



BOARD MEETING MINUTES
6:00pm – 8:30pm on Oct 15, 2019

[Webex](#)

855-282-6330 US TOLL FREE

Access code: 732 803 306

1. Open Meeting

- Call the meeting to order
- Attendees:

A	Tammy Ashraf	A	Carrie Myers	A	Patrick Walsh
P	Erin Keding	A	Jackie Niro	A	Christa Juestock
P	Jeff Manhardt	P	Ellen Hagerty	P	Sue Czryny
p	Mary Harris	P	Tony Pappagallo	A	Monica Summers

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 – 9/17/19

2. Agenda:

5:45-6:00 - Arrive & eat Start 6:03pm

6:00-6:20 – Announcements (Jeff)

- Update [Operations Calendar](#) & [Scorecard](#)
 - *Some updates made ← who made updates?*
 - *Before end of the year, we are going to have a multi-hour session to focus on Ops Calendar & Scorecard so we have them both updated going into 2020*
- Update on Transitions for Christa, Sue & Pat
 - *Sue – VP of Outreach transition with Tammy. Has transition document and will take over on Jan 1, 2020*
 - *Pat/Ellen – have been meeting and will meet again in November on VP of Finance transition*
 - *Ellen becomes a Trustee & we have an opening for another Trustee that Pat is vacating*
 - *Make sure that Christa & Tony have all the changes needed for transitioning – business cards, badges and technology.*
- [Bylaw changes](#) – Vote
 - *Reviewed by law change recommendations*
 - *Erin – Yes, Mary – Yes, Ellen – Yes, Tony – Yes, Sue – Yes, Jeff – Yes*
 - *Next step is to take approved By Laws to PMI to review with Nina for her signoff. Then we go to meeting of members to vote which will complete the cycle by end of year.*
- InfoTechWNY collaboration offer
 - *Partnership recommendation – InfoTech WNY becomes Platinum sponsor (2 year sponsor) attending all of our events with their logo in all of our communication. We would have free attendance at their events as well as office space access*
- PMI 50th Anniversary NA LIM Oct 3-5 Philadelphia, Christa, Ellen, Jeff, Erin, Tammy, Melvin, Joyce, Monica, Pat
 - *At November dinner, there will be time to speak about Re-branding that PMI announced at the NA LIM.*
- PMO symposium Nov 3-6 Colorado Ellen
- Option for President
 - *One of the Board Members from Rochester is interested in position. We agreed to get a resume, complete an interview and do more reference checks.*
- Region 4 2020 host application status - contact signed, team formation next, Jeff M, Jeff R, Erin,

Joeleene, Sara, Lydia?, JoAnn? *We have been approved to host this event at the Seneca Niagara Casino*

- *Next Steps start really soon/meeting in November – need help from the Board to make this happen*
- *Team includes Jeff, Erin, Sara, Joeleene, Jeff Raugh, Lydia will help with Sponsorship*
- Meeting Focus - Status

Technology & Business Services

- Website decision - Transition to MG2 or stay with Proteon
 - *Jeff was not in favor originally – had discussions with Mike Liddy from PMI who spoke favorably about the Technical capabilities of MG2. PMI doing pilots of potentially hosting chapter's sites – 2-3 years away from this*
 - *Proteon recently sold to Dark Rhino*
 - *Erin – wants to see Demo, Sara & Tom W. as well.*
 - *Mary – better user interface would be better than Proteon*
 - *Vote – Tammy, Mary, Erin, Ellen, Tony, Sue, Jeff all voted Yes.*
- Microsoft for Non-Profits – Status ← *Need an Update; move to second half of 2020*
- Record Audit - more responses received ← *Naveed to send out updated list*
- SurveyMonkey - maybe use Google Forms as a replacement for SurveyMonkey
 - *Survey capability of MG2 needs to be considered*

Certification

- PMP Prep Class - Sep 16 - Nov 18 @ Moog - How many people? *Less than 10*
- CSM class - When? *Will not be doing one this quarter – Jesse not available*
- PMI-ACP - When? *November 22*

Membership

- Succession planning
- Chapter Guest Pass program
- Share PMI NA LIM things learned
- Status on new member emails
- 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*

Marketing

- New PMI Branding - When will we get our newly branded, PMI provided logo?
 - *Logos should be sent to us shortly*
 - *Move to new branding by end of Q1 2020*
- Weekly newsletter - running again
- Facebook & Twitter posts - running again
- Share PMI NA LIM things learned

Finance

- Financial update – *cash report was circulated → Budget planning for 2020 should be underway using the 2019 budget and current actuals as a guide*
- *Operational Plan for 2020 needs to be done ← send out last year's plans*
- Succession planning
- Share PMI NA LIM things learned

Professional Development

- Fall PDD - Sep 24 - Net revenue? *\$20K costs and \$28K revenues*
- Joint ISM/PMI meeting Tuesday, April 14, 2020
- 2019-2020 Dinner calendar
- 2020 joint event with Rochester - July 11? - Batavia racetrack

Outreach

- Data for member recruitment & retention - Survey question? & Tableau visual
- Mentor program in progress, volunteers needed - use next dinner meeting?
- Project of the year - Oct 30th
- UB PMBA Professor outreach - 70 students, 6-12 interested in PMP certification - invite them to a networking event
- Succession planning - Sue C
- Share PMI NA LIM things learned

Trustee

- Share PMI NA LIM things learned

3. Close Meeting

- Next Board meeting – November 19th ← *Board and Directors*
- Adjourn meeting 7:49pm