



Board of Directors Meeting

Date: Oct. 3, 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
<i>Call to Order</i>	The meeting was called to order at 5:38 p.m.	Quorum established		
<i>Adoption of Agenda</i>	Jerry requested a change to both the agenda and the minutes- action item “create criteria template for submitted marketing proposals.” Judy moved to accept the agenda and minutes, Michelle seconded.	Agenda was adopted.		
<i>Approval of Minutes</i>	Approved as above.	Minutes were approved as amended.		
<i>Action Item Update</i>	See list of action items from the September meeting at the end of this document.			
<i>Strategic Initiatives Champion Update</i>	<ul style="list-style-type: none"> • Volunteer Engagement/Succession Planning – Suzanne/Judy/Alex <ul style="list-style-type: none"> ○ Suzanne meeting with Erin re retention before the next Dinner meeting. Chris said the materials Suzanne has put together to date that are on Sharepoint. They will also be reviewed beforehand at the Board Strategy Meeting. ○ Succession Planning is the topic for the R2 Shoptalk, with planning sessions led by Alex. • Communication/Visibility- Rich/Jerry <ul style="list-style-type: none"> ○ Need to build the template for the RFP. Chris tasked to make sure it happens. Montreal’s executive director is an attorney. He was in agreement there was not a conflict of interest if the Chair of 			

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	<p>Marketing is not involved in decisionmaking and there is prior disclosure.</p> <ul style="list-style-type: none"> • Member Experience/Enhanced Services – Chris/Michelle/Joe <ul style="list-style-type: none"> ○ PDD reception completed, went well. Room for improvement next year- send invitations sooner. ○ Chris moved, Judy seconded to move the PDD reception from a strategic initiative to PDD operations. Motion passed. ○ Downtown lunch set for tomorrow. (35 registered) If this were to be moved into operations, is it ready? Needs strategy defined. Add to the Board Strategy Session agenda. ○ Chris reported there will be an end of year membership push to try to reach 500 membership goal. Call Center project will have some initial startup costs, in the \$2k-3k range. Chris/Mohamed will add the presentation on the Call Center to the Strategic Planning agenda. ○ Joe is going to meet with someone about the potential for an engineering PrC. Terri asked Joe to have a discussion with the new PrC lead to make sure the concept is different. 			
<i>Board Operations</i>	<p><u>PMI GOC</u></p> <ul style="list-style-type: none"> ○ 2017 LIM – Dates set for Oct. 25-28, 2017 in Rome ○ 2017 EMEA LIM April 27-29 in Rome- Same dates as R2 conference in Omaha. Asia is March 3-5 in Hong Kong as an alternative. ○ NA LIM Report Out- Alex, Michelle, Chris, Jerry, Joe attended. Reflections were: <ul style="list-style-type: none"> ▪ Alex- keynotes were excellent. She suggested handing out the Ethics Toolkit and the Leader’s Guide. Terri and Chris both brought back copies. ▪ Jerry agreed on keynotes. Ordered Mel Robbins’ book “54321-Go.” He also went to a session on Projectmanagement.com, and suggests partnering for Joe’s PDD session in a webinar. ▪ Joe found the organization of some chapters interesting- e.g. by functional area (facilities, speakers, etc.) Also that some chapters have non-members as volunteers. ▪ Chris noted many chapters are struggling financially yet do not have strong sponsorship programs. Also noted some have alignment with Toastmasters or speaking groups. ▪ Michelle picked up ideas- “unconference,” e.g. possibly for millennials in the spring. Michelle and Terri attended a session on happy hours- MN chapter could move around TwinCities. Would like to talk further at the Strategic Planning session. She also attended a session on the 			

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President Elect/COO Report	<p><u>Operations Committee</u> –Chris</p> <ul style="list-style-type: none"> Chris nominated Judy Juhl and Rich Walker as Co-Chairs of PDD for 2017. Motion passed. The Ana Alvarez award is in progress- there was a policy difference in eligibility between PMI and ATD that has been resolved. The Transition Meeting is planned for 11/12. Chairs will present key portions of their playbooks. Additional marketing is happening for the seminar in October. Action Item: Pam will send details of the meeting to Joe; he may be able to find a sponsor. <p><u>Synergos Updates</u> – Pam</p> <ul style="list-style-type: none"> Pam is working with Chris on the 10/15 Board Strategic Planning Meeting, and with Chris and Alisha on the 11/12 Transition Meeting. She will be in touch with Terri, Chris, and Mohamed to set up a quarterly leadership check-in in October with the Synergos CEO, if the dates work. Pam will be out 3 days this week- please continue to send requests through administrator@pmi-mn.org. 	<p>PDD Co-Chairs approved</p> <p>Action Item</p>	<p>10/5/16</p>	<p>Pam</p>
Board Planning	<ul style="list-style-type: none"> - Next Meeting Date: Nov. 7, 2016. - Joe moved to adjourn, Judy seconded. Meeting adjourned at 8:21 p.m. 			

Submitted by: Pam Siebert, Synergos AMC, **Date:** 10/5/16

August Action Items

Action Items	Responsible	Status/Comments	Due Date
Policy & Procedure Manual Update	Judy	In progress. Terri noted that the policy manual should include prior disclosure.	11/7/16
Communication/Visibility Strategic Initiative: Create criteria template for submitted Marketing firms	Rich/Jerry	On hold- Need standardized RFPs from each of the Marketing firm candidates to build template. Chris sending out RFPs with updated request. Revisit at October Strategic Planning Meeting	10/30/16
Terri will send updated PrC charter by email to Board.	Terri	Completed. Terri brought it to the meeting.	10/3/16