

Board of Directors Meeting

Date: August 29, 2016 Time: 5:30 p.m.

Location: Synergos office and Skype

Board Members:

P	Terri Kimball (President)	P	Jerry Gomes (Director at Large) – until 6 p.m.		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)		
P	Judy Juhl (Director of Governance/Board Secretary)				

Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
Call to Order	The meeting was called to order at 5:35 p.m.	Quorum established		
Adoption of Agenda	Joe moved to accept the agenda, Michelle seconded.	Agenda was adopted.		
Approval of Minutes	Spelling of Manish Kalra's name was corrected in the August minutes. Chris moved to accept, Joe seconded.	Minutes were approved as amended.		
Action Item Update	See list of action items from the July meeting at the end of this document.			
Strategic Initiatives Champion Update	 Volunteer Engagement/Succession Planning – Suzanne/Judy/Alex Suzanne met with Erin on a form to solicit feedback. Chris noted that work has started on the Transition Meeting. Alex is working on the succession planning ShopTalk. She would like to brainstorm the key messages. Action Item: She will set up some working sessions. Communication/Visibility- Rich/Jerry Touched on it under the action item. They will create a criteria so that RFP answers can be compared. (See action item.) 	Action Item	10/3/16	Alex

PMI MN Board of Directors Meeting - 1

Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
	 Member Experience/Enhanced Services – Chris/Michelle/Joe October Luncheon: It's on the website calendar, on the crawl, info will be distributed at PDD. Reminder- targeting senior PM's. Terri suggests looking at member and prospective member lists. Action Item: Joe and Michelle will work with Rico on it. PCG is the sponsor. Already talked about the new PrC in the action item list. 	Action Item	10/3/16	Joe/Michelle
Board Operations	LIM Update o 6 people going- Chris, Alisha, Michelle, Jerry, Joe, Terri. Alex would like to go if she is able to, considering work responsibilities. Joe is open to reviewers for his presentation—he will send it out to the Board. Action Item: Pam will send the Powerpoint template or link to Alex. Email was sent out from Global regarding this. Expectations for chapters: identify military in your current membership and see if they want to volunteer. Identify a lead, preferably 2. Develop a certification prep for service members. No or low cost price structure.	Action Item	9/9/16	Pam
	R2 News November Shoptalk- already discussed under action items.			
	 Financial Report Action Item: Financials. Pam will follow up with Heidi and let Michelle and Terri know when financials can be done. Michelle will meet with budget owners. Terri will send her what she has so far. Outreach ND is requesting \$2000 for this year. Suzanne suggests looking at the actuals first and then determining whether an additional amount is needed. Action Item: Chris will let the Outreach Committee know that it will not be an issue either way. 	Action Item Action Item	9/2/16	Pam Chris
	 Nominating Committee & Elections – Chris Chris reported that the Nominating committee was withdrawing Sara Lien's nomination for President-Elect. He moved to revise the slate to have Mohamed Diab moved to candidate for President-Elect and Alisha Walter as an additional at large candidate. The Board will follow up with an email vote by 10 a.m. Wednesday, and will also leave the slate open until that time for other candidates. Chris moved to add Alisha Walter as a Director At Large candidate. Suzanne seconded. Motion passed. 	Motion passed.		

PMI MN Board of Directors Meeting - 2

Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
	 Chris will follow up with the Nominating Committee. Governance – Judy Judy has a final draft that she will send out. It still includes highlighted areas that will need to be moved to the playbooks. Suzanne will provide feedback on reserves (cash, operating, strategic). Should be ready to approve in another month. 			Pam/Synergos
	 PDD –Judy Judy sent out the report today. Surpassed 2014/5 registration numbers but not \$. As of this morning, 587. Another vendor came in: Microsoft; only one booth left. Joe did a great job & GTS sold \$18k in sponsorships compared to \$4k last year. Michelle is looking for the Eventbrite account credentials for the speaker reception at PDD. Terri will send to Michelle. Terri will do morning and lunchtime sponsor announcements on Symposium Day. Fall Strategic Planning/Board Training Session Starting to work on it now. Tentative date is 10/15. Topic to be succession planning. 			
President Elect/COO Report	 Operations Committee – Chris Sponsor/Partner 2017 Rates: Joe will work with Barb on it. The Board does not feel that they need to review it; it will be reviewed by the Ops Committee. It will be added to the Ops Committee agenda for 9/26. Agenda item for next Board meeting- Judy & Michelle would like to discuss an RFP for a new location for 2018 PDD at the Oct. Board meeting. Alex asked for context for the retention number. Chris is sending the Board a report from Ken that puts it in context; MN retention is less than the average in Region 2. Terri suggests aiming for 76-78%. 	Action Item	8/8/16	All Board members
Board Planning	Synergos Updates – Pam O Pam reported on what Synergos is working on- everything already covered in the agenda (financials, election materials, PDD materials & shipping prep, marcomm, securing location & helping with prep for the 2 fall meetings). - Next Meeting Date: October 3, 2016. - Judy moved to adjourn, Alex seconded. Meeting adjourned at 7:55 p.m.			

Submitted by: Pam Siebert, Synergos AMC, Date: 9/6/16

August Action Items	D "11	gr + /g ·	D D :
Action Items	Responsible	Status/Comments	Due Date
Policy & Procedure Manual Update	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
Requirement for branches related to bylaws.	Terri	Tabled for next Bylaws review cycle	10/1/16
Chris will send out new RFP for marketing	Chris	·	10/3/16
Suzanne will put an RFP sample on Sharepoint if it's not there already. Joe shared a sample with the Board as well.	Suzanne/Joe		10/3/16
Need credit card statements to complete financials for May, June, and July.	Michelle/Pam/ Chris	Complete. These have been acquired, and now the financials will be run.	8/31/16
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.	9/15/16
Chris will follow up with Alisha regarding the Volunteer Fair.	Chris	Complete. Alisha is working with committees on the fair. Suggested tables in open foyer rather than a separate room	8/29/16
Call with Global at Aug. 24 at 5 pm for one hour regarding the R2 November Shoptalk. Terri will send info to Pam who will do a meeting invite.	Terri/Pam	Complete	8/24/16
Programs committee to look at simplifying the meeting prices for 2017	Chris	Will be part of budgeting for 2017 income	12/5/16
Synergos will move forward on preparing the ballot and postcard. Will need the candidate bio packages for the website.	Pam	In process. See previous discussion about slate.	9/9/16
Judy will let Rico know he has to get the booth set up Wednesday night.	Judy	Complete	8/29/16
Terri will advise on which chapters to send a personal contact about PDD; Judy will send the personal message.	Terri/Judy	2 people from Manitoba are coming as an exchange. Discovered PDD is not on the Global calendar; Judy is sending a note to Ron and Larissa.	8/29/16
Joe to follow up Corrinne or Geraldine to reach-out to partners to say thank you for support-don't forget you have employees of their partner discount.	Joe	Complete	8/29/16
Terri will send updated PrC charter by email for a Board vote.	Terri	In process. Steve Stucke is on Board. "Lean" added to the title. Dianne has already put in the request for meeting rooms at the dinner for the rest of the year.	8/31/16