



PMI Orange County Chapter Board of Directors Meeting Minutes

**Project Management Institute – Orange County Chapter, Inc.
April 2009 Board of Directors Meeting Minutes
6:45 – 8:30 PM, Tuesday, 04/28/09**

Board of Directors Meeting Attendance		
<input checked="" type="checkbox"/>	Chair/President	Sylvan Finestone
<input checked="" type="checkbox"/>	Chair Elect	Stephen June
<input type="checkbox"/>	Director At Large	Cornelius Fichtner
<input checked="" type="checkbox"/>	Finance Director/Treasurer	Francisco Avalos
<input checked="" type="checkbox"/>	IT Director	Tariq Shaikh (called in)
<input checked="" type="checkbox"/>	Marketing Director	Lori Shapiro
<input checked="" type="checkbox"/>	Membership Director	Thomas Cutting
<input checked="" type="checkbox"/>	Operations Director/Secretary	Nora Goto
<input type="checkbox"/>	Programs Director	Derek Barraza

Other Attendees/Committee Members		
<input checked="" type="checkbox"/>	Beth Williams	Volunteer Coordinator
<input checked="" type="checkbox"/>	Heather Tomley	Operations Deputy

Location:

Compuware, Irvine, CA – Suite 600 - <http://www.compuware.com>

Start/Networking/Dinner (All 6:15pm – 6:45pm)

Call to Order (Sylvan 6:50pm – 7:00pm)

- 1) Meeting call to order
- 2) Approval of the minutes from March
 - a) Tom Cutting – 1st to approve
 - b) Lori Shapiro – 2nd to approve
 - c) All ayes approved the previous meeting minutes

Chapter Financials (Francisco 7:00pm – 7:35pm)

- 3) Cash Flow
 - a) Quikbooks - Not all deposits are posted in Quikbooks. \$20,000 is currently not posted from the Prep Class. We'll have \$3,000-\$4,000 payments that need to be remitted as well.
- 4) Accounts Receivables
 - a) Posting monies - some monies have been collected but need to determine how to post. The cash has been recognized, but the cash did not clear from the actual receivable yet.
 - b) A/R Aging report
 - i) Metafuse paid for the full year for Milestones (\$3600).
 - ii) Creative Solutions will be the Premier Dinner sponsor in May (Erica Flores from SD Chapter).
 - iii) Future Advertising revenue projected for Milestones
 - (1) Quikbooks may be able to provide status of when advertising payments are ending for people to re-contract. (Task items).
 - (2) Develop Initial Agreement – document what is being exchanged for services.
 - (3) Capture Data now and then place into Quikbooks.

Action Item: Finance (Francisco Avalos) to follow up with Quikbooks on providing reminders about expiring advertising funds.

Action Item: Finance (Francisco Avalos) to work with Marketing / Programs (Derek Barraza and Lori Shapiro) to provide information about advertising reminders to renew ads.



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- 5) Budget
 - a) Not all *sprint class*? projected income is included.
 - b) Fall 2008 income from previous PMP Prep class was just paid (\$1,800 from Mercury). It will be recognized this year.
- 6) Profit & Loss
 - a) We made \$45,000 year over year, from 2008 to 2009.
- 7) Certificate of Deposit
 - a) Francisco to continue researching

Action Item: Finance (Francisco Avalos) to research CD options for excess cash.

Special Reports (7:35pm – 7:55pm)

- 8) Taxes
 - a) Taxes will be submitted for the Chapter by the middle of May by Sylvan.
- 9) SAPR (Strategic Alliance Performance Report)
 - a) SAPR report will be submitted to PMI by the end of May by Sylvan.

Action Item: Chair (Sylvan Finestone) to submit taxes and SAPR Chapter report before end of May.

- 10) Invoices for Region 7 Conference
 - a) All invoices need to be submitted with receipts.
 - b) Outstanding invoices are Derek's and Lori's.

Action Item: Programs and Marketing (Derek Barraza and Lori Shapiro) to submit receipts for reimbursement of Region 7 conference to Chair (Sylvan Finestone).

- 11) PMP Prep Course
 - a) Instructors training will be offered in August.
 - b) Next class will be offered in September.
 - c) Differences between PMBOK 3rd Edition and 4th Edition – Tom Cumming is working on a comparison/difference overview to help prepare instructors on teaching the new book.

Action Item: Membership (Tom Cutting) to review with Tom Cumming the Train the Trainer on the differences between the 3rd and 4th edition of the PMBOK.

- 12) Transition Team Program (for people in-transition)
 - a) Norm Naylor is heading up a group of approximately 6-10 people to help with transition.
 - i) Focus is on developing goals and objectives.
 - ii) A deadline has not been established at this point.
 - iii) There will be a focal point for developing a job board that turns over job descriptions every 15-30 days.
 - iv) Develop timeframe and general framework for the foundation of the transition team

Action Item: Membership (Tom Cutting) to develop a timeframe for the transition team by 5/12/09.

- b) Next Dinner Meeting focus will be on people in transition
 - i) Major communications to go through Tom Cutting (Membership) and if needed the Board.
 - ii) Survey to be created by Nora Goto (Operations) to identify interests and status of Chapter members
 - (1) Determine if people have been looking for more than a year, less than a year, etc.
 - (2) Mirror the Silicon Valley transition suggestions – focus on providing Coaching and Mentoring as well as having Recruiters available.
 - iii) Professional Development section
 - (1) Kimmy will set up ahead of time.
 - iv) Nora Goto (Operations) to work with Beth Williams (Volunteering) to get more volunteers.

