



Board of Directors Meeting

Date: May 2, 2016

Time: 5:30 p.m.

Location: Synergos office and Skype

Board Members:

A	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)	A	Rich Walker (Director at Large)		
P	Michelle Maas (Director of Finance)	P	Alex Wincell (Director at Large)		
P	Judy Juhl (Director of Governance/Board Secretary)				

Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
<i>Call to Order</i>	Chris called the meeting to order at 5:45 p.m. since Terri was travelling. She tried to attend via Skype, but it wasn't working.	Quorum established		
<i>Adoption of Agenda</i>	Joe requested that some items be moved since he had to drop off at 7 p.m. Agenda revised. (The Finance and PDD reports were covered at the beginning of the meeting, but are included in their respective sections below.)	Agenda was adopted.		
<i>Approval of Minutes</i>	Alex moved to approve the April minutes, Michelle seconded. Motion passed.	Minutes were approved.		
<i>Review Action Items</i>	See list of action items from the April meeting at the end of the document. <ul style="list-style-type: none"> Update on the downtown/Enterprise PM event: The contact has not replied to Michelle. 			
<i>Strategic Initiative Champion Update</i>	<ul style="list-style-type: none"> Volunteer Engagement/Succession Planning – Suzanne/Judy <ul style="list-style-type: none"> First milestone was to go through what is out on Sharepoint currently- that is done. Now working on how to direct new volunteers to go to one location. Suzanne is working on a checklist for new volunteers (learn how to do your hours, etc.) Another checklist for Chairs and Program Managers. Will have someone on Volunteer Services circle back with volunteers to make sure they're getting what they need. She is also working on a list of all the committees and what they do. Chris would like to see it linked in the nav bar on Sharepoint. 			

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	<ul style="list-style-type: none"> • Communication/Visibility- Rich/Jerry <ul style="list-style-type: none"> ○ Jerry reported that he and Rich have not had a chance to revamp the initiative, but will do so by the June meeting. • Member Experience/Enhanced Services – Chris/Michelle/Joe <ul style="list-style-type: none"> ○ Some chapters are seeing good response from call centers, so have started pointing some volunteers to a project to call some members as they come 3-6 months out from the renewal date. ○ If a member reaches out and talks with them it usually has a positive impact on retention. Data presented indicated to work within the first three year group. 			
Board Operations	<p><u>Finance Report – Michelle</u></p> <ul style="list-style-type: none"> ○ Budget Re-Forecast <ul style="list-style-type: none"> ▪ Michelle would like to wait until she can meet with the new Synergos Finance Director and make the changes to the budget one time. They are meeting this Friday afternoon, so she can report this out next month. ▪ In other terms, expenses are high and income low so that's to be expected since there are PDD expenses but income has not come in yet. Sponsorship is about twice what's expected, but she will check in with the team to see if that is expected to continue. ▪ Joe reported they have sold more packages than usual so he would expect them to continue to come in. ▪ Budget item: Sponsor/partners has requested \$2000 for a new Partner exhibit board and display and another rack, totaling about \$3400. ▪ Suzanne moved to approve, Alex seconded. Motion passed. ○ Insurance <ul style="list-style-type: none"> ▪ Pam explained that Terri is researching whether PMI Global offers any property insurance, and if not then PMI should purchase some to cover its property, as Synergos' will not cover the total amount and will not cover when property is not on Synergos' premises (to her understanding). The electronics equipment alone is estimated at \$15k, not including all of the other items. Action Item: Pam will get quotes to Terri when received- should be next week. • PDD <ul style="list-style-type: none"> ○ Judy reported that PDD is in good shape. Speakers team is waiting until speakers sign contracts to tell the applicants they were not 	<p>Motion passed</p> <p>Action Item</p>	<p>ASAP</p>	<p>Pam/Terri</p>

