



Board of Directors Meeting

Date: Mar. 7, 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) | | |
| P | 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 5:40 p.m. | Quorum established | | |
| <i>Adoption of Agenda</i> | Change to pg 3- Signage action item is in the works, Jerry is owner. Add discussion of storage options under Ops section. Updating sentence related to membership increase goal to 3%. | Agenda was adopted. | | |
| <i>Approval of Minutes</i> | Change ownership of signage item to Jerry on page 4. Chris moved to approve the revised February minutes. Suzanne seconded. Motion passed. | Minutes were approved. | | |
| <i>Review Action Items</i> | See list of action items from the February 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"> ○ Suzanne reported that Erin Richardson is going to be the manager of recognition events. She is also looking into a picnic or summer event. She is also going to help out on the retention piece. ○ Onboarding kit in development will include: volunteer agreement, Sharepoint access procedures, four videos, email to volunteers, standard email, checklist for Vol. Services group to follow up when someone new comes on, checklist for Chair to follow up. Project plan goes through end of May accumulating all the things that go into a kit. Thinking of a monthly webex so that as people come in on a rolling basis they can get trained. Instructions on how to report hours. ○ Julian suggested a flyer like what Paul Sundquist developed. May | | | |

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| | <p>include a list of committees and what they do. Roles in the committee. Sponsor/Partners has a sample document as well.</p> <ul style="list-style-type: none"> • Communication/Visibility- Julian/Rich/Jerry <ul style="list-style-type: none"> ○ Jerry reached out to Normandale and has been connected with Student Services. ○ Rich added another sheet to the Dinner/Breakfast signup and sent to Board and Ops. Note: Outreach will change as new events are added. Mar. 17 is changing due to change in speaker availability. Chris has asked Outreach Chairs to add Board@pmi-mn.org to the notification list. St. Cloud events are planned out for the year. (However, one location had to be moved to a larger venue.) ○ Chris is working on three parts- get MarComm to think in terms of their own strategy for the year. Second, following up on a Chair candidate. Third, continue Julian's initiative to find a marketing source. (Will come after confirmation of the Chair so that he/she can be involved.) • Member Experience/Enhanced Services – Chris/Michelle/Joe <ul style="list-style-type: none"> ○ Mohamed had a conversation with Ron McDonald, so there is more info on where we need to improve. Did well with getting new members, but member retention lower than they would like to see. Clear area is value (about 10%). Other area was retirement. Chris thinks we can up that membership as well by creating more social events. There are a couple folks in the Outreach area that have retired that Chris has engaged through volunteerism. Matt Nelson (student) is now involved with Membership, and he is digging into the data. Suggest more advertising of retiree membership rate and roles (for example, speaking to student groups). ○ Chris shared Michelle's idea about a social night about PDD as a way to engage people who are not attending PDD and also another way to interact with speakers. Working with Michael. ○ Chris would like Outreach sites to do at least one social event per year as well. | | | |
| Board Operations | <p><u>Julian Resignation effective 3/11/16</u></p> <ul style="list-style-type: none"> • The Board thanked Julian for his dedicated service. • According to the bylaws, the Board may appoint an interim director until next election. Action Item: All Board members were asked to think about it and bring ideas to the next meeting. Suzanne will also ask the Advisory Council. • Transition folder is on Sharepoint. | Action Item | 4/4/16 | All Board Members |

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| | <p><u>R2 President's Monthly Update- Terri</u></p> <ul style="list-style-type: none"> Ken Riches will be available to attend board training session Presidents meeting- 3rd Mondays, 6-7 p.m. conflicts with PMI-MN dinner meetings. Terri has informed them she will not be able to regularly attend. <p><u>Board Training – Terri</u></p> <ul style="list-style-type: none"> Set for Mar. 19. Terri proposed Susan Heidorn as facilitator. Review proposed topics: taking strategic planning to fruition. Insights profile is \$100 per person and facilitator fee for the day is \$1000. Suggested agenda from Susan- insights profile review and communication, action planning session aligned with the strategies, identified success measures, how to delegate, working on accountability measures. Terri moved that \$1800 be added to the budget for the event. Judy seconded. Motion passed. <p><u>April 22-23 Region 2 Conference in Chicago – Terri</u></p> <ul style="list-style-type: none"> Confirm Terri, Chris, Rich, Joe. Suggest adding Chairs as a succession-planning measure. Terri will approach Denise and/or Barb. Rich will be driving, and will get reimbursed. Joe motioned, Chris seconded to make an exception for Rich to have permission to drive and get reimbursed. Please register asap. Re Chris' trip to Barcelona meeting, PMI-MN will cover Thursday night, Friday night, through 7-ish on Sunday and would need an additional night. <p><u>IT Proposal from Hakki- Terri</u></p> <ul style="list-style-type: none"> See proposal submitted. Geraldine is prepared to take over the volunteer position, however Hakki is proposing a set of services he could provide as a vendor. The issue was discussed, and it was determined that Chris will write up and send out an RFP, to compare multiple bids (Action Item). Joe will send other potential vendors to Chris. If Dell is not a vendor, Rich can be part of the process. Action Item: Terri will go back to Hakki and let him know that this is the process that will be followed. Will attempt to have some to review at the next Board meeting (April 4). <p><u>Other Items: -Terri</u></p> <ul style="list-style-type: none"> Annual Business Meeting: 3/21: Annual report for review. Action Item: Terri will send out by Wed. for review. Charter Renewal in progress (due 3/31) Challenge by global to increase membership in 2016 by 3% | <p>Motion passed.</p> <p>Motion passed.</p> <p>Action Item</p> <p>Action Item</p> <p>Action Item</p> | <p>3/11/16 RFP out; goal of 4/4/16 proposals to review</p> <p>3/9/16</p> | <p>Chris</p> <p>Terri</p> |

