BOARD MEETING Minutes
5:45pm – 8:30pm on May 21, 2019
TBD
Meeting number: 739 433 794
Webex Link
+1-855-282-6330 US TOLL FREE
Access code: 734 183 035
Reminder - record for Denisia

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

Late	Tammy Ashraf	P	Jeff Manhardt	PPW	Patrick Walsh
PPW	Ellen Hagerty	PW	Carrie Myers		
P	Erin Keding	PW	Tony Pappagallo		
P	Jackie Niro	P	Steve Tunmore		
A	Aditya Vaze – Member Services	P	Christa Jueckstock - Volunteers	A	Rebecca Calvetti Madan – Professional Outreach
A	Tamera Knight – Community Outreach	A	Melvin Roundtree – Corporate Outreach	P	Sue Czyrny – Certification Training
A	Sara Creenan – PDDs	P	Joyce Burke – Event Mgmt	A	Melissa Wallace – Breakfast Roundtables
A	Lydia Parent – Sponsorship	A	Ajay Bhala – App Support	A	Naveed Aslam – Business Services
A	Monica Summers – Marketing	P	Brian Harris - Website administration		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 – 4/16/19 *(minutes approved)*

2. **Agenda:**
   5:45-6:00 - Arrive & eat
   Meeting Start – 6:04 PM
   6:00-6:20 – Announcements (Jeff)
   - *Update Operations Calendar & Scorecard*
     - *Operations Calendar is a document that tells us everything we do, every month. Value of it – referring to each month to make sure you're on track. It is also a good tool to use for transitioning duties to a new person. Please complete your updates by the next board meeting in June. Tony Pappagallo is keeper of this document.*
     - *Scorecard is a set of metrics that allow us to set targets/goals and track whether we are reaching our targets. Internal document only. Metrics should line up with the chapter's strategic objectives. Please complete by next board meeting in June.*
   - *Election nominations update - Jim Coleman*
     - *Two people interested in the Trustee position. Carrie Myers & Ellen Hagarty*
     - *VP of Finance – Pat Walsh running for that position (Pat is currently a Trustee. He can't fulfill two (2) positions. His trustee position will become open after he steps into his new role in September). The incoming board in the Fall will be the one to appoint a new Trustee.*

- VP of Outreach – OPEN (succession people not ready to step in just yet.) Position will close after this weekend.
  - *If no nominations, then the position will be appointed. Question to our region mentors - can we accept someone who does not meet the requirements. Bylaws are unclear on this point.*
  - *Survey Monkey will be open for a couple weeks. Nominations will go out to our members via Survey Monkey.*
  - *New appointments will be announced at the June business meeting.*
  - *Onboarding of new board members will begin in July and run through December.*
- Books - Radical Candor & War of Art
  - *Discussed reason for assigning these to be read. Will not remind again.*
- [PMI R4 LI](#) Detroit MI May 3-5 - read out
  - *Shared feedback from event. Learned a lot, shared a lot as a mature chapter. Encouraged everyone to read the notes on the shared drive from each attendee.*
  - *Highlight – Video production can be made each if you have an intern. Jackie and Jeff to talk further about utilizing this for the chapter.*
  - *PMI's 50th Anniversary – we can spend up to $1500 for celebration purposes through the year and PMI will reimburse the chapter. Looking at September for possibly utilizing this option. Combine with September PDD. PMI GOC will provide SWAG, which will be delivered this summer (banners, tablecloths, key chains, etc.) Possibly a happy hour event after the PDD?*
  - *PMI NA LIM 2019 (October 3 – 5, 2019) – budgeted for all board members to attend. Would like everyone to attend. If you are unable, please send Jeff a note. If a BM wants to nominate a director to attend, please be prepared to bring those nominations to the June board meeting.l*
- [Global Celebration of Service](#) - Pledged 550 so far, goal for our chapter 5,000
  - *Jeff Manhardt has personally pledged 550 hours for the year.*
  - *Would like BM's to pledge hours as well.*
  - *Chapter pledge goal is 5K hours*
- *Buffalo has officially applied to host next year's Region 4 meeting. We will know by next board meeting? We have no competition, thus far. Since we are celebrating our 25th anniversary as a chapter, this is a good time to do this.*
- Meeting Focus - Directors efforts

Certification
- ■ PMP Prep Class - when is fall scheduled for?
  - ● *September 16th – November 18th (10 sessions)*
  - ● *Will start marketing in July*
- ■ CSM class update - How many attended?
  - ● *18 ppl attended*
  - ● *Payment is Net45, will be invoicing.*
  - ● *Lock in for Fall 2019 & 2020*
- ■ PMI-ACP - How many attended?
  - ● *27 ppl attended*
  - ● *Payments sent to PO Box*
  - ● *Lock in for Fall 2019 & 2020*
- ■ SAFe? others?
  - ● *Would like to know options*
  - ● *Financing?*
  - ● *Reach out to Carrie about certifications questions in survey and whether there is interest, include in survey. Survey is due to come out in June.*
  - ● *Steve asked to be included in on this.*

