



PMI Orange County Chapter Board of Directors Meeting Minutes

**Project Management Institute – Orange County Chapter, Inc.
November/December 2008 Board of Directors Meeting Minutes
6:20 – 8:30 PM, Tuesday, 01/27/09**

Board of Directors Meeting Attendance		
<input checked="" type="checkbox"/>	Chair/President	Sylvan Finestone
<input checked="" type="checkbox"/>	Chair Elect	Stephen June
<input checked="" type="checkbox"/>	Director At Large	Cornelius Fichtner
<input checked="" type="checkbox"/>	Finance Director/Treasurer	Francisco Avalos
<input checked="" type="checkbox"/>	IT Director	Tariq Shaikh
<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 checked="" 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
<input checked="" type="checkbox"/>	Sharlane Bailey	Operations
<input checked="" type="checkbox"/>	Lisa Saldana	Operations

Location:

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

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

Call to Order (Sylvan 6:45pm – 7:10pm)

- 1) Meeting call to order
 - a) Meeting was called to order by Sylvan Finestone at 6:48 pm.
- 2) Introductions
 - a) Sharlane Bailey and Lisa Saldana were introduced. These volunteers will support the Directors in business process documentation.
- 3) Approval of the minutes
 - a) This was the first meeting for 2009. No meeting minutes to approve.
- 4) Chair Remarks
 - a) Be accountable to ourselves and each other for the effort we put forth together for this chapter
 - b) Support each other with respect for each others efforts and time
- 5) Advisory Council Discussions
 - a) Budget is organized and ahead of where we were for this time last year (great start)
 - b) Dinner Meeting sponsors
 - c) Focus will be on collaborations between marketing and membership to drive effort and information between them

Chapter Financials (Francisco 7:10pm – 7:50pm)

- 6) Balance Statement, Budget Variances, Cash Flow
 - a) Milestones print magazines saved us \$30,500 which is good and smart
 - b) Balance Sheet is positive for 2008
 - c) PMP Prep Workshops outperformed revenue expectations for 2008
 - d) Budget Changes
 - i) PMP Prep Workshops increasing from \$750 per course to \$850 per course starting in September 2009. Idea being discussed for consideration.
 - ii) PMP Spring Headcount will be reduced slightly to reflect changes in economy



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Action Item: Francisco Avalos (Finance) to update budget to reflect reduced revenue for PMP Workshops for April 2009.

- 7) Other Budget Adjustments - (Lori Shapiro – Marketing)
 - a) Career Fair
 - i) New Platinum Sponsorship level pricing will be \$8,000
 - ii) New Platinum Chapter Sponsorship level pricing will be \$10,000
 - iii) Table Vendors will be \$300 per table. Had approximately 15 last year
 - iv) Career Fair will have its own budget
 - v) Sponsorship events will be \$550 instead of \$500
 - vi) Sponsorship for July 2009 will be \$0 due to career fair
 - b) Marketing Planning Meetings
 - i) Will be \$300/quarter instead of \$300/month
 - c) Milestones print materials
 - i) Change ordering of milestones to be sent out.
 - ii) \$2,000 will be allocated to Marketing (Lori Shapiro) for the year.
 - iii) To be used as needed for marketing distribution.

Action Item: Francisco Avalos (Finance) to work with Derek Barraza (Programs) to develop budget for Career Fair and make recommendations for changes to existing budget.

Action Item: Francisco Avalos (Finance) to work with Lori Shapiro (Marketing) to review changes to existing budget.

- 8) Other Budget Adjustments - (Derek Barraza - Programs)
 - a) Programs Planning Meetings
 - i) Will be \$300/quarter instead of \$300/month

Action Item: Francisco Avalos (Finance) to work with Derek Barraza (Programs) to review changes to existing budget.

- 9) Other Budget Adjustments – IT and Operations (Tariq Shaikh – IT)
 - a) Website customization will need an increased budget for Affiniscape of \$1,000.

Action Item: Francisco Avalos (Finance) to work with Tariq Shaikh and Nora Goto (IT and Operations respectively) to develop budget and make recommendations for changes to existing budget.

