinking of starting a PMO?*
       - *Teresa has some notes.*
       - *7.5/10 – mighty expensive for the value received.*

- *Teresa will follow-up with Melissa about speaking at a Breakfast Meeting.*
- *Steve Feedback – was looking for more about starting a PMO but it was more about sustaining a PMO.*
    - *Some good speakers and some not so good ones.*
    - *Steve will contact Joyce and/or Melissa about speaking at a future meeting*
    - *Overall 8.25/10*
- *Ellen really enjoyed the conference*
    - *Not quite as structured as the last time she attended*
    - *There is no silver bullet but it was still good to hear what efforts are going on in this area*
    - *Ellen will be in touch with Joyce to setup a dinner meeting she can speak at*
    - *Panel discussion with Steve & Ellen to jointly present*
- *Jeff looking for info on how Agile is impacting PMOs ← Steve said in almost every session Agile was mentioned*
- PMI R4 LI 2020
    - *May 2019 is in Detroit, Michigan*
    - *2020 Meeting is open/available for a chapter to host ← We are interested in hosting this*
        - *Jeff has started filling out the form – He will be Past President that year & will Host this.*
        - *This is the 25th anniversary of the Buffalo PMI Chapter*
        - *Will need onsite volunteers*
- Meeting Focus - Operations & Budget plans

Membership
- ■ Status of new Director, Volunteers - Christa
- ■ Status onboarding new volunteers
- ■ *Giving Gift cards to volunteers is being discouraged by PMI Global due to tax considerations*
- ■ *Aditya to get a login to Tableau to view all of the metrics – VP Membership login*

Marketing
- ■ Status of search for Director, Sponsorship & for Carlos
- ■ *Lydia and Carlos stepping down – need replacements identified*
- ■ *Looking to add another event for the ambassadors – Local restaurant (internal ambassador training/feedback session)*
- ■ *Tom Watson – email from Lydia about a recent sponsor at the PDD*

Finance
- ■ Payments to award winners and outstanding invoices
- ■ *Ops Plan changes to come*
- ■ *Budget Plan for 2019 will be sent out to help us prepare to the December meeting*

Technology & Business Services
- ■ Status of onboarding new volunteers
- ■ Technology Roadmap
- ■ *Review proposed Admin Assistant from Rochester PMI group as a potential paid assistant*
    - ● *Leverage for more difficult tasks to get volunteers $15-20/hour*

Professional Development
- ■ 2019 calendar & Spring PDD
- ■ *Dinners are setup for Feb – April*
- ■ *Spring event will be at Classics V on April 3rd – marketing will start*
    - ● *Michael Sapir – Persuading the Bear (cap of 125 registrants)*
- ■ *Working on the Rochester on an event*
- ■ *Lessons Learned – Project of the Year may be removed from PDD and setup a different event*

Certification
- ■ Training calendar
- ■ Status of new VP, Certification - Jackie

- CSM vendor change
- Rochester certification collaboration
    - *Portfolio Management training being offered in – we can attend with chapter membership pricing*
- *Takeaways*
    - *Would be great if people could notify of interest from our website*
    - *Follow-up with attendees that other courses are being offered*
    - *Adding a form to the website*
    - *Dates for PMP Prep are in place, waiting for confirmation of the site availability*
        - *M&T Center – Feb 6th, 13, 27, March 6, 13, 20, 27 and April 3, 10, & 17*
            - *Wednesday nights*
            - *Sue C will get this posted to Website/Event Booking Tool*
        - *Is there a way to determine if our students take the test ← check this with PMI Global to see if there is a way to do this.*

Outreach
- Future City
- Empire State Poverty Reduction Initiative
- Looking for a director of Education

Trustees

3. **Close Meeting**
    - Next Board meeting – Board only – Dec 18 ← Park Country Club
    - Next Board + Director meeting – Feb 2019
    - Adjourn meeting – meeting adjourned at 8:54pm