



BOARD MEETING MINUTES
5:45pm – 8:30pm on January 23, 2018

[Webex Link](#)

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

1. Open Meeting

- Call the meeting to order
- Attendees:

P	Tammy Ashraf	P	Carrie Myers	PA	Teresa Lawrence
P	Erin Keding	PA	Mary Harris	P	Tony Pappagallo
P	Jeff Manhardt	PA	Ellen Hagerty		
P	Steve Tunmore	PA	Patrick Walsh		

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

- Approved of Prior Meeting's Minutes – 12/19/17

2. Agenda:

5:45-6:00 – Meeting commenced at 6:01pm

6:00-7:40 - President reminders (Jeff)

- Dec 20 multi-organization holiday party - 15-20 PMI folks attended
 - Good attendance – largest gathering at multi-organization event
- Orientation session - Joyce & Cheryl attended – intended to be second in a series of two
- Budget Approval
 - Had to address issues with being more than 10% off – however after reviewing this with some of the Board members, Jeff found that we are not out of the variance
 - Total Rev = \$169,160 and Exp = \$169,249 (\$89 investment)
 - Procedural Vote → APPROVED
- Next LIM is in Cincinnati in May (5/18-20) ← look for email on this.
 - Tammy – Yes, Tony – No, Steve – Yes, Jeff – Yes, Carrie – Maybe, Erin – Yes

7:40-8:15 - **Brief** Functional Roundtable & follow-ups (VPs, Past President, Trustees)

- Membership
 - Director, Volunteer onboarding status
 - Meetings/Events
 - Will move Volunteer event from Feb to April 17th (Natl Volunteer Week)
 - Annual Meeting in March → Outgoing board members – JoAnn, Adam
 - How to get these on Calendar? Put them on Google Drive calendar
 - What is the latest list? Carrie to get this together.
 - Volunteer of Quarter/Volunteer of Year – Cheryl to get call out to Board for this
 - Phil's Space – sends emails to 2 populations (prospective members & no longer members) ← any traction on this?
 - Memberships about to expire – how many are auto renewed?
- Marketing
 - All events are in Social media for coming month
 - May 22nd Ambassador Dinner
 - Analytics from Hootsuite can be done
 - Facebook best response, LinkedIn very low, Twitter is sporadic
 - Tweets going on 4/day for the entire week.
 - Brochure went out to Board – got a couple responses so far. Target is end of March for completing this based on Feedback received.
 - Include in PDD & certification class preparations

- 2018 Calendar
- Finance
 - 2017 actuals – invested in the organization in 2017 by \$30K ← spend time in this Spend to Plan area to review this to ensure it is accurate/connecting appropriately
- Technology & Business Services
 - 2018 R4 presentation prep – LIM in May (Tableau presentation)
 - Tableau meetings – dates to be sent out for more meetings
 - Website review; Scanners and other 2018 projects to be planned as well
 - Records Audit – how to approach this? Need a volunteer
- Professional Development
 - 2018 calendar – Feb dinner is on calendar
 - March Dinner meeting Jackie May
 - Looking at Calendar for the entire year
 - Spring PDD is set for 4/24
 - Looking at Fall PDD as well
 - Sustainability/Disaster Recovery
 - Next Meeting Feb 5th – someone from the Tech Team to attend next meeting.
- Certification
 - 2018 calendar
 - ACP Scheduled for Feb 9th – need 16 attendees
- Outreach
 - Future Cities event took place – new volunteer (Victor) participated ← he was the judge – Ch 4 and Ch 7 websites have pictures – a lot of schools attended
 - Event in May – planning underway – Project of the Year; marketing plan is in place with Steve; next step is have a Kickoff meeting (Professor Hayden + other participants)
 - Volunteer Postings – Director of Volunteers (want to put postings on the website for these) – and identifying more roles for outreach team members
 - Team to be established for Community Outreach (Joel is assisting)

8:15-8:30 - New year thoughts

1. Close Meeting

- Next meeting – Feb 20th:
 - Board & Directors meeting - in person
- Adjourn meeting ← 7:22pm