- 10) Other Budget Adjustments – Region 7 Conference (ALL BOD)
 - a) Increase cost to reflect 9 people attending
 - b) Location is: 222 Second Street in San Francisco, CA
 - c) Conference is generally social on Friday evening, all day Saturday event and ½ day Sunday.
 - d) Dates are – April 17, 18 and 19th
 - e) Budget adjustments will be \$225 per person for 9 people or \$6300 for entire event
 - i) Rooms needed : 6
 - ii) Travel expense per person will increase from \$400 to \$700
 - f) People attending are:
 - i) Sylvan Finestone, Lori Shapiro, Francisco Avalos, Stephen June, Cornelius Fichtner, Tariq Shaikh, Derek Barraza, Thomas Cutting and Heather Tomley

Action Item: Francisco Avalos (Finance) to adjust budget and make recommendations for changes to existing budget.

- 11) Other Budget Adjustments – Membership (Thomas Cutting)
 - a) Volunteer recognition will be reduced for 2009 due to award criteria changes
 - i) Spent \$2200 for pens for volunteer recognition for 2008 alone
 - ii) Total for all volunteer recognition for 2009 will be \$2500
 - iii) Volunteer Award criteria changes – will be a raffle and based on hours volunteered to be considered.

Action Item: Francisco Avalos (Finance) to work with Thomas Cutting (Membership) to develop budget and make recommendations for changes to existing budget.

- 12) Budget Amendments
 - a) All Changes to Budget due by February 3, 2009

Action Item: Francisco Avalos (Finance) to work with ALL BOD on indicated changes to budget for 2009.



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- 13) A/P and A/R open items, if applicable
- a) Focus for Q1 2009 on finalizing and closing open/unresolved invoices
 - b) Mercury needs to pay for 2008 workshop invoices
 - c) Invoice aging needs to be established for accounts due in 30/60/90 days from invoice
 - i) Focus on accounts that had activity in 2008 to collect earned revenue
 - ii) Do not focus on (write-off) accounts from 2006 and 2007 to collect earned revenue
 - iii) 2006, 2007 and 2008 accounts may have been paid.

Action Item: Francisco Avalos (Finance) to work with Lori Shapiro (Marketing) to clarify proof of payments or collecting monies from open accounts.

Action Item: Francisco Avalos (Finance) to work with bookkeeping to coordinate invoices sent out to customers with "Invoice payment due" notices.

- 14) Approved Budget as amended
- a) Lori Shapiro (Marketing) first to approve
 - b) Thomas Cutting (Membership) second to approve

Special Reports (7:50pm – 8:15pm)

- 15) Membership (Derek Barraza)
- a) Volunteer Certificates need to be developed to reward volunteers for their service
 - i) Volunteers being awarded will have a choice of a free dinner meeting or a free ATS
 - b) Derek Barraza to work with Tom Cumming on printing and distribution of certificates
 - i) Tom Cumming will provide certificate numbers for risk control on certificates being given out
 - ii) Tom Cutting and Beth Williams (Membership) will need to work with Tom Cumming on Free ATS Certificates to be awarded
 - c) Derek Barraza to follow up with Tom Cutting. Tom will contact Kit Meador Brown (contractor who has done the certificates in the past)
 - d) CPU credit needs to be documented and given to each volunteer for CPU hours
 - e) Volunteer Certificates – process of recognizing and rewarding volunteers will be developed offline
 - i) Between Tom Cutting (Marketing) and Derek Barraza (Programs)
 - f) As these awards are redeemed, Francisco Avalos (Finance) needs to realize the expenses as an incurred expense. A policy will be drafted between Finance/Programs and Marketing.
 - g) Policy needs to be drafted on Free Access to PMI events for Volunteers

Action Item: Derek Barraza (Programs) to work with Tom Cutting and Beth Williams (Membership) on obtaining volunteer redemption awards.

Action Item: Francisco Avalos (Finance) to realize these awards / expenses as real-time expenses as they are incurred / redeemed.

Action Item: Derek Barraza (Programs) and Nora Goto (Operations) to develop a document for unpaid volunteer access to events.