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| | <ul style="list-style-type: none"> • There was a request to add Judy Juhl to fall LIM (Terri, Chris, Jerry, Michelle already going); however, Judy is not able to go on the dates. • Agenda item was around increasing the credit card limit from \$35k to \$50k for 5 cards. Suzanne’s card will be closed when balance is cleared (Volunteer Gala items). There was a discussion and vote that there should not be a change in policy for the PDD Chair to have a credit card. (Current policy is President, President-Elect, and Director of Finance. Past President may need to be extended to the first quarter to allow Gala expenses to be paid off.) Will leave the balance as-is at \$35k. • 2015 tax returns. Redpath was told to contact Terri at the president email account, but she has not seen anything. Action Item: Pam will ask Kathleen to reach out to Redpath and have the authorization letter sent to Terri. <p><u>Special Events – Terri</u></p> <ul style="list-style-type: none"> • Bullying Session recap <ul style="list-style-type: none"> ○ Post-event need to send out email re code on the wall. | Action Item | ASAP | Pam |
| <i>President Elect/COO Report</i> | <ul style="list-style-type: none"> - <u>Operations Committee –Chris (Julian, Jerry, Rich)</u> <ul style="list-style-type: none"> ○ Operations Committee –Chris ○ Open Chair Positions: Michelle proposed Geraldine as Chair IT. Potential co-chair situation was approved for ProfDev. MarComm candidate being interviewed this week. Programs don’t have yet; there is one candidate but waiting on a job situation. Michelle is making a motion to approve Geraldine as new Chair of IT. Suzanne seconded. Motion passed. ○ Volunteer Fair report: Went well, good traffic. Alisha collected some metrics from this year. ○ Career Fair- April: Moving ahead. Do we have events for students? Chris will look into it and follow up. ○ Harold Kerzner event partnership: St. Cloud- has been forwarded to PDD as well. They are looking for a cost-share. (Goes back to the same policy as above.) ○ St. Mary’s partnership: Chris is not aware of this issue. He will expect some kind of initiation around partnering and will then follow up. ○ Actions to increase membership in 2016- already discussed. ○ Storage discussion: Paintathon supplies are a large part of the overage. Action Item: Chris will contact Greg to see if there is central storage for all the groups. Materials had been free in the past but last year had ended up buying them. If necessary to rent storage, there should be sufficient funds in the operating budget for | Action Item | ASAP | Pam |

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| | <p>outreach. Terri asked for a deeper dive on what is being stored— one option may be to donate consumable products.</p> <ul style="list-style-type: none"> - <u>Synergos Updates</u> – Synergos <ul style="list-style-type: none"> o Storage issue already discussed above. Moving closer to a lease; should know by April Board meeting. o Note that current building management is implementing a parking pass system. May be in place by April Board meeting; if not, then May meeting. Pam will get temporary passes to all Board members which should be used for parking in the lot. They have stated they will not tow on Fridays. If you need to stop by the office for anything. please call and a staff member can meet you at the door with a parking pass. | | | |
| Board Planning | <ul style="list-style-type: none"> - Next Meeting Date: Apr. 4, 2016 - Judy moved, Michelle seconded. Meeting adjourned at 8:37 p.m. | | | |

Submitted by: Pam Siebert, Synergos AMC

Date: 3/7/16

| February Action Items | Responsible | Status/Comments | Completion Date |
|--|------------------------|---|-----------------|
| Action item: Sponsorship opportunities for Bullying special event | Terri | Met with sponsorship team on options, follow up with Prof Dev for tables | Closed 2/27/16 |
| Action item: Look for a location and speaker for March board strategic planning and training session | Terri/Pam/Joe | Susan Heidorn to lead training | Closed 3/2/16 |
| Action item: Identify metrics and prioritize strategic initiative activities for 2016 | All | In process: see reports | Closed 3/1/16 |
| Action item: Create a charter for Policy and Procedure manual work in 2016 | Judy | In process. Judy will bring it to the Board next month, with a schedule. | 4/4/16 |
| Action item: ability to record Bullying special session | Terri | Speaker gave permission to use handouts. Handouts sent to prof dev to post Did not record | Closed 2/27 |
| Action Item: New budget available on Sharepoint | Pam/Michelle | | Closed |
| Action Item: Check 4imprints.com for logo items to give to speakers at breakfast/dinner meetings | Jerry | In process. Will order by June for August-Dec. speakers. | June |
| Action Item: Review signage and make recommendation/order new signs | Jerry | In process. Ask Paul Sundquist to help with design. New Action Item: Suggestion to get a tablecloth or popup banner to identify the event when people walk in the door. Chris suggests a couple of them. Jerry will follow up with Paul Sundquist. To be charged to the MarComm budget, per Michelle. | |
| Action Item: Need PDD contract with GTS from Michael Green. Board has not seen it. | Terri Chris | Asked Michael on 2/21 and 3/6. Judy would like to see what is in it for PDU reporting. Chris will do a followup. | |