



# PMI Orange County Chapter Board of Directors Meeting Minutes

**Project Management Institute – Orange County Chapter, Inc.  
February 2009 Board of Directors Meeting Minutes  
6:40 – 9:00 PM, Tuesday, 02/24/09**

<b>Board of Directors Meeting Attendance</b>		
<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

<b>Other Attendees/Committee Members</b>		
<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 – 6:40pm)**

**Call to Order (Sylvan 6:40pm – 7:00pm)**

- 1) Meeting call to order
  - a) Meeting was called to order by Sylvan Finestone at 6:40 pm.
- 2) Introductions
  - a) No guests attended the meeting
- 3) Approval of the minutes
  - a) The minutes from January 2009 were amended as follows:
  - b) Remove all closed action items.
  - c) Clarify items # 7 – Item to read Derek Barraza (Programs) instead of Lori Shapiro (Marketing).
  - d) Clarify items # 15F – Item to read Tom Cutting (Membership) instead of Tom Cutting.
  - e) Clarify items in #15 – Condense and combine to 3 action items instead of 6.
  - f) Minutes approved as amended:
    - i) Lori Shapiro (Marketing) 1<sup>st</sup> to approve
    - ii) Nora Goto (Operations) 2<sup>nd</sup> to approve
    - iii) All in favor – all ayes approved

**Action Item:** Heather Tomley (Operations Deputy) to update January 2009 previous minutes as amended and forward to all BOD.

**Chapter Financials (Francisco 7:00pm – 7:50pm)**

- 4) Balance Statement, Budget Variances, Cash Flow
  - a) Revenue
  - b) PMP Workshops are a strong revenue source for the Chapter. There is \$40K in net profits from the workshops. Francisco raised the point that we are \$6K under budgeted for these workshops in terms of revenue generation.
  - c) Budget
    - i) There is an unidentified item for \$27K under the Finance section of the Budget.
    - ii) This is the result of monies that are paid transactions on the Affiniscape Website.
    - iii) Our merchant account is always 1 month behind and this is expected.



## PMI Orange County Chapter Board of Directors Meeting Minutes

- iv) The transactions that occur on the PMI-OC website and are posted to the Chapter merchant account at the end of every month.
- v) Once the chapter receives those funds, they can then be posted.
- d) Cash Flow Statement
  - i) Francisco Avalos (Finance) suggested that we have a Cash Flow Statement to help understand the solvency of the Chapter, recognize cash flow opportunities for the chapter and identify any "red flag" issues that need to be brought to the board's attention.
  - ii) The Cash Flow Statement will be current as of 1 week prior to the BOD meeting.
- e) AP / AR
  - i) Francisco Avalos (Finance) identified 9 accounts that were not posted correctly and he will be working to resolve those issues.
- f) Aging Report
  - i) There are 91 accounts that are Past Due (last column of handout).
- g) Collection of Accounts Receivable (AR) invoices
  - i) It has been decided that the AR / Bookkeeping will own the responsibility of collecting the payments for the open AR invoices.
  - ii) Amend AR due - Write off Due Date prior to 2008
    - (1) Finance department will write off open AR invoices prior to 2008.
    - (2) 2008 Due Date items to current will be pursued.
    - (3) Stephen June (Chair-Elect) and Francisco Avalos (Finance) to confirm with the consultant CPA firm the issue of writing off AR prior to 2008.
    - (4) Motion to approve amended Account Receivables prior to 2008
      - (a) Derek Barraza – first to approve
      - (b) Lori Shapiro – second to approve
      - (c) All ayes approved
- h) Reserve Funds
  - i) Francisco Avalos (Finance) mentioned that we have excessive cash reserves and we may be able to generate more income by placing some in high yield CD's.
  - ii) Francisco Avalos (Finance) to seek recommendations from the Chapter accountant as to appropriate balances for prudent reserves as well as allowable income generating opportunities for excess reserve funds.

**Action Item: Francisco Avalos (Finance) will:**

- Develop Cash Flow Statement, identifying opportunities and risks for future BOD meetings
- Resolve issue with 9 accounts (AP/AR) that were not posted correctly.
- Write off all Due Date invoices prior to 2008 and consult with CPA firm. He will work with AR / Bookkeeper to begin collection of open invoices between 2008 and current.
- Contact Accountant to provide recommendations for prudent reserves as well as income generating opportunities for excess reserves.

