



Board of Directors Meeting

Date: Feb. 1, 2016

Time: 5:30 p.m.

Location: Synergos office and Skype

Board Members:

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| 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) | | |
| P | Judy Juhl (Director of Governance/Board Secretary) | | | | |

| Agenda | Discussion | Tasks/Conclusion | Due Date | Responsibility |
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| <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 the Strategic Initiatives budget and another item to add about giftcards to the agenda. | Agenda was adopted. | | |
| <i>Approval of Minutes</i> | Suzanne moved to approve January minutes. Chris seconded. Motion passed. There was also a change to the December 7 minutes that occurred after the January meeting; these have been made and posted to Sharepoint. | Minutes were approved. | | |
| <i>Review Action Items</i> | See list of action items from the January meeting at the end of the document. | | | |
| <i>Strategic Initiative Champion Update</i> | <ul style="list-style-type: none"> • Volunteer Engagement/Succession Planning – Suzanne/Judy <ul style="list-style-type: none"> ○ See deck that Suzanne sent out. Changed 107 to 125. Increased number of role descriptions—need to assess how many there currently are. Goal to have a max of 5 open positions at a given time. ○ Chris has asked each Committee in the template for the monthly report to include committee members. Chris will build an org chart once he has that for the Feb. meeting, and will keep revising it. Will let Judy know when there are changes. ○ Suzanne and Judy will meet and come up with an onboarding kit. • Other Volunteer items: <ul style="list-style-type: none"> ○ Suzanne bought enough giftcards for VOM and Team Quarter of the Month. Action Item: Pam will follow up on finding out where they | Action Item | 3/7/16 | Pam |

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| | <p>were initially charged and what the dollar amounts are on the Kwik-Trip cards. Julian has an idea about using some for communications incentives.</p> <ul style="list-style-type: none"> ○ Suzanne asked Pam to watch for MIA billing- is going to dispute some items. Did not provide alcohol due to liability issue. Good feedback from attendees- issues were invisible to attendees, fortunately. ● Communication/Visibility – Julian/Rich/Jerry <ul style="list-style-type: none"> ○ See revised deck that Julian sent out. The purpose is still ok for prospects, members, and volunteers; as long as we are targeting to the project management industry, we are still in line with MOHE regulations. ○ Sponsors Julian, Rich, and Jerry have further divided out their responsibilities. ○ Chris asked how this interfaces with what Michael is doing. They will basically run business as usual for 2016. If a plan that comes out that would impact PDD, would bring Michael in. (PDD plan will run separately. 2016 will just be groundwork- keep talking so it can be integrated later.) ○ Action Item: Please respond back to Julian via email with any comments. See next steps and recommendations—includes really assessing what needs to happen and who needs to do what going forward. There was Board concurrence that the sponsors are on the right track- building the organization first. ○ Julian has a company sending him 2 proposals by the end of the week for developing marketing strategy, and assessing the organization. ○ In addition, note that Jerry is doing followups with Normandale from last year. ● Member Experience/Enhanced Services – Chris/Michelle/Joe <ul style="list-style-type: none"> ○ See revised deck that was sent out. Have split up into 3 areas. ○ Suzanne met with someone at Target- will get the contact to Michelle. Even though the discussion was about a PMP certification class and this discussion is different (networking lunch in downtown Minneapolis), should still connect with the contact. When they get the bandwidth to move on, could then consider St. Paul. ○ Chris suggested that WK increased survey responses by offering a drawing as an incentive. | Action Item | 3/7/16 | All Board Members |

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| | <ul style="list-style-type: none"> ○ Julian is concerned about bandwidth issue in the ProfDev team and recommends a task force be formed to assist them when you want a new initiative to start. ○ Suzanne suggested changing “Increase revenue with additional offerings” to “Increase participation.” ○ Partner codes change every year. Michelle noted ideas that were brought up to help ensure partners are notifying their employees of their codes, including: asking TicketWorks to automatically notify members of their partner codes, making sure partners are communicating with their employees, employee clubs. | | | |
| Board Operations | <p><u>R2 President’s Monthly Update- Terri</u></p> <ul style="list-style-type: none"> • 2017 R2 Conference is in Omaha • San Diego- Jerry going- Terri will check who else. • R2 fund dangerously low. Last year reduced amount that is paid in and requests under 2k automatically granted. Need to decide what to do for next year. Chicago no longer wants to manage the fund. • In the midst of charter renewal. Chapter awards- way they offer them has changed. If you get them done by the 31st and other requirements, you get an award based on that. <p><u>Board Training – Terri</u></p> <ul style="list-style-type: none"> • Mar. 19 date set, looks like location will be SpringHill Suites again. (See action item list.) <p><u>April 21-23 Region 2 Conference in Chicago – Terri</u></p> <ul style="list-style-type: none"> • Agenda available for conference. Terri emailed out 2016 agenda for April in Chicago. Terri will re-send in case you didn’t get it. • Registration opens in February <p><u>Other Items: -Terri</u></p> <ul style="list-style-type: none"> • Annual Business Meeting: 3/21. Was announced at the Dinner meeting and on the crawl. It is also on the website. • Charter Renewal in progress (due 3/31) • Leadership Institute Master Class applications due 2/29. Need to do on-site classes, tests, assignments. If anyone is interested, go ahead and apply. <p><u>Student Engagement Ideas –Group discussion</u></p> <ul style="list-style-type: none"> • Align with Strategic initiative. Julian went to Optum and United Health Group has tried to get some internship information. Found out they have a program where at every school in MN, if students go to their dept. liaison, they can get info about Optum program. From the internship | | | |

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| | <p>standpoint, has talked to the head person is connecting them with Carlson. Why don't we identify them and bring them in.</p> <ul style="list-style-type: none"> RE Internships, they need to be a member. PMI Global student membership is \$30, MN is \$17. We would probably pay it for them. Issue of independent contractor vs. casual labor. If Julian has someone willing to be an intern, he will connect him to Chris. Brandon Olson at St. Scholastica has said that he could get students and make it part of their education program and monitor them. Maybe start with Brandon and find out what's involved. Look at the roles and find what the intern would fit best into. Chris will be the lead on it. April student free event for Career Fair dinner meeting: Mohamed is working on ideas for Career Fair <p><u>Policy and Procedure Manuals – Judy</u></p> <ul style="list-style-type: none"> Action Item: Judy will do a charter first, and assign months for a deep dive into various areas. Will first separate and then add to it. <p><u>Finance Report – Michelle</u></p> <ul style="list-style-type: none"> Action Item: Pam will put the budget on Sharepoint. There is one more item that needs to be put into 2015 and then financials will be re-run—probably next week; Pam will check and let Michelle know. <p><u>Special Events – Terri</u> <u>Bullying Session Feb 27</u></p> <ul style="list-style-type: none"> Get any additional invites to Terri. 4 PDU's for this. Action Item: Terri will tie it up with ProfDev team to see whether we are reporting or they are reporting. Terri is also going to check on whether they can record it. (Speaker has agreed to it.) | <p>Action Item</p> <p>Action Item</p> <p>Action Item</p> <p>Action Item</p> | <p>3/7/16</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> | <p>Judy</p> <p>Pam</p> <p>Pam</p> <p>Terri</p> |
| <p>President Elect/COO Report</p> | <ul style="list-style-type: none"> <u>Operations Committee –Chris (Julian, Jerry, Rich)</u> <ul style="list-style-type: none"> There are still open positions. Talent triangle on all events was discussed. There was not a checkbox on Outreach stuff-- Hakki has cleaned that up. Marketing initiatives: Social media strategy, logo items. HealthCare PrC topics-request from Eric Sit to fill 3 more. (Eric Site was noted as a potential candidate for the open speaker bureau position.) Action Item: Jerry will check the 4imprints website or go to Veronika for logo items for the Dinners. Action Item: Chris will take a to-do to pass on to the Programs team to review signage for the Dinners and Breakfasts. Paul | <p>Action Item</p> | <p>ASAP</p> | <p>Pam</p> |

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| | <p>Sundquist can work on the look. Judy suggests looking at the Volunteer Fair and Career Fair signs as well. Pam noted that Dana can have them produced once they know what they want.</p> <ul style="list-style-type: none"> ○ Option for red meat at dinner – Jerry working on it. ○ Chris reported there was good attendance at the Ops meeting. Brian couldn't attend but he sent a good report. Still have vacancies in MarComm, ProfDev, and Programs. (Shared Speaker Services- not sure of status.) <p>- <u>Synergos Updates</u></p> <ul style="list-style-type: none"> ○ Pam shared that Synergos' lease in the Griggs Midway building is coming to an end, and a new office is being sought in the general vicinity. She will provide more updates as available. ○ Will be meeting with Michelle on Wed. re GL codes & electronic banking- stay tuned. | | | |
| Board Planning | <ul style="list-style-type: none"> - Next Meeting Date: Mar. 7, 2016 - Joe moved, Julian seconded. Meeting adjourned at 8:02 p.m. | | | |

Submitted by: Pam Siebert, Synergos AMC

Date: 2/8/16

| February Meeting Action Items | Responsible | Status/Comments | Completion Date |
|--|---------------|--|-----------------|
| Action item: Sponsorship opportunities for Bullying special event | Terri | Completed. Terri and Joe spoke with the Sponsors group about having sponsors buy a table of 6. Really low key. Appealed to everyone. | 2/1/16 |
| Action item: Look for a location and speaker for March board strategic planning and training session | Terri/Pam/Joe | In process. Terri and Joe will connect on the speaker. There was agreement that SpringHill Suites worked on last time—Pam will follow up to get a contract. (Note- Rich probably won't be able to make it.) | |
| Action item: Identify metrics and prioritize strategic initiative activities for 2016 | All | Completed. These were reviewed during the meeting (at least initially- subject to revisions). | 2/1/16 |
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