



PMI Orange County Chapter Board of Directors Meeting Minutes

**Project Management Institute – Orange County Chapter, Inc.
March 2009 Board of Directors Meeting Minutes
6:15 – 8:36 PM, Tuesday, 03/24/09**

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 (via conference call)

Other Attendees/Committee Members		
<input checked="" type="checkbox"/>	Beth Williams	Volunteer Coordinator
<input checked="" type="checkbox"/>	Heather Tomley	Operations Deputy
<input checked="" type="checkbox"/>	Cindy Barraza	Provided entrance to meeting location

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
 - a) Meeting was called to order by Sylvan Finestone at 6:48 pm.

- 2) