BOARD MEETING MINUTES
5:45pm – 8:30pm on January 15, 2019
Chef's
Webex Link
1-855-282-6330 US TOLL FREE
Access code: 732 272 245

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

PW	Tammy Ashraf	P	Carrie Myers	PW	Patrick Walsh
P	Erin Keding	P	Jackie Niro		
P	Jeff Manhardt	PW	Ellen Hagerty		
P	Steve Tunmore	PW	Tony Pappagallo		

   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 – 12/18/18

2. **Agenda:**
   5:45-6:00 - Arrive & eat
   Meeting start at 6:02
   6:00-6:20 – Announcements (Jeff)
   - *Update Operations Calendar & Scorecard*
     - *Expecting us to review this – if we are not, we should be*
       - *Calendar – describes month by month activities*
         - *Tammy sent Ops Calendar – we resend it*
       - *Scorecard – metrics to measure*
   - *Board member Onboarding/Offboarding/orientation status*
     - *Onboarding – in progress. Name Tags & business cards to be handled*
     - *Transitioning – is a critical piece of onboarding.*
     - *Melvin Roundtree will take on Director of Corporate Outreach – he's already a volunteer, still needs to be on-boarded as a Director*
     - *Off-boarding → Teresa & Mary*
   - 2020 - Our 25th Anniversary year - PMI R4 LI, PDD & ISM Collab, past meets future president's messages
     - *Any other ideas for Anniversary celebrations?*
   - Meeting Focus - New year, new us! Homework assignment - Radical Candor & War of Art
     - *Reading assignment – War of Art for February – meet with Directors in February. Would like us to have a discussion with Directors in advance or during the next board meeting.*
   - *2019 Region 4 Presentations are Available – we can "apply" for this by January 24th*
     - *Location → Detroit; Date → May 3-5th (Carrie – No, Jackie – tentative) – Hosted by PMI Great Lakes Chapter*

   Certification
   - Trello – *free to use up to 10 licenses*
   - *PMP Training - February 5th – only 15 registered now*
   - *ACP Class Cost _____ tentatively scheduled for March 1st*
   - *CSM Class – new vendor – tentatively scheduled for March 18-19th*

   Membership
   - Membership update - start and end of 2019
     - *Jan – 699, June – 677, Jan 2019 – 698*
       - *Gained 24 (15 in last 60 days), Lost 15 members*
   - How many members were added new, How many lost?
   - Status of new Director, Volunteers – Christa ← *Christa is on-boarded*
   - *Annual Meeting/Volunteer Meeting – should we combine the 2 meetings into 1 in an*

April/May timeframe – May 14th is a date that could work

■ *Gifts to Volunteers – gift cards are no longer legal*

Marketing

■ Status of search for Director, Sponsorship & for Carlos (Director of Marketing)
- ● *Steve has 2 people he is meeting with to discuss the 2 openings*

■ *Statistics? 1900 mailing list (12.6 – 13.9% open the mailings)*
- ● *Correlate the mailing list with memberships*

■ *Flickr Free – status ?*
- ● *Replace with Google Photos or Facebook ← Does Proteon have a link to Google Photos that we can attach to website.*

Finance

■ 2018 Budget to Actuals
- ● *Net Profit of $10K for 2018*

■ *2019 Budget has been approved*

■ Status of new Director, Finance - Tom Cook? ← *is no longer interested in the position*

Technology & Business Services

■ Jan 8 Check-in Scan? ← *Worked but there were issues with it. Proteon needs to be contacted:*
- ● *Want to scan for every session at the PDD??*
  - ○ *Rochester had break out session tracking*
  - ○ *PMI Global had this.*

■ End of 2018 Tableau reporting ← *need to follow-up with Sal on this:*
- ● *Need passwords for Users ← get these to Steve, Membership, Professional Dev, President, Tableau (VPs to work with), Generic & share with board*
  - ○ *Ajay's role to manage userids/passwords*

■ Record Audit
- ● *Moriah info to Jeff*

■ *Denisia Carden – paid volunteer for us. Rochester uses her.*
- ● *Board Meeting Minutes*
- ● *Scheduling meetings*
- ● *Board members leverage this role to help with their teams*
- ● *Tony – admin@pmibuffalo.org email address*
  - ○ *Have her use toggle to track her time*

Professional Development

■ *Spring PDD – April 3rd at Classics V (Michael mears)*

■ *Fall PDD Sept 24th at Millenium*

■ *Exercise for volunteers to Directors – right up sticky notes*

■ *Breakfast meetings – get board members to these more often*

■ *Dinner Meetings going well. Family oriented event for the Fall is being considered.*

■ *What is the plan for Project of the Year? Dinner plan ?*
- ● *Would like to have it with PDD but feedback from PDD suggested having this as its own event ← should be moved to a Dinner Event. Tammy to work with Joyce on this.*

Outreach

■ Education Foundation grant
- ● *Form sent to Jill PMIEF – we are sponsoring a scholarship for this year*

■ *Future Cities Event this week (1/19 at Mount St. Mary's)*

■ *InfoTech WNY – Beta Awards – will continue to collaborate on the PM of the Year*

■ *Disney Event – former VP of WDW recently retired. He does talks on leadership. Agreed to come to Buffalo/Kleinhans on April 1st ← sponsored by InfoTech WNY.*

■ *March 16th – Girls in STEM conference. Tammy has participated in this for years. Will be presenting PM for Girls.*

President-elect
  - ■ Started 1/1/2019 – *onboarding has started with Steve & Jeff*

3. **Close Meeting**
   - Next Board + Director meeting – Feb 19 2019 - 2 Presenters needed to do synopsis of books
   - Adjourn meeting – *826pm adjourned*