**Special Reports (7:20pm – 8:30pm)**

- 5) IT (Tariq Shaikh)
  - a) Webmaster – will be the central point of contact at [webmaster@pmi-oc.org](mailto:webmaster@pmi-oc.org). If anyone would like to include Tariq as a CC on the change request, please do so. The Configuration Management Policy was discussed.
  - b) IT Volunteer position will added with the title of "Quality Web Specialist"
    - i) The responsibility of this position will assist the webmaster in helping to assist individuals that are approved to add content to the website (remove HTML tags)
  - c) QA Convention Module will be created.
    - i) This will allow all data to be QA'd for accuracy and completeness before being posted "live" to the web.
    - ii) Francisco Avalos (Finance), Derek Barraza (Programs) and Tariq Shaikh (IT) to discuss how this will be done and any issues from Finance/Programs that brought about this suggestion.
    - iii) System upgrades may need to be taken into consideration for this to work appropriately.
  - d) Calendar Events remaining for 2009
    - i) All remaining items for the chapter will be posted to the events calendar for 2009.



## PMI Orange County Chapter Board of Directors Meeting Minutes

- ii) There is also discussion of a separate web-based calendar for all remaining BOD items for 2009. Member module (calendar) vs. BOD module (calendar).
- iii) Cornelius Fichtner (Director-At-Large) to research and provide recommendations for calendar options.
  - (1) Server considerations
  - (2) Calendar solutions

**Action Item:** Tariq Shaikh (IT) to confirm with the webmaster that a receipt of request can be sent to all individuals who create a change request.

**Action Item-QA Module:** Tariq Shaikh (IT), Francisco Avalos (Finance) and Derek Barraza (Programs) to discuss how QA Convention module will be added and QA'd. Tariq Shaikh (IT) to review possible system upgrades for this to be completed and provide recommendations (if needed).

**Action Item:** Cornelius Fichtner (Director-At-Large) to research calendar options and server needs.

- 6) Region 7 Conference Update (Sylvan Finestone)
  - a) Hotel for the conference has been booked for 7 rooms by Sylvan Finestone (Chair)
  - b) Registration – Sylvan Finestone (Chair) will send around a document and for everyone to register.
  - c) Flights – each person is responsible for booking themselves.

**Action Item:** Sylvan Finestone (Chair) to send out registration form to all attending Region 7 event. He will then register all those who have responded on the form.

- 7) Travel Policy (Francisco Avalos)
  - a) Amend Policy
    - i) IRS Standard reimbursement for business reimbursements and auto travel is \$0.55.
    - ii) IRS Standard reimbursement for Non-profit auto travel is \$0.14.
    - iii) It was agreed upon that the rate of reimbursement will be \$0.55 for auto reimbursement.
    - iv) This amount must be recorded as additional income to the individual as a 1099 item.
    - v) Sylvan Finestone (Chair) will send out a PDF to vote on the amended policy. Results will be then sent to Nora Goto (Operations) for the record.

**Action Item:** Modified version of the travel policy needs to be sent out to by Francisco Avalos (Finance) to ALL BOD for final review and approval. Add to the policy that the IRS Corp rate will be used for the 2009 (0.55 cents) reimbursement calendar and will be reported as 1099 income.

**Action Item:** Sylvan Finestone (Chair) to send out PDF ballot for all to vote on amended travel policy. Sylvan Finestone (Chair) to send ballot results to Nora Goto (Operations) to archive.

### Strategic Opportunities Discussions and Motions (closed session as needed, 8:25pm – 8:50pm)

- 8) VOY Document – Tom Cutting (Membership)
  - a) Eligibility Requirement
    - i) Currently all volunteers that have volunteered hours of service in 2008 may be considered for the VOY nomination.
    - ii) All volunteers may include, but is not limited to, current board members except the sitting chair.
    - iii) Nominee can be a chapter member or non-chapter member.
- 9) VOY – Tom Cutting (Membership) and Beth Williams (Volunteering)
  - a) Alvin Joseph was selected as VOY.
- 10) Top Performer – Tom Cutting (Membership) and Beth Williams (Volunteering)
  - a) Top Performers can be nominations in your specific area for calendar year 2008.
  - b) Nominations will be taken offline.

**Action Item – Tom Cutting and Beth Williams will follow up with the BOD members to collect nominations for the Top Performer awards. All nominations are due by 3/6/09.**

- 11) VOM – Tom Cutting (Membership) and Beth Williams (Volunteering)
  - a) Grace Wu was nominated and selected for VOM.



