

Board of Directors Meeting

Date:	Oct. 3, 2016
Time:	5:30 p.m.
Location:	Synergos office and Skype

Board Members:

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

Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
Call to Order	The meeting was called to order at 5:38 p.m.	Quorum established		
Adoption of Agenda	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.		
Approval of Minutes	Approved as above.	Minutes were approved as amended.		
Action Item Update	See list of action items from the September meeting at the end of this document.			
Strategic Initiatives Champion Update	 Volunteer Engagement/Succession Planning – Suzanne/Judy/Alex 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 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 			

PMI MN Board of Directors Meeting - 1

Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
	Marketing is not involved in decisionmaking and there is prior			
	disclosure.			
	Member Experience/Enhanced Services – Chris/Michelle/Joe			
	• 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.			
Board Operations	PMI GOC			
	 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:			
	 Alex- keynotes were excellent. She suggested handing out The list of the lis			
	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			

PMI MN Board of Directors Meeting - 2

Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
	 military program. Michelle talked to others about auto-PDU reporting via QR codes. She said that the process in place is not a vast improvement over the current process used by the chapter. Terri noted some chapters have "career week" or "career month" to have multiple events. Some chapters want to explore exchanges, such as speakers. PMIEF- 2 largest single donors are Saudi Arabia and MN Chapter. The endowment for the Robert Jursik scholarship has grown to \$95k. The other piece is operating expenses. Chris moved, Jerry seconded to approve the dues if it goes to \$1. Motion passed. 	Budget item approved.		
	 <u>R2 News</u> November Shoptalk- 11/16, 5-5:30, test connection at 4:30 p.m. Two weeks in advance request AdobeConnect from Global. Terri is the facilitator, Alex is the presenter. 2017 R2- Presidents meet on 4/27, everyone else 4/28-29. Hot topic will be R2 dues and whether to raise it to \$1 per member. 			
	 President Dec. 5 Board Meeting- Terri will report at the Nov. meeting. Jan. 21 Volunteer Gala- Alisha is writing an article for the newsletter. 			
	 <u>Financial Report</u> 2016 Budget performance and forecast: Statements caught up, and financials are posted on Sharepoint. Michelle will be working on 2017 budget; she needs to set up a schedule with Terri and Chris to set up a schedule, and Terri suggests to involve Mohamed as much as possible. This will be in the month of October, in order to have a draft at the Transition Meeting. Michelle will send out a signup for the Ops Committee. Generally underspent, although have not finalized PDD. Total income as of Aug. 31, behind on income but budgeted \$511 for expenses but actual were 431k at that time. Michelle reported one big item was 30k in marketing has not been used. Action Item: She will bring a high-level summary next month. Suzanne noted that there was work with GOC on a reserve some years ago based on all the things the chapter is liable for if there was a bad year. 	Action Item	11/7/16	Michelle
	 <u>Nominating Committee & Elections</u> – Chris Chris presented the election results from the Nominating Committee: President-Elect: Mohamed Diab 			

PMI MN Board of Directors Meeting - 3

Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
	 Governance Director: Geraldine Marks At-Large Members: Alisha Walter, Mark Neumann Alex made a motion to ratify the process. Terri seconded. Motion passed. Vacancies in Chair positions: Chris will be talking with Manish Kalra regarding a Chair position. Others will be discussed at the Strategy Meeting. 	Election process ratified.		
	 <u>Governance</u> – Judy Judy is going to give some assignments in order to complete. Judy brought up the email redirect list. Pam has reviewed it as well and can send the list she reviewed and Judy will send the list. Action Item: Get it cleaned up by 11/12 meeting. She will also look at Sharepoint cleanup. Alex saw an impressive dashboard at LIM, and met someone who has a volunteer focus on metrics. May be a good idea to invite someone from Chicagoland to discuss these. 	Action Item	11/12/16	Judy
	 <u>PDD</u> –Judy As of 9/15, 664 registrants- \$456k income. Last year 583 for \$401k income. Beat 2014 registrants but not \$. 2017 Theme/graphic – Judy has asked Kitty to get started. Other ideas- photographer to do headshots. Digital billboards. Winnipegadvertising on bus. GTS Sponsorship Contract - 18,500 sponsorships this year and 5k plus a %. Last year without assistance sold 2. For the policy manual, related to PDD, Judy suggests that working volunteers must exempt themselves from the grand prize. Any event with a registration that has a fee, and you attend with a comp or as a guest, you are not eligible for drawings. Judy will add to the policy manual. 			
	 <u>Fall Strategic Planning/Board Training Session</u> 10/15 Strategic Planning Meeting – Proposing to do an inventory again to get together as a team. Chris asked the Board to approve a \$2000 facilitator fee for Mary Eisele Slack to facilitate, plus \$22 per person for a Team Dimensions Profile. The focus will be on considering member survey results, revisiting the strategic initiatives, and on teambuilding with new Board members. Alex moved to approve, Judy seconded. Motion passed. Alex suggested calling it Board Orientation and Strategic Planning Session or Board Training to be clear on the purpose. 			

PMI MN Board of Directors Meeting - 4

Agenda	Discussion	Tasks/Conclusion	Due Date	Responsibility
President Elect/COO Report	 <u>Operations Committee</u> –Chris 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. 	PDD Co-Chairs approved Action Item	10/5/16	Pam
	 Synergos Updates – Pam 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. 			
Board Planning	 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

PMI MN Board of Directors Meeting - 5

August Action Items

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

PMI MN Board of Directors Meeting - 6