



BOARD MEETING MINUTES
5:45pm – 8:30pm on December 18, 2018
Park Country Club
4949 Sheridan Dr Williamsville, NY 14221

[Webex Link](#)
1-855-282-6330 US TOLL FREE
Access code: 739 275 064

1. Open Meeting

- Call the meeting to order
- Attendees:

PW	Tammy Ashraf	PW	Carrie Myers	P	Teresa Lawrence
P	Erin Keding		Mary Harris	PW	Tony Pappagallo
P	Jeff Manhardt	P	Ellen Hagerty	P	Naveed Aslam
P	Steve Tunmore	PW	Patrick Walsh	PP	Jackie

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 – 11/20/18

2. Meeting Recap:

5:45-6:00 - Arrive & eat

Meeting started at 6:15

6:00-6:20 – Announcements (Jeff)

- [Operations Calendar](#)
 - Jeff asked the board members to review operations calendar every month, their respective group’s calendar as well as well as operations calendars of other groups.
 - Tony asked for any updates from board members on 2019 operation’s plan so that operations plan can be consolidated on Google Drive.
 - Teresa mentioned that she and Jackie touched-base on the operations plan.

[Scorecard](#)

Jeff mentioned that scorecard is going away in 2019. Catalog of core services will replace it. Jeff will start that effort to put together the core services catalog, along with Steve T.

- *Board member orientation.*
Jackie Niro is new VP. Jeff will schedule a meeting with her in Q1 2019 on the subject of orientation. Teresa sent training/ info to Jackie.
- 2020 - Our 25th Anniversary year - PMI R4 LI, PDD Collab, past meets future president’s messages
 - Jeff recommended that all board members should go to 25th Anniversary.
 - PMI Buffalo chapter born in 1995. Chapter should do a count down as well. Jeff reached out to past presidents and new president elect Steve T. and asked to share their thoughts.
 - Idea of LED device count down.
 - Count down on website.
 - PDD collaboration with PMI Rochester. Will do Spring PDD together at Niagara Falls casino. VOQ, VOY, Testimonials after dinner.
 - Region 4 host application. Steve is targeting to prepare the application by Jan 2019.
- Meeting Focus - Review & approve budget.
 - Jeff asked board members to provide budget by end of this week (12/22).
 - Voice vote by next week.
 - Jeff will setup an hour-long meeting at 6 pm on Thurs 27 Dec. Need budgets from Erin, Tammy, Tony.

Certification

- Status of new VP, Certification – Jackie
 Already discussed above.

- CSM vendor change
Agile42 is expensive, 15K for up to 14 people. \$945 for 15-25. Use M&T as location.
Transition from Agile42 to Jackie's connection for a fraction of the cost. 2-year calendar.
Jackie will look into Scaled Agile SAFe.

Membership

- Status of new Director, Volunteers – Christa.
Christa is from M&T. Post jobs on VRMS in future. PMI buffalo can get member pricing at Rochester and Syracuse chapter. Christa being onboarded.

Marketing

- Status of search for Director, Sponsorship & for Carlos - Karen?
Steve mentioned that no replacement for Carlos yet, may be in Jan 2019. Steve will assume the responsibilities in the short term.
Karen a new potential volunteer.

Finance

- Payments to award winners and outstanding invoices
Status of new Director Finance - Tom? M&T. Strong in finance. Tableau visuals experience.
May join.
Ellen mentioned that award winners were paid.

Technology & Business Services

- Dec 8 Hackathon
Steve mentioned that turn was very low.

Professional Development

- 2020 PDD Collaboration – already covered.
Need to increase speaker fees for PDD. Also, dinner meetings. From 5k → 7.5K perhaps.

Outreach

- Education Foundation grant
With Rochester chapter - anti poverty work.
United Way - Education foundation grant on Jeff's list: United Way will provide access to their network in return for PM training.
Tammy mentioned the potential Sponsorship opportunities: Disneyworld – collaboration.
Price. Budget: staying within the budget. Didn't kick off community program this year. Will provide budget to Ellen this weekend. Already provided first draft to Ellen.

President-elect

- Steve Starts 1/1/2019. 1 Year transition.
- Jeff will leverage him for annual events, strategy planning.
- Niagara Falls casino event. Rochester, SW Ontario, Eri invited. Laurie, Jeff and Steve.
- Steve will run board meetings.

Trustees

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Budget:

Review revenue. Erin and Jackie.

- Teresa: PMP class more expensive for this year due PMBOK revision. CSM higher expenses.
- 5 students – one instr. Kits. 25 students. For every PYMBOK change.
- Some marketing expenses not captured e.g. Instagram. Budget but no actual.
- QuickBooks. Handed to Tony. Tool for the chapter.
- Final number for 2019: 12G more expense next year.
- Jeff: Focus on quarterly numbers next year.
- Jeff: Review your budget by next Thursday.

Team Changes:

- Marris Harris stepping down at the end of month from the chapter board. Will Continue the PDD work though.
- Teresa is also stepping down from the board.

Records Retention Audit 2019

Naveed provided a walkthrough of the slide deck and plan. Jeff mentioned that Moriah can get the access to the Google Drive.

3. Close Meeting

- Next Board meeting – Board only – Jan 15 2019
- Next Board + Director meeting – Feb 2019
- Adjourn meeting
 - Meeting concluded at 8:29 pm