



BOARD MEETING AGENDA
6:00pm – 8:30pm on June 18, 2019

[Webex only](#)

1-855-282-6330

Access code: 739 533 888

1. Open Meeting

- Call the meeting to order
- Attendees:

P	Tammy Ashraf	A	Carrie Myers	A	Patrick Walsh
P	Erin Keding	P	Jackie Niro	P	Denisia Garden
P	Jeff Manhardt	P	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 – 5/21/19

2. Agenda:

Meeting Start – 6:02 PM (WebEx Only)

6:00-6:20 – Announcements (Jeff)

- Update [Operations Calendar](#) & [Scorecard](#)
 - Ellen Current
 - Steve Curent
 - Erin Current
 - Tony – Will be current by end of week
- Election nominations update - Nominations are out - please vote
 - Nominations are now open (VP Finance, Membership, Outreach, & Trustee)
 - Email went out Monday and its already on Social Media
- [Global Celebration of Service](#) - chapter goal 5,000 - did you pledge?
 - Party Kits received last Friday (500 tattoos, 1000 pins, banner stand, table throw, hanging banner, and party planning guide booklet). Start using these items starting in September.
 - Use at a networking event in late August or early September possibly? Steve coordinating w/ Erin & Joyce.
- Annual Planning - Jul 26-28 Seneca Niagara Casino
 - Attending (must book by June 26th to get the group rate)
 - Tammy Ashraf (tentative)
 - Jackie
 - Erin Keding
 - Ellen
 - Steve
 - Jeff
 - Tony (tentative)
- PMI 50th Anniversary NA LIM Oct 3-5 Philadelphia, PMO symposium Nov 3-6 Colorado
 - Register this week for LIM & hotel
 - Ellen
 - Jeff
 - Erin
 - Steve
 - Jackie
 - Tammy (presenting)
 - Tony (not attending)

- PMO Symposium 2019 / Being held in Colorado / Registration is open (EB by August 14th)
 - Steve
 - Ellen
- Region 4 2020 host application status
 - Steve Tunmore reached out to other venues for availability. Millenium not available & Harbor Marriott not enough space.*
- Meeting Focus - Status

Certification

- PMP Prep Class - Sep 16 - Nov 18, will be at Moog, get the info out by July
- CSM class update – Fall in progress
- PMI-ACP - Is fall scheduled?

Membership

- Membership update – *Christa is on ballot to take over VP of Membership*
- Succession planning – *will start next month if she is elected*
 - *Jeff is inviting Sue, Christa, and Monica to annual planning session in July.*
- Annual survey - When will it be distributed?
- Added after distribution - Ideas for folks in or entering retirement
 - Early registration discount & communications Ambassadors get
 - Opt-in list
 - Discounted rates for events
 - New reduced chapter membership pricing
 - Survey for ideas
 - Jeff's idea - Pay for one (or more) retirees membership for a year

Marketing

- Status of search for Director, Sponsorship, appointed VP, Marketing? (*Monica ???*)
- Sponsorship - *ILL, TEKsystems, The Lighting Company (made agreements)*
- Social media metrics (*Sal to work on Tableau visuals for Stats*)
 - *Board Members keep this info in back pocket so when we go to LIM you have this information at the ready.*
 - *Steve still trying to figure out how to get LinkedIn stats*
 - *Email to new members, don't have any new stats since last December.*

Finance

- Financial update
 - *Sent out the cash report to the Board Members.*
 - *We have a small surplus but will go away with upcoming expenses (PMO Symposium, etc)*
 - *Taxes filed on time*
 - *Plan vs Actual will be a quarterly exercise. Look for next report before the July board meeting.*
 - *Transition planning towards end of year (prepare)*

Technology & Business Services

- Website discussion
 - *Good feedback from board members*
 - *No timetable but recommending January 1 to transition*
 - *Discuss or finalize during annual planning in July*
 - *Looking in survey functionality*
- Record Audit
 - *New report by end of month as to status*
- Opportunities to leverage Denisia
- Survey Monkey Issues
 - *Added two-factor authentication that requires Jeff to approve access. Adding more security which seems that will force us to a more expensive package.*

- *Currently paying \$37/month, New pkg would increase to \$75/month or to use Google platform would be \$2700/year.*
- *Possible option – Google Forms? / its built into our current Google solution. / Ask Ajay to look into this option a little more in depth to see if we can stop using Survey Monkey.*
- *Rochester is moving away from Star Chapter to MG2 Media? Schedule a demo?*

Professional Development

- *Fall PDD - Sep 24*
 - *Spencer Horn contract update / contract is complete, will be keynote speaker & an afternoon session*
- *Family day at the zoo*
 - *One weekend day, probably Sunday in July or maybe August*
 - *In collaboration with ISM, APICS & ASQ*
- *Joint ISM/PMI meeting Tuesday, April 14, 2020 – **CONFIRMED**, Buffalo picks speaker, ISM picks the venue*
- *2019-2020 Dinner calendar*
- *2020 joint PDD with Rochester*
 - *Next planning session call is scheduled for July 11th, Batavia Downs a possibility for this event.*

Outreach

- *Outreach efforts*
 - *Region 4 Webinar – volunteer engagement for nexgen professionals, Buffalo is hosting, open to chapter leaders in Region 4, Nina leading to webinar.*
 - *Ask Sal (tableau) to parse out the membership data to get student membership data, retention rate, is there a way to track the student that then transitions to a standard membership*
 - *What is the state of NextGen recruitment & engagement, what are best practices of organizations in the local area as well as regionally.*
- *BN Partnership Diversity & Inclusion - 6/10 -Rebecca & Jeff attended*
- *Submitted abstract on NextGen for LIM 2019, discussion around this topic.*
- *Onboarding Rebecca, sending paperwork to Christa*
- *Business First [Buffalo Blaze](#) - 6/27 – WILL NOT PARTICIPATE, TOO LAST MINUTE.*
- *Mentor program in progress, volunteers needed - use next dinner meeting? No Update*
- *Project of the Year (involving Rebecca), separate event – shooting for October (22nd or 29th possibly)*
- *Diversity and Inclusion – begin to think about how we can incorporate this from a membership or outreach perspective.*
- *UB PMBA Professor Outreach – 70 students, 6-12 interested in certification – invite them to a networking event*
- *Succession planning – Sue C (nominated for VP Outreach for 2020)*

Trustee & President-elect

- *Steve/Jeff transition continues, next call scheduled for next Monday (6/24)*

3. Close Meeting

- *Next Board meeting – skipping July call in lieu of annual planning session scheduled for July 27 - 28. Next board meeting call scheduled for August 20th.*
- **Adjourn meeting – 7:36 PM**