



**BOARD MEETING Minutes**  
**5:45pm – 8:30pm on March 19, 2019**  
**Conference Call: 1-855-282-6330**  
**Passcode: 739 581 934**

[Webex](#)

**1. Open Meeting**

- Call the meeting to order
- Attendees:

P	Tammy Ashraf	P	Carrie Myers	A	Patrick Walsh
P	Erin Keding	PA	Jackie Niro		
P	Jeff Manhardt	PA	Ellen Hagerty		
P	Steve Tunmore	P	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 – 2/19/19

**2. Agenda:**

5:45-6:00 - Arrive & eat

5:51 – Start Time

6:00-6:20 – Announcements (Jeff)

- Update [Operations Calendar](#) & [Scorecard](#)
  - Need to be updated ← Tony to follow-up on this
- Board member Onboarding/Offboarding/orientation status
  - Tamera – needs business cards & badges
  - No Pictures for many of the Board & Directors
  - Melvin, Dionne, Monica all have emails and are up on the Component system
- 2020 - Our 25th Anniversary year - PMI R4 LI, PDD & ISM Collab, [past meets future president’s messages](#)
  - Putting together a package for 2020 R4 LI meeting here in Buffalo
- Homework assignment - Radical Candor & War of Art
- [PMI R4 LI](#) Detroit MI May 3-5
  - Erin – Yes/Registered, Steve – No/Will be, Tammy – Yes, Tony – TBD, Carrie – No
  - Budgeted for all Board members & Volunteer of the Year – Tammy has interest from some on her team.
- Election - Call for candidates starts 3/22
  - Trustee, VP Outreach, VP Finance and VP Membership are open – Tammy is interested, Ellen is not interested and Carrie cannot. Jim presented at last meeting.
- Meeting Focus - Status

**Certification**

- PMI-ACP - Apr 26th. Posted on the PMI website
- CSM - May 13th and 14th. Need to confirm location - Bison's stadium Consumer's Pub. Tony is helping to secure this. MSRP is \$1,000. PMI members would be able to get \$200 off.
  - Site is confirmed for Bison’s stadium.
- Attending a UB class on March 26th and 28th to give an overview of PMI and the certifications and training available.
  - PMI Presented at UB in a number of classes
- PMP Prep was over capacity – going strong

## Membership

- Membership update – we are up to 721 members
  - *Jeff – more companies are paying for memberships*
  - *Auto-renewal started in 2018*
- Succession planning
- *Annual Meeting is coming up – May 14<sup>th</sup>*
- *Annual Survey – need to look at the Questions to make updates*
  - *Agree to take a good portion of a future Board meeting to review this*

## Marketing

- Status of search for Director, Sponsorship & for Carlos
- *Statistics – things going well*

## Finance

- Succession planning

## Technology & Business Services

- Website discussion
  - *Star Chapter Demo ← Will schedule in April/Lunch Hour*
  - *Proteon is developing a mobile tool that may be available*
    - *There is a demo available for this.*
- Record Audit
  - *Materials were sent out in February – we need the Board to review and respond*
- *Tableau – stats are to be Quarterly going forward.*

## Professional Development

- Spring PDD
- *September 24<sup>th</sup> – Fall PDD – Spencer Horn is under consideration ← He was at the last PMI Global – Tammy highly recommends him*

## Outreach

- Outreach efforts
- *PM of the Year is closing tomorrow (3/20) for the InfoTech Beta Awards – we only have 4 nominations to date*
  - *Judging to take*
- *Dan Cockerell (Former Disney leader) event – 4/1/2019*
  - *Use this Coupon Code for members only = PMIBUFFALO2019*
  - *Jeff is registered as well as 5 other preferred seating tickets*
    - *Jeff, Steve, Tammy & Tony confirmed – 2 more left*
- *Tamera working on Mentor/Mentee program*
- *Tammy setup a call with Synacor – they are looking for speaker in May*
  - *Topics for their associates at their site*
    - *Win Win. Organizational issues, Tech Ops, HR Finance, Defining Strategy, Team Building*
- *Tammy spoke at an Event at UB – STEM for Middle Schoolers*

## Trustee & President-elect



### 3. Close Meeting

- Next Board meeting – Apr 16 2019
- Adjourn meeting 726pm