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

PA	Tammy Ashraf	A	Carrie Myers	P	Teresa Lawrence
PA	Erin Keding	P	Mary Harris	P	Tony Pappagallo
PA	Jeff Manhardt	P	Ellen Hagerty		
P	Steve Tunmore	A	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) – Jeff (Yes), Steve (Yes), Erin (Yes), Tammy (Yes), Pat (Yes), Ellen (No), Tony(No), Carrie(No), Teresa(No), Mary (No) 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 LIM 4-6 Oct 2018 LA - Hold the date - Who is planning to attend? Jeff – yes; Steve – Yes, Teresa – Yes, Tony – Yes, Mary – Yes, Ellen – Yes*
     - *Travel Arrangements?? Should attempt to get some special rates for the group. The earlier the better for getting to the hotel where conference center is.*
     - *Who is approved? All Board members?*
   - *Review Operations Calendar ← Send out with meeting minutes*
   - *Scorecard updates*
   - *Elections, Teresa (Certification) & Steve (Marketing & President-elect) applied - Please apply if you are planning to run for a second term ← Submissions are due first week of May*
   - *United Way Board Leadership Training - Jeff starts Thursday. Teresa has attended in past*
   - *Scholarship deadline is May 1st*
   - *Receipts for Expenses need to be included ← Ellen will supply a comprehensive list in June of those missing receipts*

   7:20-8:15 - **Brief** Functional Roundtable & follow-ups (VPs, Past President, Trustees)
   Membership
   - Volunteer meeting … ← *need info from Carrie on this*

   Marketing
   - May 22 Ambassador dinner ← *tentative schedule (Steve to contact Mary)*
   - Brochure update - plan to complete by end of Mar?
   - 2018 R4 presentation prep

   Finance

- ■ Director of Finance? ← contacted Nicolette to see
- ■ Filing 990 in May? ← Ellen to complete
- ■ Distributed First Qtr Budget vs Actual for 2018 to Board to review

Technology & Business Services
- ■ Records Audit? ← Need to address this quarter
- ■ Photo Gallery renewal ← Tony get this paid ASAP

Professional Development
- ■ 2018 calendar
- ■ Spring PDD update - Apr 24, Fall PDD Sep 25-26
  - ● Around 150 attendees for PDD
  - ● Need someone from Membership there to man the table
  - ● Fall Date for September 25th at Millenium Hotel

Trustee - Pat Walsh, Mary
- ■ Update on Website refresh project ← need updates on this (Pat/Tony)

Certification
- ■ PMP Class started - what's next? $12-13K – Velociteach getting info from China (moved start date by 2 weeks – kick off last week) ← Online access in the works (need to review after this to see how in person/online options work)
  - ● Future Class registration not an option
- ■ PC Issue – HP laptop (was on hand before Teresa took over)
  - ● Get the laptop to meet
- ■ ACP, CSM and Advance ScrumMaster for the Fall

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
  - ● May 3rd – we have a table for 10 ← need to get attendees for dinner and who will man the table? Need the table banner. Who will handout the PM of the Year award?
- ■ 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