

Board of Directors Meeting

Date: August 1, 2016 Time: 5:30 p.m.

Location: Synergos office and Skype

Board Members:

I	Terri Kimball (President)	P	Jerry Gomes (Director at Large) – until 6 p.m.		Staff:
F	Chris Doyle (President-Elect)	P	Joe Perzel (Director at Large)	P	Pam Siebert, Synergos
F	Suzanne Schanno (President)	AP	Rich Walker (Director at Large)		
A	Michelle Maas (Director of Finance)	P	Alex Wincell (Director at Large)		
F	Judy Juhl (Director of Governance/Board Secretary)				

Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
Call to Order	Terri called the meeting to order at 5:35 p.m.	Quorum established		
Adoption of Agenda	Chris moved to accept the agenda, Judy seconded.	Agenda was adopted.		
Approval of Minutes	Judy moved, Joe seconded the amended minutes. (Action item for finding original marketing vendor changed to Jerry's ownership.)	Minutes were approved as amended.		
Action Item Update	See list of action items from the July meeting at the end of this document. Judy noted that someone else needs to be trained on reporting PDU's; Chris will follow up. Terri noted that PDD is a good to recruit, also the September volunteer fair. Action Item: Chris will follow up with Alisha regarding the Volunteer Fair.	Action Item		
Strategic Initiatives Champion Update	 Volunteer Engagement/Succession Planning – Suzanne/Judy/Alex Suzanne completed a high level document to distribute to volunteers; she sent it out for feedback and has not received any. Suzanne also sent out a more detailed org chart and the more specific roles on the committees. Looking for it on Sharepoint under Volunteer Services tab, New Volunteers folder. Communication/Visibility- Rich/Jerry Rich and Jerry have not been able to touch base. 			

PMI MN Board of Directors Meeting - 1

Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
	 There was another conversation about the proposal from Rico's company and his eligibility, and whether there's a conflict of interest. Terri noted that Global told her that a conflict may be allowed if it is disclosed. Terri would like this wrapped up by the next meeting. Member Experience/Enhanced Services – Chris/Michelle/Joe Joe reported that the downtown luncheon is moving forward: four panelists are lined up, the topic is engaging executive management. Catering and location are lined up (Surescripts.) Italian buffet is planned. 			
Board Operations	LIM Update o 6 people going- Chris, Alisha, Michelle, Jerry, Joe, Terri o Disc used adding Geraldine. Alex suggested that there be a backup in mind if someone can't go. This is good experience and should be considered in succession planning.			
	 R2 November Shoptalk Terri committed at Region 2 to talk about succession planning. Shoptalk is a newly resurrected old idea- happens quarterly. Can look at what has been done and what is in process. Could have a working group around this and also address it at the October meeting. Action Item: There is a call with Global at Aug. 24 at 5 pm for one hour regarding this. Chris will attend. Action Item: Terri will send info to Pam who will do a meeting invite. Tentative date for the Shoptalk is Nov. 16. 	Action Item Action Item	8/24/16 ASAP	Anyone interested Terri/Pam
	 Financial Report Michelle is on vacation. Need credit card statements to complete financials for May, June, and July. Action Item: Chris and Terri will work on it. Terri would like to start 2017 budgeting in August to give lots of time to engage chairs before it goes in for approval. Terri is suggesting that the pricing should be reconsidered and simplified. Action Item: Chris will ask Programs group to take this on. 	Action Item Action Item	ASAP ASAP	Terri/Chris Chris
	Nominating Committee & Elections – Chris Reported NomComm is working on candidates for 4 open positions. President-Elect: Sara Lien At-Large (2 positions): Mark Neumann, Manish Kalra, Mohamed Diab			

