



Board of Directors Meeting

Date: Jan. 4, 2016

Time: 5:30 p.m.

Location: Synergos office and Skype

Board Members:

P	Terri Kimball (President)	P	Jerry Gomes (Director at Large)		Staff:
P	Chris Doyle (President-Elect)	P	Joe Perzel (Director at Large)	P	Pam Siebert, Synergos
P	Suzanne Schanno (President)	P	Julian Johnson (Director at Large)		
P	Michelle Maas (Director of Finance)	P	Rich Walker (Director at Large)		
A	Judy Juhl (Director of Governance/Board Secretary)				

Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
<i>Call to Order</i>	Terri called the meeting to order at 5:33 p.m.	Quorum established		
<i>Adoption of Agenda</i>	Suzanne asked to add Dinner Meeting attendance to the agenda. Joe moved to adopt the agenda, Suzanne seconded. Motion passed.	Agenda was adopted.		
<i>Approval of Minutes</i>	Julian moved to approve Dec. 7 and Dec. 12 minutes. Joe seconded. Motion passed.	Minutes were approved.		
<i>Review Action Items</i>	Determined that action items from 2015 were completed.			
<i>Strategic Initiative Champion Update</i>	<p>Terri walked through the 2016 strategies, and the original ideas from the strategic planning session. The goal is for the Board to set strategy, tactics happen at the Ops team. For Strategic Initiatives, the goal is to turn it over by the end of the year. The names listed are the sponsors of the initiative. You ensure that it happens; you may recruit volunteers to execute on it.</p> <p>Action Item: By next month, please come up with metrics for your initiative, and prioritize what you would like to do this year, and we will review at next month's meeting.</p> <ul style="list-style-type: none"> • Volunteer Engagement/Succession Planning – Suzanne/Judy • Communication/Visibility – Julian/Rich/Jerry • Member Experience/Enhanced Services – Chris/Michelle/Joe 	Action Item	2/1/16	Board Members: See your initiative

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	<ul style="list-style-type: none"> ○ (Julian confirmed that ProfDev is targeting another Agile certification class for this year.) 			
<p>Board Operations</p>	<p><u>Board Training – Terri</u></p> <ul style="list-style-type: none"> • Joe suggested Dennis Cheesborough for strategic planning and will send the info to Terri. (This is a Saturday activity in March.) Julian will look up someone from 2 years ago. Jerry suggested that we also have them train the Board to do it on their own. • Tentative date March 21. One suggestion for Yum! in Mpls. In Excelsior – they have a back room. (Action Item: Pam will check availability.) • For the fall meetings, note that Oct. 23-Nov. 5th, Joe is unavailable. <p><u>April 21-23 Region 2 Conference in Chicago – Terri</u></p> <ul style="list-style-type: none"> • Terri and Chris will go. Rich & Joe are available & willing. Michelle will go in the fall. • Note: Terri will be gone for the May Board meeting, but could join by Skype. <p><u>MOHE update -Terri</u></p> <ul style="list-style-type: none"> • Terri reviewed the situation with MOHE and its impact on PDD/Marketing strategy. Need to look at not marketing to the general public, but our members. The Chapter had a law student research it and then consulted with an attorney. All who have reviewed it have concurred that we don't meet all the criteria for any specific exemption. Michael has been working on it; will move over to Judy's ownership. MOHE has said they will offer an exemption while we are going through this process. The big question is still PDD. • PMI Global is now going to have their legal dept. review it. • Chris sent a document out on 12/7; there are different categories that have lesser fees. • Judy will be taking over to come to an understanding with the state. • Main point- communications should be targeted to Project Management professionals and those in the industry. Note: would it help to add to the registration form "what is your interest in this class" so that it can document that they are in the project management industry as well as for marketing purposes. • Idea: Ask Oded Galili, who works for the state. <p><u>Student Engagement Ideas –Terri/Chris</u></p> <ul style="list-style-type: none"> • Align with Strategic initiative <ul style="list-style-type: none"> – Internship: Met with ?? They are interested, as well as certification. St. Thomas, Augsburg, U of M, Normandale. Other thoughts were: 	<p>Action Item</p>	<p>ASAP</p>	<p>Pam</p>

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	<p>April student free event for Career Fair dinner meeting? Future student Saturday PDD at U of M location?</p> <ul style="list-style-type: none"> - Is this an area the Board wants to pursue? Terri asked each strategic initiative to think about how you would include students, knowing that student events would be no charge. Chris noted that Brandon in Duluth has worked with students to organize activities. - Julian has spoken with United Health Group about their internship program; suggests it would be good if all Board members did that and tracked the info to provide to students, e.g. resource list by company. - Julian suggested thinking about what's attractive for students- e.g. Career Fair, Paintathon, maybe their own PrC. LaCrosse chapter has a great student participation. Terri asked if we can pull off a session at the April Career Fair. Chris suggests also bringing Mohamed into the internship discussion. Suggested committee: Mohamed, Chris, Denise, Barb, Brandon Olson. The goal will focus on how to launch for the April event, and then develop a whole program for 2017. <p><u>Policy and Procedure Manual</u> – Judy</p> <ul style="list-style-type: none"> - Michelle reported that she and Judy have talked about doing a deep dive section by section each month to get through it all. - Joe needs a copy of the manual to review. <p><u>Special Events</u> – Suzanne/Terri</p> <ul style="list-style-type: none"> - Volunteer Gala: Jan. 29. Almost all RSVP's have been received; they are due Jan. 9. - Bullying Session Feb 27: ProfDev (Ken Schacher) is working on the half-day invitation-only event on bullying in projects. Targeted invitations to senior members, past presidents, PMO people, managers; will take other ideas. Board members will also be invited. Action Item: Terri will follow up with Sponsors/Partners team; could reach out to Partners. Max. attendance is 100. <p><u>Board Dinner and Breakfast signup</u></p> <ul style="list-style-type: none"> - Suzanne passed around 2016 Dinner and Breakfast signup sheets. <p><u>Certifications</u></p> <ul style="list-style-type: none"> - Michael is talking about Sandy Tschannen re the PBA prep course at PDD, and is wondering if there's any conflict. Julian will communicate back to Michael to proceed. 	Action Item	ASAP	Terri
<i>President Elect/COO Report</i>	<ul style="list-style-type: none"> - <u>Operations Committee</u> <ul style="list-style-type: none"> o Open Positions: Brandon Olson and Mark Molesworth have been 			

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	<p>confirmed as Co-Chairs of Outreach.</p> <ul style="list-style-type: none"> ○ Website launch/review <ul style="list-style-type: none"> ▪ Proofing that the webforms that are correct. Terri asked stakeholders to review the webforms. Action Item: Pam's login didn't work, so she will follow up and get that resolved to review the forms. ○ Talent triangle on all events has been added. ○ Social media strategy <p>- <u>Synergos Updates</u></p> <ul style="list-style-type: none"> ○ Business cards for Board arrived and were distributed, as well as shirts for those who didn't have them. Namebadges have not yet come. ○ Pam out on PTO Jan. 8 and 11-12; please send urgent issues to Dana (dbogema@synergosamc.com) or administrator (administrator@pmi-mn.org). ○ If called for federal grand jury duty, she will let you know the backup plan. 	Action Item	ASAP	Pam
Board Planning	<ul style="list-style-type: none"> - Next Meeting Date: Feb. 1, 2016 - Joe moved, Michelle seconded. Meeting adjourned at 7:32 p.m. 			

Submitted by: Pam Siebert, Synergos AMC

Date: 1/7/16