



BOARD MEETING MINUTES
5:45pm – 8:30pm on Aug 20, 2019

Reminder - record for Denisia

1. Open Meeting

- Call the meeting to order
- Attendees

A	Tammy Ashraf	P	Jeff Manhardt	P	Patrick Walsh
A	Ellen Hagerty	P	Carrie Myers	P	Sue Czynny
PW	Erin Keding	P	Tony Pappagallo	P	Christa Jueckstock
P	Jackie Niro	A	Mary Harris		Denisia
P	Aditya Vaze – Member Services		Christa Jueckstock - Volunteers	p	Rebecca Calvetti Madan – Professional Outreach
P	Tamera Knight – Community Outreach	P	Melvin Roundtree – Corporate Outreach	P	Sue Czynny – Certification Training
A	Sara Creenan – PDDs	P	Joyce Burke – Event Mgmt	A	Melissa Wallace – Breakfast Roundtables
A	Lydia Parent – Sponsorship	P	Ajay Bhala – App Support	PW	Naveed Aslam – Business Services
P	Monica Summers – Marketing	A	Brian Harris - Website administration		Open - Finance
A	Kim Hy - Instructor Quality		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 6:10

6:00-6:20 – Announcements (Jeff)

- Update These Documents
 - Ops Calendar Working version → [Ops Calendar Working Copy in TBS Admin folder](#)
 - Scorecard Working version → [Scorecard Working Copy in TBS Admin folder](#)
 - Update all on the location of these documents
 - Scorecard – 2-3 hour updates on these documents ← sometime in Q4 to address this
- Update on Transitions for Christa, Sue & Pat
 - These should be starting now/August – use the transition checklist – will make one if necessary. Each month between now and January to learn your role. Signed transition should be completed by incoming and outgoing leaders.
- Update on appointment for VP, Marketing & President-elect
 - VP Marketing: Goes through end of 2020 – recommendation is for Mary Harris to cover this until Monica is ready to assume the role. All voted “yes” and this is approved.
 - Mary – VP Marketing & Monica is the Director of Marketing
 - President-elect: With Steve’s passing, we need to address this
 - Each Board Member has said no to this role. Jeff went to past board members & each one has said no.
 - Jeff can continue in the role until someone is able to take over
 - Bylaw Change – move certain things to the Operations Manual and remove them from the Bylaws to allow for more flexibility

- *Bylaw Changes were sent out by Jeff – goal for Board to complete the review & send their comments (approve as is or submit questions) by Tuesday 8/27.*
 - *Next Step will be to review the Operations Manual recommended changes*
- [Global Celebration of Service](#) - chapter goal 5,000 - did you pledge? [Party Kit](#) - When are we celebrating?
 - *Put your volunteer hours on the list so we can be a part of PMI's goal*
 - *Total number of hours pledged will be announced at the LIM in Philly in October.*
 - *Family Event to be planned for Second Tuesday in place of October Dinner Meeting will celebrate the 50 year PMI Anniversary*
 - *PMI will give \$1000 for this event.*
- Annual Planning - Jul 26-28 Seneca Niagara Casino - Erin, Ellen, Jeff, Jackie, Sue C & Christa attended
 - *Discussed the emergence of Agile practices in our area & this is leading individuals out of PMI*
 - *PMI has announced an acquisition of Disciplined Agile to address this area*
- *For September Dinner Event, we will honor Steve Tunmore by saying a few words about this service, inviting his son to attend and present him with a PMI Buffalo at the event.*
 - *Also name the Scholarship going forward as the Steve Tunmore Memorial PMI Scholarship – we can announce it at September meeting and it will be a part of the 2020 scholarship*
- *Infotech WNY Collaboration Offer*
 - *Jeff spoke with their CEO recently about how we can collaborate more going forward*
 - *Infotech WNY has admin staff & office space we could use*
 - *Jeff will pursue this to understand more of the logistics involved.*
- PMI 50th Anniversary NA LIM Oct 3-5 Philadelphia, Yes - Christa, Ellen, Jeff, Erin, Tammy, Pat please register Marriott Downtown
 - *Jackie and Tony are No; Carrie is a maybe – Tamera is interested in attending*
 - *Any others let Jeff know by Friday 8/23.*
- PMO symposium Nov 3-6 Colorado Yes - Ellen - go register
- Region 4 2020 host application status
 - *Joint Professional Development Day with Rochester will be done in Spring*
 - *We will host the Region 4 LIM in April 24-26 with 20+ other chapters*
 - *Seneca Niagara Casino will be our host ← in the past approximately 80-100 attendees*
 - *A Special Committee will be established under Jeff if he is not the president any longer or someone else if he is still the president*
- Meeting Focus - Directors efforts