PMI MN Board of Directors Meeting - 2

Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
	 Director Governance: Geraldine Anyanwu (Note: She is now using her married name and has asked us to refer to her as Geraldine Marks.) Chris moved to propose the slate, Alex seconded. Motion passed. Action Item: Synergos will move forward on preparing the ballot and postcard. Will need the candidate bio packages for the website. 	Motion passed- Board candidate slate approved. Action Item	ASAP	Pam/Synergos
	 Governance – Judy Bylaws are ready to be sent in after two more wording changes; Judy will send. (This is already listed as an action item.) Policy manual: this week's call is on Volunteer Services. Partners and sponsors need to be under the same section. Joe will join for this. PDD –Judy Judy has concerns about timing of social media updates since PDD is now five weeks out. Chris asked Pam to forward email Judy's email to Dana. Pam stated that Synergos is not setting priorities on email headlines; that comes from volunteers- either Rico, Brian, or Chris. Action Item: Judy will let Rico know he has to get the booth set up Wednesday night. Action Item: Chris can deliver the booth to River Centre on Friday- will coordinate with Judy. Past Presidents used to get a free registration and were engaged in staffing the booth. Alex said that Board members are required but fill in with other leadership There was a request from someone at "Projects at Work" to attend PDD at no cost, that was later withdrawn. Judy will follow up with Ron to find out what is going on. Registration is at 189 for classes so far. Historical low was 99, high was 229. Terri is encouraging Board members to talk up PDD on social media. Judy reported PDD is listed on the GOC website. Chris suggested a personal 	Action Item	ASAP	Judy Terri/Judy
	 Judy reported PDD is listed on the GOC website. Chris suggested a personal contact to local regions. Action Item: Terri will advise on which chapters; Judy will send the personal message. Alex suggested a reach-out to partners to say thank you for your supportdon't forget you have this great opportunity to remind your employees of their discount. Action Item: Joe will follow up Corrinne or Geraldine. 	Action Item	ASAP	Joe
	 Charters for new programs The group reviewed a charter written by Terri for a one day student conference. Would go in 2017 budget. Terri has 2 student members willing to be the chairs. Charter would include 7 local colleges. See charter that Terri sent. Date may be Feb. 4 or 11. Target is 100 students. Alex's suggested free or discount reg for the instructors. Stretch goal/metric: renewals after one year. Chris would suggest sending the invitation to outreach sites as well. Rich moved to accept the charter, Alex seconded. Motion passed. The second agenda item is to amend the current charter PrC. Would partner with someone at ASQ for Lean- Steve Stucky agreed to be the PMI PM. Motion to 	Motion passed- charter accepted.		

PMI MN Board of Directors Meeting - 3

Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
	update PRC charter to launch the Manufacturing & Quality PrC. Re-worded charter that Prc's do not need to meet every month and do not need to meet at the dinner meeting. Action Item: Terri will send by email.	Action Item	ASAP	Terri
President Elect/COO Report	Operations Committee –Chris Membership Survey- Draft was sent out. Please send comments to Mohamed immediately. The call center is back on track.	Action Item	8/8/16	All Board members
	Synerrgos Updates – Pam O Pam has a lot of travel in August, so will be sending out a list of who's doing what in her absence. She asked for everyone to please send any requests as early as possible so that they can be fulfilled. Synergos is in conversation with Judy about PDD, for example. O Action Item: Pam will add to agendas the Board/Ops members signed up for the upcoming Dinners/Breakfasts and their responsibilities. Alex moved, Rich seconded motion to adjourn	Action Item	8/29/16	Pam
Board Planning	- Next Meeting Date: August 29, 2016 due to Labor Day holiday			
	- Terri moved to adjourn, Alex seconded. Meeting adjourned at 7:56 p.m.			

Submitted by: Pam Siebert, Synergos AMC

Date: 8/1/16

July Action Items	Responsible	Status/Comments	Completion Date
Policy & Procedure Manual Update	Judy	Weekly reviews in process. Included in monthly meetings as an agenda item.	9/30/16
Communication/Visibility Strategic Initiative: RFP for Marketing- on hold until later in the year.	Rich/Jerry	On hold- revisit at October Strategic Planning Meeting Terri noted that the policy manual should include prior disclosure.	10/30/16
Re-chartering will be approved when the bylaws are approved.	Terri	In process. Bylaws ready to send to GOC	7/31/16
Requirement for branches related to bylaws.	Terri	In process. Terri to review with GOC (for next bylaws cycle)	10/1/16
Downtown networking event-detailed planning.	Joe/Michelle	In process. See update under the Strategic Initiative in the minutes.	8/1/16
Review Julian's off boarding materials for marketing proposal and company he was working with	Jerry		8/29/16
Submit job postings for two volunteers for downtown networking event	Michelle	Completed. Joe has found 2 volunteers.	8/1/16
Need credit card statements from Wells Fargo	Michelle/Pam/ Chris	In process. Chris will follow up on typo on the address, then it may work. There is conflicting information; they will follow up.	8/31/16
Board members to send ideas for nominations for president elect to nominations committee	Board	Completed.	8/1/16
Complete cleanup of bylaws to send to GOC for review	Judy	Completed. GOC must approve bylaws before members can vote on them. Approved bylaws needed for charter renewal (on hold this year)	8/1/16
Provide Tuesday PDD attendees with link to recorded webstream for Sept breakfast meeting	Chris/Jerry	In process. Operations Committee to work out details. Decision was to provide recorded version after the fact.	8/29/16