



Board of Directors Meeting

Date: June 6, 2016

Time: 5:30 p.m.

Location: Synergos office and Skype

Board Members:

P	Terri Kimball (President)	A	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	Rich Walker (Director at Large)		
P	Michelle Maas (Director of Finance)	P	Alex Wincell (Director at Large) (joined late)		
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 5:45 p.m.	Quorum established		
<i>Adoption of Agenda</i>	Joe moved and Chris seconded the adoption of the agenda. Motion passed.	Agenda was adopted.		
<i>Approval of Minutes</i>	Joe moved to approve the May minutes, Chris seconded. Motion passed.	Minutes were approved.		
<i>Review Action Items</i>	See list of action items from the May meeting at the end of the document.			
<i>Strategic Initiative Champion Update</i>	<ul style="list-style-type: none"> • Terri noted that at LIM they talked about a 3-5 year business plan, which would give a longer focus than changing initiatives each year. Terri will forward the presentation to all. When the group meets with Judy, maybe it can be part of the policy manual. There was general agreement that the current initiatives could be followed for 3 years. • Volunteer Engagement/Succession Planning – Suzanne/Judy <ul style="list-style-type: none"> ○ Suzanne reported that a new volunteer checklist has been completed and is now in the New Volunteer folder. Also New Chair checklist completed. She has now started working on committee roles. ○ Chris is hoping to have a training in late June. ○ Joe mentioned an idea for train-the-trainer on staff management. 			

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	<ul style="list-style-type: none"> • Communication/Visibility- Rich/Jerry <ul style="list-style-type: none"> ○ Rich reported that this initiative is re-starting. Rich and Jerry will get in touch with Rico and report out at the next Board meeting. • Member Experience/Enhanced Services – Chris/Michelle/Joe <ul style="list-style-type: none"> ○ Michelle presented a charter for a PDD reception for attendees. Estimating 40-50 people. Michelle proposes to cover half the minimum cost, \$1000 through appetizers and service fees. There is some risk. ○ Open to members, not just those who are coming to PDD. ○ There was agreement that if it generates more than 50 attendees, it's ok to increase food costs, remembering this is something new to try. ○ Joe moved, Chris seconded the motion. Motion passed. ○ Also under this initiative, Chris briefed the group on a Call Center concept developed with some Membership Committee members. Reviewed the deck from Matt Nelson on Sharepoint. ○ Re downtown networking event. Joe and Michelle will work on it and report back at the next meeting. (Action Item) 	Action Item	7/5/16	Joe/Michelle
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 met with Heidi, new Finance Director at Synergos, and they updated the budget in Quicken. Michelle now has the budget cleaned up. She will be checking to see what areas are affected. Then she will get the new version posted. The May report will include the updated budget. ▪ Reforecasted, and there were 3 rollups that seemed the most out of alignment. 600- PDD, just a timing issue. 900- they are higher on revenues and lower on expenses. 200 is considered over budget, but only with the addition of a full marketing contract. ▪ For 2017 budget, Michelle will make a note to increase the R2 budget. ▪ Chris moved to add \$1500 to the LIM budget for a 5th person to attend. Suzanne seconded. Motion passed. (Will invite Alisha for Sept. 21.) ▪ There was a discussion about succession planning for Directors and beginning to identify individuals. <p><u>EMEA LIM – Terri, Chris</u></p> <ul style="list-style-type: none"> • It was interesting to see what affects some countries and the fact that PMI accepts membership fees in US dollars, e.g. economic collapse in Brazil, in Russia they won't accept US dollars 	Motion passed		

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	<p><u>Other</u> –Terri</p> <ul style="list-style-type: none"> • Saturday Seminar- an attendee told Terri he loved the Blaine session seminar, and Terri asked the Board to consider doing another event like that (at least one). Chris suggested same time next year (Feb.) One idea that has come up is culture, team-building. 			
President Elect/COO Report	<p><u>Operations Committee</u> –Chris</p> <ul style="list-style-type: none"> • Dinner Meeting attendance <ul style="list-style-type: none"> ○ High attendance at May but Chris does not have exact numbers. Will update via email. • Call Center recommendation- covered under previous item • Boating Event <ul style="list-style-type: none"> ○ Set for July 16- mainly volunteers due to space. Eblast expected shortly. • Email licenses clarification <ul style="list-style-type: none"> ○ IT clarified all volunteers receive a Microsoft login for Sharepoint, but that’s not an email address, that’s a login. Chairs and key program leads. Action Item: Chris will check on cost of additional items. ○ Pam and Chris will review the redirect list along with the Chairs. ○ For this group as well, if no response by second email, copy Chris. ○ Repositioned some of the CRM licenses to expand participation & utilization. IT started weekly meetings for IT staff and volunteers. Scheduled with IT they will set up a meeting with Rico. ○ Question on CRM, speaker team brought up if they could get access. Chris will get access for one PDD team member. <p>- <u>Synergos Updates</u> – Pam</p> <ul style="list-style-type: none"> ○ The annual renewal has been filed with the Secretary of State, and the address also changed. Other address changes have been completed and new business cards are in the works- proofs to be sent shortly for approval. ○ Pam noted that there will be an Open House on July 6 and the Board will be invited. 			
Board Planning	<ul style="list-style-type: none"> - Next Meeting Date: July 5, 2016 - Judy moved to adjourn, Chris seconded. Meeting adjourned at 8:06 p.m. 			

Submitted by: Pam Siebert, Synergos AMC

Date: 6/14/16

May 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	<p>Closed. PMIEF has a program already for academic scholarships, so now considering scholarships for student members so this item will be closed out as-is.</p> <p>However, Chris was thinking of tying in to professors with students- they could assign scholarships to students for membership. (Professor could give top student a free membership.) Could possibly tie in with guest pass program- probably 6-8 (?) this year. Suzanne noted that Theresa got 44 when she did it. Would be interested to see if they stayed. SCSU picked up 60 student members.</p> <p>Chris recommends that there is encouragement from GOC to reinstitute Project of the Year and consider doing it for students. Suzanne suggested increasing it from the \$1000 (possibly 2500). New Action Item: Chris will write up two charters for those ideas.</p>	
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	<p>In process. Re-chartering will be approved when the bylaws are approved.</p> <p>Action Item: Terri will check on requirement for branches related to bylaws.</p>	ASAP
Chris will send out an RFP for technology services. Hakki's submission will be in the pool.	Chair	<p>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.</p> <p>Chris will do a matrix showing the pieces and the quotes received.</p>	ASAP
Joe will go back and negotiate a contract with GTS for expanding the number of vendors. 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/Terri	<p>In process.</p> <p>Joe presented a contract. GTS will be working regularly with Sponsor/Partners.</p>	ASAP

		At this point, the Board concurred that Joe should move forward to finalize negotiations. He will do so and send to Board. Then Terri will sign. Action Item will be closed.	
Chris will follow up with Hakki to get a temporary contract in place, and then resubmit the invoice.	Chris	Completed. Submitted contract to Board. Includes 30 day termination. CRM is included.	ASAP