Membership

- ◼ Onboarding volunteers
  - ● *Volunteer list to be updated by end of the week*
  - ● Open volunteer positions – current?
    - ○ *Currently seven (7) open positions.*
    - ○ *Director of Marketing has been filled. Will be removed from website.*
- ◼ Recruitment
  - ● *Email blast for Guest Pass Program – good responses (40 or 50 this year)*
  - ● *Carrie would like to compare the list of new members with those that were given a Guest Pass to join.*
- ◼ Member Services
- ◼ Gift Card utilization?
  - ● *Use for supplies, possibly.*
  - ● *Will send a list out to BM's with what we have on hand, so we can find a way to best use them.*
- ◼ Combined Annual meeting & volunteer appreciation dinner – update
  - ● *Attendance of about 40 ppl.*
  - ● *Takes away a free event for our membership*
  - ● *Possibly hold annual meeting in January next year?*
  - ● *Hoping for additional board and director attendance next year.*
  - ● *Thank you gifts were distributed.*

- ◼ *Quarterly anniversary emails instead of monthly, recommended by Aditya*
- ◼ *Registration form issues?*
- ◼ *Recruiters wanted to post positions, resurrect? Lot a work for very little ROI. More inclined to offer sponsorships to recruiting agencies.*
- ◼ *Survey goes out the 3rd week of June. Will send out an email to the BM's with a specific date for questions or updates to questions to include in the survey.*
  - ● *Value out of membership seems to have dropped from previous years.*
- ◼ Retired Members – incentives to keep them involved & interested
  - ● Discounting events
  - ● Reduce chapter membership pricing (would need to go through PMI GOC)
  - ● Mentor/mentee program
  - ● Pay for membership for a retiree or retirees both global and chapter? Selection criteria? Feedback from BMs?
  - ● Add survey questions around this topic

Marketing
- ◼ Sponsorship
  - ● *Working on getting IIL to sponsor us again.*
- ◼ Social Media metrics
  - ● *Nothing to report*

Finance
- ◼ Status of replacement - Patrick
- ◼ Status of reconciliation with PMI HQ
  - ● Provide our finances to PMI Global for audit.

Technology & Business Services
- ◼ Technology Roadmap
  - ● *Nothing to report. Nothing done since meeting with Dave late last year.*
- ◼ Website Administration - Review of Star Chapter option
  - ● *Would like to pursue using the Star Chapter platform as an option instead of Proteon. Star Chapter is $1K cheaper/year than Proteon. Ease of Use.*

- - *If we make this change, would be targeted to convert in 2020.*
  - *Please review video and provide feedback. We need to have buy-in from BM's in order to move forward.*
  - Business Services (Naveed Aslam)
    - Record Audit Update
      - *Received from Carrie & Jeff*
      - *Please get your feedback done before the next board meeting in June.*
  - Application Support
    - Flickr - Purchased $50/annually
    - Adobe - Purchase pending for $9.99/monthly
  - Services available with @pmibuffalo.org login
    - Drive, Email, Calendar – *please utilize these services. This provides us with a central repository.*
    - Trello, Jira, Toggl, Slack *(can sign into each of these with your Google ID)*

Professional Development
  - 2019-2020 Dinner calendar
    - *Progressing well*
    - *Skip September because of Fall PDD*
    - *November – Professor Hayden? (teaches PM for UB, former Chapter President), provide feedback for a better result at the November dinner event.*
    - *January possibly be the member appreciation meeting?*
    - *Rosalie – Project Management & ???*
    - *Supply Management in April*
  - 2020 joint PDD with Rochester
    - *Batavia Downs possibility*
    - *Send out a survey to members about this possible joint venture*
  - Spring PDD P&L, Fall PDD plan
    - *Spring PDD Sold Out – 125 ppl / Profit of $17,300 from this event*
    - *Fall PDD scheduled for Tuesday, September 24, 2019 at the Millenium*
  - Breakfasts
    - *Last breakfast was last Thursday, May 16th, subject: retirement, went well.*

Outreach
  - Corporate Outreach - Young Professionals event
    - *463 registered to attend.*
    - *Talked to at least a dozen or so YP's*
  - Community Outreach
  - Professional Outreach - InfoTech WNY Disney speaker *(PMI Buffalo sponsored)* & BETA awards - PM of the year *(Winner: Nicole T)*, Business First Buffalo Blaze - 6/27
  - Project of the year
    - *We are going to do as a separate event from the Fall PDD*
    - *Venue & When TBD*
  - Education Outreach - UB class presentations

Trustees
  - Nothing to report

3. **Close Meeting**
   - Next Board meeting – Board only – June 2019 *(third Tuesday)*
   - Annual Planning - Board w/ Rochester Jul 2019 *(scheduled for July 26 – 28), Location: Seneca Niagara Casino*
   - Next Board + Director meeting – Aug 2019

- Adjourn meeting

- Meeting ended @ 8:01 PM