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	<p>accepted. First RFP went out to 100 people. Second people went out to 200.</p> <ul style="list-style-type: none"> ○ Save the Date card went out, but missed the current membership list unless they were on other lists. A second mailing is going out. ○ The plan is to turn on registration May 27. Under the gun in terms of time. Vendors turn on earlybird registration Wednesday, 5/4. Regular registration 6/28. ○ Harry is suggesting a social media consultant. Judy would like to look at it further. Chris suggested talking to Rico to see how he would like to handle it. ○ There was discussion about the need for a two-page flyer and determined to just use extra Save the Date cards instead since the program is on the website. The formerly 8-page flyer is going to be 12 pages since it's being reformatted and classes better described. ○ Re an app, Chris is getting in on a discussion with R2 about apps. ○ Joe talked to GTS about helping in one area- expanding the number of vendors; they were receptive to it. Action Item: Joe will go back and negotiate a contract. It would have to be reviewed by the Board via email and approved so Terri can sign asap. Do not want to wait for the June Board Meeting. Joe will cc Judy and keep Barb and Denise involved. ○ Chris and Judy shared an idea to have a PMP class webstreaming at PDD to have a classroom participating remotely. (PBA through watermark). Attendees would come to a classroom at St. Scholastica. Instruction from metro area. Most universities have the capacity. [??] ○ Will continue discussion offline. <p><u>Region 2 Update April 22-23 Conference in Chicago</u> –Terri, Chris, Rich, Joe</p> <ul style="list-style-type: none"> • Topic was how to increase membership, so we are a step ahead. • Free books from Mark Levin- Membership specialist who has written several books. • Chris did a session on the speaker database for about 12 attendees. Did one test with Milwaukee and sending out to the rest of the group. <p><u>Policy and Procedure Manual charter</u>– Judy</p> <ul style="list-style-type: none"> • Already talked about this under the action items. <p><u>Current Status of Chapter Services</u></p> <ul style="list-style-type: none"> • Volunteer Requests <ul style="list-style-type: none"> ○ Ambassador Program, PMIEF, PMP reviewers 	Action Item	ASAP	Joe

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	<ul style="list-style-type: none"> ○ Chris spoke to Garfield. Make sure materials are known to PTA's-- he has someone in his group who is working in the WI and MN Departments of Education. MPR helps to get the name out. Chris spoke to Garfield about the toolkit they hand out at the State Fair. • New Communities of Practice <ul style="list-style-type: none"> ○ Manufacturing & Quality- joint with ASQ: Jerry reported that there are some connection points we need to look at. Also on the list is Lean- someone is interested in doing a Lean PRC. ○ Program & Portfolio 			
<i>President Elect/COO Report</i>	<ul style="list-style-type: none"> - <u>Operations Committee –Chris (Judy, Jerry, Rich)</u> <ul style="list-style-type: none"> ○ Termination of GTS Contract: Already covered under PDD report. ○ Storage requirements and review of inventory: Being handled with Chairs. ○ Ricoh is taking over MarComm so there has been a lot of work on that. Ops meeting helped get people oriented. Training materials are going on Sharepoint. Chris may set up a Leadership Meeting this summer, possibly in conjunction with the boating event. ○ Looking to add more new volunteers and get them in quickly and then get them assigned. ○ There was a discussion about Hakki's status. (He stepped down as Chair and volunteer but still has administrator access.) Recently there was some critical work that had to be done, so Chris agreed he could bill for services until the RFP is put out because the work needs to be done. There was further discussion about what is needed to pay a contractor, etc. ○ So far Chris' research so far has shown that it would cost much more and have to move services to other servers. Laptops and hardware would be another company. Alex suggests a contract that has a termination clause and lists what is being paid for. Then when there's a decision, either extend it, replace it, etc. Action Item: Chris will follow up with Hakki to get a temporary contract in place, and then resubmit the invoice. ○ There was also discussion about needs into the future. Alex suggested that in the future there be a longer term plan in place to search for other providers in the fall for next year, which gives more options and allows it to be built into the budget. Stable, steady state for running the business, second not relying on one key individual. ○ Michelle wondered if this needs a leader to assess do we have the right people, do we have the right knowledge. Need a 10-year and 	Action Item	ASAP	Chris

