



**BOARD MEETING MINUTES**  
**5:45pm – 8:30pm on August 21, 2018**  
 Location - Appletree Business Park  
 M&T Bank Rm 205  
[Webex Link](#)

**1. Open Meeting**

- Call the meeting to order
- Attendees:

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

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 – 6/19/18

**2. Agenda:**

*5:45-6:00 - arrive & eat*

*Meeting Started at 6pm*

*Intro to Board/Directors – new Director of Business Services – Naveed Aslam*

*6:00-6:30 – Special Guest - Ann Tardy - LifeMoxie. Ann is our keynote speaker at our fall PDD and we have agreed to invite her to our August Board and Directors meeting*

*6:00-6:20 – Announcements (Jeff)*

- NA LAM 4-6 Oct 2018 LA - Who is planning to attend? [List](#)
- Where is the 2019 Regional LIM? TBD
- PMO Symposium 11-14 Nov - Approved sending 3 people (Teresa, Steve, & Ellen) at a cost of \$7500 +expenses – will have each of them speak at an event – dinners, PDD or breakfast

- Review [Operations Calendar](#)
  - *Not being accessed/used very much at all → Jeff wants us to use this tool – it tells us what we do every year; review this to see what needs to change for your team – if you’re not doing something that is not needed, remove it. If it should be done, then schedule when to do it.*
  - *For those that need Google Drive training, please schedule time with Tony/Ajay.*
  - *A Training is needed for Google Drive/File Sharing – this can be done prior to Year End.*
    - *We will schedule this for September/October*
- [Scorecard](#) updates
  - *Not being accessed/used very much at all – we are not updating this.*
  - *Get this done.*
- *Met with Region reps – feedback is all chapters are doing well and we are riding the wave.*
  - *Considered a well-run chapter; mature in many of our practices*
  - *Take on a number of things appealing to Global PMI*
  - *We can do more:*
    - *Social Good/Education foundation (do some things in this space – scholarship, work with UB)*
    - *Military Workforce/Transition to PM community*
    - *Membership has gone up – not really due to being proactive – more due to economy*
    - *New Member follow-up – there is much more we can do*
- *Nominated for Chapter of the Year – didn’t make the final 3*
- *Board Member behaviors and personalities were assessed/reviewed at summer board meeting*

#### Membership

- Survey status
  - *Will be going out later this week – to be completed by 9/15*
  - *Use the same format*
- Updated membership numbers – *at 674 members; has gone up over the last few years*
- Chapter guest pass program –
  - *In first year of this; give guest passes to those who are not Buffalo PMI members*
  - *Phil to get these emails processed through MailChimp*
- VOQ updates
  - *Q1 – James Partsch; Q2 – TBD ← Cheryl to provide*
- *Aditya Updates to come*
- *Meetings to be scheduled for 2019 – Volunteer and All Member*
- *Open Volunteer Positions?*
  - *Send Cheryl your opening; Get an update next month.*

#### Marketing

- *Brochure update? Mary and Steve working on this*
- *Social media stats – stats were shared*
- *Sponsorship (Lydia) – doing well with sponsors for Fall PDD*
  - *Send along any potential sponsors to Lydia*
  - *Working with Ellen on the invoicing*
  - *Jeff would like get Microsoft to sponsor us*
- *Ambassador Update – Mary cleaning the list up*
  - *17/20 biggest companies have ambassadors*

#### Finance

- *Director of Finance?*
- *Reviewed the Powerpoint with history info*
- *Post it on site/Real Data from 2017 forward*
  - *Require Login – how do we do this?*

- *Refund Requests*
  - *Owner of the Webpage is Jeff – contact of refund content is Erin/Mary*

#### Technology & Business Services

- *Event Registration switchover to Event Booking*
  - *Schedule on Events – results of registration/rate schedule for all events*
  - *Rate Schedule*
  - *Owner – TBD*
- *Tableau purchase*
  - *Explorers –*
    - *VP Marketing*
    - *VP Professional Development*
    - *VP Membership*
    - *VP Certification*
    - *President*

#### Professional Development

- *2018-2019 calendar*
- *Fall PDD*

#### Certification

- *Training calendar*

#### Outreach

- *POTY - new categories*
  - *Application is on website – 3 categories – Due Date is 9/7*
  - *Get the word out to co-workers etc. – we don't have enough nominations at this point*
  - *Need judges to assist with this*
- *Community Outreach/PM4NP*
  - *Tamera – Revamping PM4NP program – need to build a curriculum that we can use.*
  - *Identify who is going to build the curriculum and who is going to teach.*
  - *Contact Sue C to share what is being done*
- *CPO meeting*
  - *Corporate Outreach – explore CPO role could evolve through careers and through organizations*
  - *Looking for companies with CPO in place in WNY*

#### Trustees

- *Website Refresh project*
  - *Board members need to provide their progress on their items to Pat, Mary and Tony. Due date to complete is 8/31.*

### 3. Close Meeting

- *Next Board meeting – Board only – Sep 18*
- *Next Board + Director meeting – Nov 2018*
- *Adjourn meeting*
  - *Close 8:38*