- 16) IT (Tariq Shaikh)
- a) Provided several handouts for Policies and Procedures for Managing the PMI-OC Site
 - i) Outlines what items are needed for certain functions
 - ii) Outlines what areas are responsible for each section of the website
 - iii) How change will be managed and approved
 - iv) How additional information can be added to the website and approved
 - v) Soft copies of the handouts are on the e-site (docs site)
 - vi) Requirement descriptions are provided for requests to be reviewed by IT
 - b) There will be a Change Management Team
 - i) Includes: Chair, Chair-Elect and Marketing
 - ii) All requested changes must go through the webmaster
 - iii) Requests go to webmaster for collection and Change Management Team for approval
 - iv) Webmaster will document all changes as they are approved and then applied



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- v) Change Management requests are due by the 2nd Monday of the month
- vi) Change Management Board meets every 3rd Monday of the month
- vii) IT runs the Change Management for the Website
- c) Non-Customized vs. Customized Reports
 - i) Customized Reports – Must be requested to and processed by the Webmaster
 - ii) Non-Customized Reports – Must be requested to and processed by the person responsible for that area of the website
 - iii) Non-Customized Reports – Must be completed by the Content Managers trained in that area (only)
 - iv) There was a discussion between Tariq Shaikh (IT) and Derek Barraza (Programs) to allow access to Judy and others. Take offline to follow-up.

Action Item: Derek Barraza (Programs) and Tariq Shaikh (IT) to decide how Judy and others can continue accessing reports to work more efficiently.

- d) Adding Content to the Website
 - i) Anyone can add content to the website (Volunteer / Director with access rights)
 - ii) The content of the site will be managed by Governors
 - iii) Governors will meet separately from the Change Management Board
 - iv) Programs must be directly involved since they are the customers of the website content
- e) Group Roles / Responsibilities on the website
 - i) Ownership is restricted to one group per module. This will eliminate multiple group ownership of various areas of the website.
 - ii) Restricted areas will be effective 01/26/09

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

17) Marketing – Lori Shapiro

- a) Sponsor pricing has been revised and has been sent out to all sponsors
- b) Advertising Agreement – every advertiser has to fill out an agreement for advertising.
- c) Advertising and Sponsorship pricing has reached its final draft stage. This was a left over item from December 2008 BOD meeting list.
- d) Jane Flynn Contract
 - i) Jane Flynn provides the graphic designs and layout of the Milestones on the PMI-OC website
 - ii) The Board will be renewing a 2-year contract / SOW with Jane Flynn for work beginning March 1, 2009.
 - iii) Lori Shapiro to gather signed SOW from Jane Flynn and then forward to Sylvan Finestone for final authorization.
 - iv) Payment for new rate will be due February 1, 2009 for March 1, 2009 work.
 - v) Continue with automatic payments sent to her account each month.
- e) Motion to Approve moving forward with Jane Flynn 2 year contract
 - i) Lori Shapiro – first to approve
 - ii) Derek Barraza – second to approve
 - iii) Francisco Avalos – not in favor of approving

Action Item: Lori Shapiro (Marketing) to follow-up with Board for final Advertising and Sponsorship pricing to be agreed upon.

Action Item: Lori Shapiro (Marketing) to follow-up with Jane Flynn on signed SOW for 2 year contract. When received, forward to Sylvan Finestone for final approval.

18) VOM – Beth Williams (Volunteering)

- a) Nomination considerations were emailed to all BOD members.
- b) In the future, please have your vote sent back to Beth Williams by the Sunday prior to the Board Meeting.
- c) D'Shone Sweeney has been nominated for the January 2009, Volunteer of the Month



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- i) She worked diligently on the Spark of Love effort in December 2008.
- ii) For marketing, she put together process flows, programs and completed her training programs.
- d) Motion to approve D'Shone Sweeney as January 2009, VOM
 - i) Lori Shapiro – first to approve
 - ii) Derek Barraza – second to approve
 - iii) All ayes

19) VOY – Beth Williams (Volunteering)

- a) Beth will resend email that was sent to all BOD members for consideration
- b) Cornelius Fichtner will contact all BOD members to gather and provide feedback on nominations
- c) The award will be presented at the April 2009 Dinner meeting
- d) If there are several worthy nominations, there may be several different types of awards
- e) Due date for final consideration of VOY will be decided at the February 2009 meeting

Action Item: Beth Williams (Volunteering) to re-send VOY nomination forms to all BOD members within the week.

Action Item: Cornelius Fichtner (Director-At-Large) to follow-up with all BOD members regarding nominations and considerations for VOY.