# PMI Orange County Chapter Board of Directors Meeting Minutes

**Action Item:** Tom Cutting (Membership) and Beth Williams (Volunteering) to follow-up with VOM award.

- 12) RASP Documentation – Cornelius Fichtner (Director-At-Large)
- a) The RASP Documentation allows the chapter to document what is being provided to chapter members and those attending our events.
  - b) PMI requires these forms to be filled out yearly.
  - c) Sylvan Finestone (Chair) will move the date for this to be completed towards the end of the year.

**Action Item:** Sylvan Finestone (Chair) to move date for RASP to be completed to end of year

- 13) Directors Items on Milestones – Lori Shapiro (Marketing)
- a) Each Director is responsible for contributing to the milestones articles. Certain months are assigned per Director.
  - b) Lori Shapiro (Marketing) will resend the schedule to ALL BOD by 2/28/09.

**Action Item:** Lori Shapiro (Marketing) to resend the schedule to ALL BOD by 2/28/09.

- 14) IT Document – Tariq Shaikh (IT)
- a) Website Configuration Management Document
    - i) Motion to approve document
    - ii) Francisco Avalos (Finance) – 1<sup>st</sup> to approve
    - iii) Cornelius Fichtner (Director at Large) – 2<sup>nd</sup> to approve
    - iv) All ayes approved

Responsible Party	Task	Due Date
Heather	Heather Tomley (Operations Deputy) to update January 2009 previous minutes as amended and forward to all BOD.	02/25/09
Francisco	Francisco Avalos (Finance) develop Cash Flow Statement, identifying opportunities and risks. To be updated each month for future BOD Meetings.	
Francisco	Francisco Avalos (Finance) to resolve issue with 9 accounts (AP/AR) that were not posted correctly.	
Francisco	Francisco Avalos (Finance) to write off all Due Date invoices prior to 2008 and work with AR / Bookkeeper to begin collection of open invoices between 2008 and current.	
Francisco	Francisco Avalos (Finance) and Stephen June (Chair Elect) to confirm with Accountant that writing off old invoices with Due Dates prior to 2008 is allowed.	
Francisco	Francisco Avalos (Finance) to contact Accountant to provide recommendations for prudent reserves as well as income generating opportunities for excess reserves.	
Tariq	Tariq Shaikh (IT) to confirm with webmaster that a generated response can be sent to all individuals providing a change request that the request has been received and is being processed.	
Tariq	Tariq Shaikh (IT) to confirm with webmaster that a QA Convention Module can be approved prior to being released "live" on the website.	
Tariq	Tariq Shaikh (IT), Francisco Avalos (Finance) and Derek Barraza (Programs) to discuss how QA Convention module will be added and QA'd. Tariq Shaikh (IT) to review possible system upgrades for this to be completed and provide recommendations (if needed).	
Cornelius	Cornelius Fichtner (Director-At-Large) to research calendar options and server needs.	
Sylvan	Sylvan Finestone (Chair) to send out registration form to all	



## PMI Orange County Chapter Board of Directors Meeting Minutes

	attending Region 7 event. He will then register all those who have responded on the form.	
Francisco	Modified version of the travel policy needs to be sent out to by Francisco Avalos (Finance) to ALL BOD for final review and approval. Add to the policy that the IRS Corp rate will be used for the 2009 (0.55 cents) reimbursement calendar and will be reported as 1099 income.	
Sylvan / Nora	Sylvan Finestone (Chair) to send out PDF ballot for all to vote on amended travel policy. Sylvan Finestone (Chair) to send ballot results to Nora Goto (Operations) to archive.	
Tom / Beth	Tom Cutting (Membership) and Beth Williams (Volunteering) to follow-up with VOY awards.	
ALL BOD	By 3/6/09 all BOD nominations must be received by Volunteer Coordinator, Beth Williams.	3/6/09
Tom	Tom Cutting (Membership) and Beth Williams (Volunteering) to follow-up with VOM awards.	
Sylvan	Sylvan Finestone (Chair) to move date for RASP to be completed to end of year.	
Lori	Lori Shapiro (Marketing) to resend the schedule to ALL BOD by 2/28/09.	2/28/09

### Adjournment

- 13) Meeting Adjournment -9:20 pm
  - a) Sylvan Finestone (Chair) motion to adjourn meeting
  - b) Cornelius Fichtner (Director at Large) – first to motion
  - c) Lori Shapiro (Marketing) – second to motion