

Board of Directors Meeting

Date:	Apr. 4, 2016
Time:	5:30 p.m.
Location:	Synergos office and Skype

Board Members:

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

Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
Call to Order	Terri called the meeting to order at 5:34 p.m.	Quorum established		
Adoption of Agenda	Programs Chair nomination was added to the agenda.	Agenda was adopted.		
Approval of Minutes	Chris moved to approve the March minutes, Suzanne seconded. Motion passed.	Minutes were approved.		
Review Action Items	See list of action items from the March meeting at the end of the document.			
Strategic Initiative Champion Update	 Volunteer Engagement/Succession Planning – Suzanne/Judy Suzanne reported they have been cleaning up the Volunteer Services section of Sharepoint site to ensure documents can be found. Alex suggested checking with Matt Mehring—there may be an older version of an onboarding kit. Communication/Visibility- Rich/Jerry Jerry reported that they are revisiting the direction of the initiative. A proposal was received from Orman Guidance, but the CEO is also nominated for the MarComm Chair position, which presents a potential conflict of interest. 			
	• In addition, the amount of the proposal is enough where there should be a broad RFP and multiple bids considered. Action Item: Judy	Action Item	ASAP	Judy

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Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
	 will check the policy on three quotations for above a certain price range. Chris suggested that likely this type of initiative would not come until the end of the year anyway since there is more org development to be done to help drive an initiative like this. After discussion, it was decided that Terri will let him know the initiative is not ready to move forward, his expertise would be welcomed as Chair, but also in so doing he cannot bid while in that role. Terri going to speak on the 8th to Jefferson. 	Action Item	ASAP	Terri
	 role. Terri going to speak on the 8th to Jefferson. Member Experience/Enhanced Services - Chris/Michelle/Joe Networking luncheon at Target- contact has not replied to Michelle; she will follow up. Michelle has been talking with some potential volunteers, as well as people willing to help with a PDD speaker reception. Student Engagement Ideas Student membership fees-current \$47 total (with Global) Student scholarship idea: Terri was thinking about criteria for students who are already enrolled in a Project Management program at a 2-year or 4-year college program. Action Item: the sponsors will flesh out the idea as part of the strategic initiative.			Chris/Michelle/Joe
Board Operations	 <u>Board Training</u> – Terri Debrief/Followup from Mar. 19: the group thought it was a worthwhile exercise. Review job descriptions, charters, policies, bylaws 			
	 Judy has updates from 2013 and will put it together. Needs to be finalized. 			

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Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
	 Terri indicated the charter was kicked back by Global due to bylaws; will have a discussion at R2 to clarify. Will be added to the Wed. agenda. Terri noted it will be on our to-do list from now until Sept. (Action Item: Pam will add.) Action Item: Judy will follow up with Global to see what the issue is with the bylaws, and the process that needs to clean it up. 	Action Item Action Item	5/2/16 ASAP	Pam Judy
	 Policy and Procedure Manual charter– Judy Already covered. 			
	 <u>Region 2 Update April 22-23 Conference in Chicago</u> – Terri Terri, Chris, Rich, Joe, Denise Pech, Barb Brill, Alisha Walter are going. Career path/succession planning discussion in Chicago for Presidents. Chris is following up with Ken Riches as to whether he wants a presentation on the speaker database, since Michael will not be attending. Action Item: Chris will work with Geraldine to ensure there is someone to own the Speaker Database. It is a tool for both PMI-MN and Region 2. 	Action Item	ASAP	Chris
	 <u>IT Proposal from Hakki- Chris</u> Action Item: Chris will send out an RFP. Action Item: Pam will get Alex a copy of the proposal already submitted. 	Action Item Action Item	ASAP ASAP	Chris Pam
	 <u>Current Status of Chapter Services</u> Ambassador Program- Chris said there is theoretically an Ambassador program under Outreach, but it is not active. Alex suggest it as a topic for past presidents, and while it has been happening informally, she suggests it may be a point where it needs more formality. Communities of Practice- tabled until next meeting 			
	 Other Items: -Terri Challenge by Global to increase membership in 2016 by 3% Summer Picnic- Alisha has sent an idea for July 16, paddleboat excursion on the Mississippi in St. Paul. Would need to amend budget since it would cost \$9,000. It would be for both volunteers and members. Price is based on 250. Alex moved to accept this proposal for a new budget item, Chris seconded. Motion passed. Jackets- there are jackets in the storage room 4 XXL's, 1 small. Suggest free- first come, first served. Action Item: Synergos will send 	Motion passed Action Item	April	Pam
	them in the dinner supplies bin and Jerry will make sure they are given out.		L	