Certification

- *PMP Prep Class - Sep 16 - Nov 18 @ Moog - get the info out by Jul ← 5 week class is being proposed for the Fall (2X/Week) in order to get done by December deadline for current exam*
- *CSM class update - Fall in progress ← on hold since we haven't received an invoice for May class from Jessie ← Jeff to call Jessie*
- *PMI-ACP - Fall in progress ← still in progress to set this up with GR8PM*

Membership

- *Status of chapter member survey ← everything is done, just needs to be sent out – Carrie to send to Mary*
- *Succession planning ← will be moving along*
- *Chapter Guest Pass program*
 - *Need a training on MailChimp ← Tech Team to provide (Ajay & Tony)*
 - *Include Monica, Tamera, Carrie, Aditya +others*
- *Status on new member emails – need to get this out ASAP manually, then it will be done via MailChimp*
- *Status update on 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

- *Combine the Annual Meeting with Volunteer Meeting in February 2020 – both free events*

Marketing

- Appointment of VP
- Sponsorship - IIL, TEKsystems, Lighting company, NU

Finance

- Financial update
- Succession planning

Technology & Business Services

- Microsoft for Non-Profits
 - *Get access to Office Tools including Sharepoint*
 - *Quick search shows it will be cheaper*
- Website discussion - Reviewing MG2 Media, demo
 - *Target is to make a decision by LIM in October*
 - *Links will be sent out; demos can be scheduled*
- Record Audit - more responses received
 - *Going slower than we expected – 40 audit items – we are about halfway through*
 - *Most outstanding items are with Finance. ← meet with Ellen to go through her materials.*
 - *Marketing info outstanding – Naveed to send to Mary & Monica to review.*
 - *Major items – SOPs are up to date. Each Team needs to update Naveed on this.*
- Opportunities to leverage Denisia - admin@pmibuffalo.org ← *she is leaving the group*
- SurveyMonkey - maybe use Google Forms as a replacement for SurveyMonkey
 - *We only have one login for this*
 - *Easiest to use is Google Forms*

Professional Development

- Fall PDD - Sep 24 Spencer Horn keynote - Announcement of memorial scholarship?
- Family day at the zoo
 - *One weekend day, probably Sunday - maybe August*
 - *In collaboration with ISM, APICS & ASQ*
- Joint ISM/PMI meeting Tuesday, April 14, 2020
- 2019-2020 Dinner calendar
- 2020 joint PDD with Rochester - July 11 - Batavia racetrack

Outreach

- Data for member recruitment & retention - Survey question? & Tableau visual
 - *Sal created this will review going forward*
- Mentor program in progress, volunteers needed - use next dinner meeting?
 - *Launching this – may be able to see this in MG2 tool (Tulsa is doing this)*
 - *Tamera could use some help with ← overall management of 2 programs (mentor and PM for Non-profit)*
- Chapter best practices abstract for NextGen recruitment for NA LIM
- Project of the year - Rebecca - separate event - 22nd or 29th Oct
 - *POY Event being planned for this*
- UB PMBA Professor outreach - 70 students, 6-12 interested in PMP certification - invite them to a networking event
- Succession planning - Sue C

Trustee & President-elect

- Announcement

3. Close Meeting *adjourn at 847pm*

- Next Board meeting – Board only – September 2019

- Next Board + Director meeting – November 2019
- Adjourn meeting