



BOARD MEETING Minutes
5:30pm – 8:30pm on Feb 20, 2018
M&T Bank Appletree Business Park
2875 Union Rd Cheektowaga, NY 14227 2nd Floor
[Webex Link](#) Access code: 737 081 263
1-855-282-6330 US TOLL FREE

1. Open Meeting

- Call the meeting to order
- Attendees:

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

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 – 1/23/18

2. Agenda:

5:30-6:00 - arrive & eat Panera *Meeting Started at 5:45pm*

6:00-6:20 – *Announcements (Jeff)*

- Region LIM 18-20 May 2018 PMI South West Ohio Chapter (Cincinnati, OH) - Tammy yes, Tony no, Jeff yes, Steve yes, Erin yes, Carrie maybe
- Review [Operations Calendar](#)
- Scorecard updates
- *Introductions as Tamera is a new member of the Leadership team*
- **Homework/Action Item** → *review Scorecards at next Board meeting then share with Directors*

Walk through your Operating Plan, and update us on the status of your planned activities

– i.e. are activities planned in 1st Qtr underway? do you have any blockers? etc.

6:45-7:20 - Professional Development - Calendar complete?

- *JOYCE – Events Discussed for March – June (needs a caterer for June event at Children’s Hospital), PDD Day in place for April – filling up fast. SARA – Fall PDD – still working on that for end of September.*
- *2018 Events Calendar – access for all Board/Directors ← All Please review this*
- *Who is putting events in JEVENTS? Jill McEnaney enters the info.*

7:20-7:35 - Certification Training - PMI ACP, PMP Prep training

- *Just completed ACP Training in Feb; Other classes, October CSM class to be scheduled*
- *ACP Training will be done again on Aug 10th – GR8PM handles the registration – messaging wasn’t done well, well attended, very interactive ← what are we doing about messaging for next one?*
 - *We have 17 ACPs, we may be able to do the class ourselves going forward*

7:35-7:55 – Membership/Volunteerism - Annual meeting, chapter guest passes

Anniversary Emails – sent through MailChimp – are not being refreshed – may need to update them

- *How to use MailChimp? To get stats out of there. Do we have a document out there? Mangesh?*

Cheryl – looking for the latest Volunteer list – can’t view it on Google Docs.

- *Struggling with accessing what she needs*
 - *Tony & Cheryl to meet to review Google Drive.*
- *Has to use Carrie’s email address for _____ ???*
- *Volunteer of the Quarter – need some names by end of this week (2/23)*
- *Volunteer Event – need to work with Carrie on this.*
 - *Venue, 2nd Tuesday of the month, Identify who are the volunteers who were active this past year, identifying the gifts for the year for volunteers/order the gifts, Prepping materials for that event*
- *Needs to know what she’s responsible for?? ← Carrie to assist*
- *Volunteer on Website – out of date*

Scheduling a PMI Work Day Recommended as an Option ← Jeff to follow-up on this

Chapter Guest Passes – PMI provides to help grow your membership (Jeff sent list of codes to Carrie)

Certifications from TMPI – we signed this. Sara to check

Job Postings – not expiring? Aditya? ← Brian to look at it.

7:55-8:00 - Outreach - Volunteer opens

Update – Tamera/Tammy: Saw Tableau Presentation – PDD highest attended event?

- *Searching/Recruiting people to build the team – found Tamera, looking for a Chapter Guest Pass for Tamera ← Phil has this data will follow-up on this*
 - *Director of Volunteers – info sent to her for Tamera*
 - *Military Liaison – Tammy has a candidate for this*
 - *Tammy met with her team and Steve to go over Marketing timeline for POY awards*
 - *Working with BETAs for Project Manager of Year award*
 - *Send Tamera the contact list ← Tony to send*
 - *James is on leave (Michelle & Tammy covering his work).*
- *BETAs Table – need to do a better job of doing this.*
 - *May 3rd – Steve will take the ball with this. Phil has the banners.*
 - *Get as many of the Board Members there as possible.*
- *Need Assistance with Project of Year – All anyone to recommend?*
- *Google Calendar is being used for Outreach ← need to sync this up.*
- *Website – would like to have an Outreach tab to put their info*
 - *Replace PMRNP with Outreach on the tab ← Tony/Brian to address*

Raise any issues or blockers you need assistance on, or share any key activities that the rest of the team should be made aware of:

8:00-8:05 – Finance

- *Fraud effort is ongoing – requests are going to Finance VP for funds to be wired*
- *Closing 2017 is ongoing – any receipts should be submitted for 2017 ASAP*

8:05-8:10 – Technology/Business Services – New projector and cables

Tableau Demo for February Numbers (Amit) ← Ft. Worth Texas is doing it better than us

- *Will setup more workshop/meetings for leadership*
- *Risk Management Certification – **Phil D to follow-up with the 2 individuals***

Jennifer	Radigan	jradigan@moog.com
Mark	Zochowski	mark@scandamar.com

- *Can we look at MBAs or other credentials*
- ***Ellen to work with Data Team** – Revenue vs. Expense analysis*
- *Jeff – would love to see Engagement Score (on the Backlog list)*
- *Steve – new members, what else?*

Website Project – Jeff gave some initial thoughts in 2017, formed a team

- *Reviewed the Presentation*
- *Want Feedback from the Board.*
- *Do we need to be ADA compliant with the Website?*
- *Need to align with PMI Branding Guide*

8:10-8:15 – Marketing & Communications

- *Ambassador Dinner if 5/22 – still finalizing the place (Tammy & Steve)*

8:30-8:32 - Review Actions (Tony)

3. Close Meeting

- *Next Board meeting – Board only – Mar 20*
- *Next Board + Director meeting – Q2 2018*
- *Adjourn meeting – Adjourn time is 8:24pm*