Action Item: Operations and Membership (Nora Goto and Tom Cutting) to develop survey and publish for members to respond.

Action Item: Membership (Tom Cutting) to coordinate coaching, mentoring and recruiting efforts for dinner meeting.

Action Item: Volunteering (Beth Williams) to work with Operations (Nora Goto) to get more volunteers.



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- 13) VOM
 - a) Beth Williams presented nominees
 - b) Heather Tomley was voted as VOM.

Action Item: Membership and Volunteering (Tom Cutting and Beth Williams) to coordinate VOM award for next dinner meeting.

Strategic Opportunities Discussions and Motions (closed session as needed, 8:15pm – 8:50pm)

- 14) Community Outreach or Corporate Outreach
 - a) Focus of outreach: We can get your people prepared for the exam.
 - b) Stephen June (Chair-Elect) has been working with UCI Extension to enhance relationship.
 - i) Andrea delivered 70 marketing packets to UCI for their perusal.
 - c) ITS Event next month – we will have a sponsor table at this event.
 - d) SoTec – Greg Scott is our contact for this event.
 - e) Target other organizations that have similar values to PMI and work with them to cross- market.
 - i) Concerns as to how we'll be able to get this done this year.
- 15) John Stenbeck
 - a) This event may be coupled with a future ATS event.
 - b) Table this discussion for now.
- 16) Graduate Student Team headed by Bernice Maldonado from UCI
 - a) 5 Graduate students will help the PMI-OC Chapter define an Organizational Challenge
 - i) Conduct research
 - ii) Prepare a report with recommendations
 - iii) Projects or Ideas for consideration
 - (1) How to expand external communications of organization?
 - (2) Change Management assistance
 - (3) Assist with Transition plan and how to position it for acceptance with membership
 - iv) Nora Goto (Operations) spoke with Bernice regarding Business Process items:
 - (1) Governance and Strategic Planning
 - v) Cornelius Fichtner (Director-At-Large) will be board liaison

Action Item: Cornelius Fichtner, Nora Goto and Thomas Cutting (Director-At-Large, Membership and Operations) to work with Bernice (UCI Contact) to coordinate opportunities being developed for PMI-OC Board initiatives.

- 17) Marketing Ideas by Erica Flores
 - a) Lori Shapiro mentioned the soft-copy document of marketing and sales initiatives/ideas captured by all organizations.

Action Item: Marketing (Lori Shapiro) to send soft copy of marketing document to all BOD.

- 18) Governance Model (Stephen June and Sylvan Finestone)
 - a) Next Meeting – May 9th offsite meeting at the Marriott in Irvine, CA
 - b) Term limits will be set to a maximum of 4 years
 - c) 2 year terms – VP Operations, VP Finance and President
 - d) 1 year term – VP Strategic Planning, Communications, and Secretary
 - e) Nominating Committee – will have to be in agreement and coordinate searching for future position holders to properly fill these positions.
 - f) Timelines needs to be established as a rough draft for May 9th meeting
 - g) By-laws and Job descriptions need to be re-written by June 1.
 - h) Around June 1, submit to legal for review and PMI for review
 - i) June 1 – publicize with PMI-OC Chapter intentions to change by-laws
 - j) July 15th – submit for member ratification
 - k) Elections – start planning in July for elections in September
 - l) Also change, Board not to change in January but rather April.

Action Item: Chair and Chair-Elect (Sylvan Finestone and Stephen June) to develop timelines for May 9th meeting.



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Closing Business:

Responsible Party	Task	Due Date
Finance	Finance (Francisco Avalos) to follow up with Quikbooks on providing reminders about expiring advertising funds.	
Finance	Finance (Francisco Avalos) to work with Marketing / Programs (Derek Barraza and Lori Shapiro) to provide information about advertising reminders to renew ads.	
Finance	Finance (Francisco Avalos) to research CD options for excess cash.	
Chair	Chair (Sylvan Finestone) to submit taxes and SAPR Chapter report before end of May.	05/31/09
Programs and Marketing	Programs and Marketing (Derek Barraza and Lori Shapiro) to submit receipts for reimbursement of Region 7 conference to Chair (Sylvan Finestone).	05/15/09
Membership	Derek Barraza to review with Tom Cumming the Train the Trainer on the differences between the 3 rd and 4 th edition of the PMBOK.	
Membership	Membership (Tom Cutting) to develop a timeframe for the transition team by 5/12/09.	05/12/09
Operations and Membership	Operations and Membership (Nora Goto and Tom Cutting) to develop survey and publish for members to respond.	05/12/09
Membership	Membership (Tom Cutting) to coordinate coaching, mentoring and recruiting efforts for dinner meeting.	05/12/09
Membership / Volunteering / Operations	Volunteering (Beth Williams) to work with Operations (Nora Goto) to get more volunteers.	
Membership / Volunteering	Membership and Volunteering (Tom Cutting and Beth Williams) to coordinate VOM award for next dinner meeting.	05/12/09
Director-At-Large and Operations	Cornelius Fichtner and Nora Goto (Director-At-Large and Operations) to work with Bernice (UCI Contact) to coordinate opportunities being developed for PMI-OC Board initiatives.	
Marketing	Marketing (Lori Shapiro) to send soft copy of marketing document to all BOD.	
Chair and Chair-Elect	Chair and Chair-Elect (Sylvan Finestone and Stephen June) to develop timelines for May 9 th meeting.	05/09/09

Adjournment

19) Meeting Adjournment

- a) Nora Goto – 1st to approve
- b) Tom Cutting – 2nd to approve
- c) All ayes
- d) Adjourned at 8:27pm