20) Region 7 – Succession Planning (Sylvan Finestone)

- a) Begin considerations / nominations for 2010 Board Members in Q1 and Q2 of 2009.
- b) A nominating committee will be developed for further consideration of future BOD members.
- c) Work with individuals you believe will be available for future BOD positions for 1 and 2 years out.
- d) April 1, 2009 will be the beginning of succession planning discussion / meetings
- e) The sitting chair appoints the nominating committee. This is normally not the sitting chairs responsibility and will be changed for future years.
- f) October 2009 will begin the actual transition responsibilities for 2010
- g) This will put us in a state of succession planning, planning and transition for future years.

21) eFax – Finance (Francisco Avalos)

- a) Scan in all items that will need to be sent to AR/AP
- b) All items will be in a PDF format
- c) Once items is scanned and saved as PDF, send directly to invoices department
- d) Budget for eFax will be \$15 / month
- e) Stephen June and Lori Shapiro to follow-up with Francisco Avalos on this

Action Item: Francisco Avalos (Finance) to adjust budget for eFax consideration.

Action Item: Lori Shapiro (Marketing) and Stephen June (Chair-Elect) to follow-up with Francisco Avalos on this request.

22) Documentation for PMI-OC

- a) Tariq Shaikh (IT) and Nora Goto (Operations) to develop a proposal on how documentation will be managed and shared within the BOD group and for volunteers.
- b) The yearly calendar will also be added to this documentation.
- c) Considerations have been opened to all on which means of storing documentation is easiest for everyone to use, access and operate.
 - i) The consideration is between: lomega, SharePoint and Google Storage

Action Item: Nora Goto (Operations) and Tariq Shaikh (IT) will develop a proposal on how to manage and access documentation for all BOD and volunteers. Include the yearly calendar as well.

Responsible Party	Task	Due Date
Finance	Begin aging report on AR 30/60/90 days.	
Marketing / Finance	Work together to collect money for outstanding AR's.	



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Finance	Invoice notices that are being sent out also need to be followed-up on.	
Finance	Budget revisions – Marketing, Programs, IT, Finance, Jane Flynn and Travel.	01/03/09
Finance	Jane Flynn base pricing must go up in February to new contracted rate. Continue Automatic deposit to Jane’s account.	02/01/09
Membership	Change award recognition gifts to be based on hours volunteered.	
Marketing / Finance	Marketing to obtain contract and signature of SOW for Jane Flynn for service contract of 2 year period beginning February 1, 2009.	01/31/09
Programs / Membership	Derek Barraza (Programs) to work with Tom Cutting and Beth Williams (Membership) on obtaining volunteer redemption awards	
Finance	Francisco Avalos (Finance) to realize these awards / expenses as real-time expenses as they are incurred / redeemed.	
Programs / Operations	Derek Barraza (Programs) and Nora Goto (Operations) to develop a document for unpaid volunteer access to events.	
Programs / Operations	Derek/Nora to develop a policy on Free (unpaid) Access to Chapter events for Volunteers.	
ALL BOD	Any website changes must go to the webmaster.	
IT	Tariq to follow-up with Webmaster that change requests are being documented.	
IT / Programs	Judy needs access to the website to generate reports. Take offline to define access.	
Marketing	Final Draft of Advertising and Sponsorship pricing (leftover from Dec 2008).	
Membership	Beth Williams (Volunteering) will re-send the nominations for VOY to all BOD.	01/31/09
ALL BOD	VOY nominations due date will be decided by February BOD meeting (or earlier?)	
Director-At-Large	Cornelius will contact 2008 BOD to provide feedback on nominations.	
ALL BOD	Succession Planning needs to begin Q2 2009 for 1 yr. and 2 yr. out. Begin thinking about people for consideration.	
Chair	Begin forming ideas/thoughts about potential nominating committee candidate in March/April.	
IT / Operations	Develop process on documentation will be shared and stored for all BOD members and Chapter volunteers to develop, access and use these resources. Calendar will also be included in this documentation.	
Chair Elect/ Finance/Marketing	Coordination of notifying and collection amounts due on AR invoices. E-Faxing all unpaid invoices to clients / sponsors.	

Adjournment

13) Meeting Adjournment

- a) Tom Cutting – first to motion
- b) Lori Shapiro – second to motion
- c) Meeting adjourned at 8:53pm