



**1. Open Meeting**

- Call the meeting to order
- Attendees:

	Tammy Ashraf		Carrie Myers		Teresa Lawrence
	Erin Keding		Mary Harris		Tony Pappagallo
	Jeff Manhardt		Ellen Hagerty		
	Steve Tunmore		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 – 3/20/18

**2. Agenda:**

5:45-6:00 - Gather and get settled - Tony to facilitate

6:00-7:20 - President reminders (Tony)

- Region LIM 18-20 May 2018 PMI SouthWest Ohio Chapter (Cincinnati, OH) - Tammy yes, Tony no, Jeff yes, Steve yes, Erin yes, Carrie no, Teresa no, Ellen no, Pat yes, Mary Maybe. Extending offer to Directors James, Tamera and Michelle.
  - Please register by the end of this week.
  - Driving is probably better than flying - carpool if possible
- NA LAM 4-6 Oct 2018 LA - Hold the date - Who is planning to attend? Jeff - yes
- Review [Operations Calendar](#)
- Scorecard updates
- Elections, Teresa (Certification) & Steve (Marketing & President-elect) applied - Please apply if you are planning to run for a second term
- United Way Board Leadership Training - Jeff starts Thursday. Teresa has attended in past

7:20-8:15 - **Brief** Functional Roundtable & follow-ups (VPs, Past President, Trustees)

Membership

- Volunteer meeting ...

Marketing

- May 22 Ambassador dinner
- Brochure update - plan to complete by end of Mar?
- 2018 R4 presentation prep

Finance

- Director of Finance?
- Filing 990 in May?

Technology & Business Services

- Records Audit?

Professional Development

- 2018 calendar
- Spring PDD update - Apr 24, Fall PDD Sep 25-26

Trustee - Pat Walsh, Mary

- Update on Website refresh project

Certification

- PMP Class started - what's next?

Outreach

- Potential joint meeting ISM Buffalo
- Potential joint full day event in the fall ATD Buffalo
- BETAs
  - 4 finalists, winner selected - Who is attending? Jeff - yes
- CPO
  - ?
- Sal - Jeff's intern presentation request
  - James presented at the UB fraternity event
- Community Outreach
  - Onboarding Melvin and Nicolette?
- PMIEF Scholarship
  - The scholarship deadline is May 1.

## 1. **Close Meeting**

- Next Board meeting – Board & Directors – May 15th
- Adjourn meeting