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Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
_	<u>Finance Report</u> – Michelle			
	Budget Forecast			
	• Almost done with the new payment authorization webform			
	Next month Michelle will provide a re-forecast for the first			
	quarter.			
President	- Operations Committee – Chris (Judy, Jerry, Rich)			
Elect/COO Report	• PDD Chair- Resignation			
	 Harry Spinks has agreed to Co-Chair PDD with Judy. 			
	 There was a productive meeting with GTS. The contract 			
	will be revised, and brought to the Board for review, and			
	Terri will re-sign. Alex suggested sending it to the			
	attorney before signing.			
	 Judy confirmed that programming and marketing is 			
	moving forward. Volunteers have been reassigned and			
	duties clarified. Philip Abbott is head of Speakers. Kirk			
	Weissler slated as endnote speaker- has not yet come to			
	the Board.			
	 Alex noted that the keynote speaker contract should be 			
	countersigned by an authorized signer.			
	• Open Chair Positions			
	 Open Chair Positions PDD nomination: Rich moved that Judy Juhl and Harry 			
	Spinks be approved as Co-Chairs for PDD. Alex	Motion passed; PDD Chairs		
	seconded. Motion passed.	confirmed		
	 ProfDev nomination: Chris nominated Brad Casemore as 	Motion passed; ProfDev		
	Chair for ProfDev. Suzanne seconded. Motion passed.	Chair confirmed		
	 MarComm nomination: Alex nominated Rico Mace Chair 	Motion passed; MarCom		
	of MarComm committee. Judy seconded. Motion passed.	Chair confirmed		
	Action Item: Need Rico to apply for the position through	Action Item	ASAP	Terri
	VRMS.			
	• St. Mary's Partnership—done. We have a partnership with St.			
	Mary's.			
	• Storage requirements and review of inventory: Chris confirmed			
	there is no central storage for Paintathon. He has made temporary			
	storage arrangements and a decision will have to be made after the			
	Paintathon in July.			
	• Tradeshow staffing—Terri asked Chris to put out a call. PEN is			
	covered. Can always use more volunteers for tradeshows—suggest			
	a signup on Sharepoint. Action Item: Requests should be brought	Action Item	As needed	Chris
	to the Board and Ops meetings as well. Suzanne said that a while			
	ago there were some documents such as a list of talking points, a			
	whole program. Action Item: Chris & Suzanne will look for it on	Action Item	As needed	Chris
	Sharepoint.			

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Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
	 Programs Chair nomination was added to the agenda. Jerry nominated Dianne Peterson. Has been a member since 2013; has not been a volunteer. Joe seconded. Motion passed. Action Item: Jerry will extend the offer through VRMS. Rich reported that the MPR contract is signed. Reviewed TicketWorks contract and rate changes. Chris will ask for a copy of the previous rate card for comparison. Suggest push 		ASAP	Jerry
	 back on the 10% on direct expenses, removal of the word "etc." in that line, and refund processing of \$3 per refund. Chris will make a motion for approval by email after it's changed. <u>Synergos Updates</u> – Synergos <u>Action Item</u>: Pam will send a new meeting series for meetings 	Action Item	ASAP	Pam
Board Planning	 starting in June with the new Synergos address. Next Meeting Date: May 2, 2016 Chris moved to adjourn, Alex seconded. Meeting adjourned at 8:28 p.m. 			

Submitted by: Pam Siebert, Synergos AMC **Date:** 4/8/16

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March Action Items	Responsible	Status/Comments	Completion Date
Create a charter for Policy and Procedure manual work in 2016	Judy	Completed. Judy reviewed the charter in the meeting. Suggests reviewing one section every 3 weeks. Would make a cross-check as things are removed that appropriate corresponding procedural language is in the playbooks. Chris moved, Joe seconded. Motion passed to approve charter.	4/4/16
Review signage and make recommendation/order new signs	Jerry	In process. Signs and banners have been ordered. 2 generic PMI ones, 3 outreach ones. Alex made a motion to add funds to the MarComm budget if necessary to pay for new signage. Rich seconded. Motion passed.	
Need PDD contract with GTS from Michael Green. Board has not seen it.	Terri Chris	Closed. Chris received from GTS.	March
Need signature from non-cardholder Board Member to split the credit for cards.	Chris		April
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.	Jerry		
Redirect not working	Alex/Synergos	Pam will let ChairIT know that Alex is not receiving emails.	