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	<p>5-year vision of where we are going with technology. Chris noted it's hard with volunteers going in and out at the Board level. Alex suggested asking MN Council for Nonprofits and also Synergos for potential models.</p> <ul style="list-style-type: none"> - <u>TicketWorks contract</u> <ul style="list-style-type: none"> o There was a motion sent out via email to approve the contract for John Work, but not enough replies so bringing to this meeting for a final vote. A new rate comparison spreadsheet shows that most of the rate increases had to do with vendors but very few of the transactions. Net result 10% increase in cost. Chris moved to accept John's contract. Alex seconded. Motion passed. - <u>SOS filing</u> <ul style="list-style-type: none"> o Pam indicated that the taxes are close to completion and when filed the SOS filing can be done and the address change as well at that time. Chris noted that a second SOS filing can be done with a dba; this would help to preserve the PMI-MN trademark. Alex seconded. Motion passed. Action Item: Pam will follow up with Terri to confirm who will do SOS filing when taxes are done, and the dba will be added. - MOHE update <ul style="list-style-type: none"> o Judy did a followup with Phyllis from the attorney's office. She said the easiest way to get through it is to market only to PMI members. Judy suggested making a longer report at the next meeting when Judy can send out documents ahead of time. Action Item: Add to item next month. - Bylaws <ul style="list-style-type: none"> o See versions that Judy sent out. Tabled wait until next month. - Jerry- survey sent out with feedback; suggest adding it to a future item. - <u>Synergos Updates</u> – Pam <ul style="list-style-type: none"> o Pam noted that this was the last Board meeting at the current office- next one will be at the new office, and a meeting invitation was sent with directions in an attachment. She will send directions out with the agenda as well. o Moving day is set for May 27, but staff will still be taking calls and emails that day. Synergos will close for one day on May 31 to set up. 	<p>Motion passed</p> <p>Motion passed Action Item</p> <p>Action Item</p>	<p>June (after taxes are filed)</p> <p>6/6/16</p>	<p>Pam</p> <p>Pam</p>

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	<ul style="list-style-type: none"> ○ Synergos said goodbye last week to Kathleen Hansen and hello to new Finance Director Heidi Logman. She will plan to attend the next Board meeting, and will be meeting with Michelle on Friday. 			
Board Planning	<ul style="list-style-type: none"> - Next Meeting Date: June 6, 2016 - Alex moved to adjourn, Jerry seconded. Meeting adjourned at 7:49 p.m. 			

Submitted by: Pam Siebert, Synergos AMC

Date: 5/4/16

April Action Items	Responsible	Status/Comments	Completion Date
Policy & Procedure Manual Update	Judy	In process. Included in monthly meetings as an agenda item.	Until completed
Judy will check the policy on three quotations for above a certain price range.	Judy	In process.	6/6//16
Communication/Visibility Strategic Initiative: RFP for Marketing- on hold until later in the year.	Rich/Jerry	On hold	On hold
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. The sponsors will flesh out the idea as part of the strategic initiative.	Chris/Michelle/ Joe		
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. It will remain on from now until Sept.	Terri	Need to get report from Terri's conversation.	ASAP
Judy will follow up with Global to see what the issue is with the bylaws, and the process that needs to clean it up.	Judy	In process. Sent back to Global after accepting all of Nina's changes. If Nina accepts it, then have to go to the membership.	5/2/16
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.	Chris	Completed- Corrinne. Working with the whole team, have a contact with Milwaukee.	5/2/16
Chris will send out an RFP for technology services. Hakki's submission will be in the pool.	Chair	In process. Chris spoke with Proteon, Michael Holstein at R2 meeting. Hakki is doing everything related to hardware, software interface, including web stuff, for \$250/month. Other companies want to split it up- web separate. Quote was \$600/mo. for just the web. Proteon doesn't support Drupal. Other providers all want you to go to their server; would have to move the website. Chris will do a matrix showing the pieces and the quotes received.	ASAP