



**1. Open Meeting**

- Call the meeting to order
- Attendees:

P	Tammy Ashraf	P	Carrie Myers	PA	Teresa Lawrence
P	Erin Keding	P	Mary Harris	P	Tony Pappagallo
P	Jeff Manhardt	P	Ellen Hagerty		
P	Steve Tunmore	PA	Patrick Walsh		

P = present A = absent PP = planning to be present PPW = planning to be present webex PA = planning to be absent NR = no response

- Approved of Prior Meeting’s Minutes – 9/18/18 – *approved.*
  - i. *Ajay to type them up*

**2. Agenda:**

5:45-6:00 - Gather and get settled

6:00-6:45 - President reminders (Jeff)

- *NA LIM 4-6 Oct 2018 LA - [List](#) - Trip notes please*
  - *Get notes to Jeff this week – 9 people attended*
  - *Table Notes, brainstorming notes & R4 Contact List are available – see links below*
  - [LIM R4 Table notes](#)
  - [Brainstorming ideas](#)
  - [R4 Contact List](#)
- *2020 R4 - Yes/no to hosting?*
  - *2019 R4 is in Detroit. Global LIM will be in Philly.*
  - *2020 R4?? 25<sup>th</sup> anniversary of PMI Buffalo. PDD+ like commitment, VP Professional Development typically takes on responsibility for this*
    - *NE Ohio chapter is interested in hosting it – we both will be considered to host*
    - *Jeff – Yes, Carrie - Yes, Tammy – Yes, Erin – Yes, Steve – Yes, Mary – Yes, Ellen – Yes, Tony – Yes*
    - *Jeff will take on the PM role for this if we are selected.*
- *Make sure these are updated*
  - *Update [Operations Calendar](#)*
  - [Scorecard](#)
- *Oct 18 - Project Management presentation for HR Payroll Association - Who is attending?*
  - *Teresa is attending this local event*
- *Teresa will be leaving the Board at the end of 2018*
  - *Was selected to be on the REP Advisory committee for PMI Global*
  - *We have an open position role for another year of her term*
- *Next Hackathon idea - Records audit? Technology seminar? Website skin changes?*
  - *Great feedback from those who participated & from Proteon*
  - *Other ideas – budget*
  - *Reskinning done separately by Tech Team Other Ideas*
  - *November and/or January ← TBD ?*

- *Next Generation of leaders – each of us to think about next group of leaders (talk with these folks about the next level of opportunities – when ready, send them to Jeff)*
  - *Rosey, Joyce, Karen, Tamera, Kim, Sue C, others?*
- *PMO Symposium - Nov 11-14 in Washington, DC - 3 people (Teresa, Steve, & Ellen) at a cost of \$7500 +expenses – will have each of them speak at an event – dinners, PDD or breakfast*
  - *Teresa, Steve & Ellen will reach out to Joyce about scheduling an event to speak at after this event*

#### 6:45-8:30 - **Operations Planning** (VPs, Past President, Trustees)

- *Grow their Career – no one raised their hand. Next Dinner Event to cover this*
- *Build our Ops Plans*
- *Focus on more of our strengths*
- *2019 – will include our bi-annual training (with other regions)*
- *More input/interactions/presentations from Directors in the future*
- *Scholarship – look back at those we have awarded scholarships to and see how they're doing*
  - *Get some feedback or input from them*
- *Core Services Catalog – Takes a great deal of time and effort (almost requires Full Time work) → Rochester is using a part-time admin to do some of that stuff*
  - *Dinner Meetings, communication to members, PDD is now a requirement, taken things we've done as optional and added them to required – setting the bar higher and higher every year for an organization that is run by volunteers*
  - *May leverage the same person Rochester uses for this if required*
- *November is Board & Directors meeting – who will assist Jeff with organizing a Location for this meeting?*

#### Membership

- *Team meeting coming up to review Operating Plan*
- *Director of Volunteer position being reviewed to see if there is a way to help with the volume of work involved*
  - *Any recommendations to replace Cheryl?*
- *Membership down by 9 since last month? Higher drop than usual.*
  - *Membership campaign? Carrie to discuss with the team.*
- *Mailchimp utilization for Phil's mailings – in the works with Steve.*
- *Volunteer positions – use the tool (VRMS) to get these entered*
- *Leverage Metrics from Tableau – need to get info on access ← get login info to Board members prior to next board meeting.*

#### Finance

- *Director of Finance – tough to fill. Audit is outstanding.*
- *Updates to the Ops Plan to come*
- *Updated Financials for website – is in the works ← Ellen will notify when complete*

#### Technology & Business Services

- *Records Management to be addressed*
- *Working on SOP for Event Booking – target to complete by end of October*
  - *Make documentation available to our attendees*
  - *QR Codes – next steps ?*
- *Have more people know how to make changes – need to be addressed, documented, communicated*
- *Application Support – maintained the status quo – need to go to next level*
  - *Survey tool, Webex tool ← from PMI (this is an option)*
- *Roadmap for technology – what's next? Thought Leadership*

## Professional Development

- *Do more of, do less of?*
- *Reach out to Rochester & other chapters – potentially do an event in Batavia*
- *Sara wrapped up successful PDD from September. Spring 2019 speaker is all set.*
  - *Quality Speakers are getting more expensive, will need to increase fees going forward.*
  - *Are the members continuing to perceive value from the events?*
- *PDD costs for other chapters?*

## Certification

- *CSM Training Cost is too high; contract structure needs to be revised/better terms*

## Outreach

- *Built relationships with local organizations this year*
- *Strengthen University partnerships more in the coming year*
- *Lessons learned documented to help for next year*
- *Enhancing outreach in corporate/professional space – lost Director, need to backfill this important role*
- *Haven't done much with Military outreach – not sure about the prioritization of this based on the appetite for this/demand for this*
- *PM4NP – funding sources being pursued*
- *Prioritize the Corporate Outreach in the coming year (Project of the Year went very well)*
- *Jeff – connect with Community outreach groups we have worked with*
- *Project of the Year winners – calling them back and engaging with them*
- *Future Cities will be done in 2019*

## Marketing

- *Content on You Tube page*
- *Would like to continue everything we're doing*
- *Staffing? Add creative to the team. Carlos spent 3-5 hours/week and would be willing to train someone (before January)*
- *Leverage the data? Utilize the insights to take some actions or stop doing things without value*

## Trustee - Pat Walsh, Mary

- *Potential to help in other areas where the need is the biggest*

## 1. Close Meeting

- *Next Board meeting – Board & Directors – Nov 20 - Operational/Budget Planning*
- *Adjourn meeting 813pm*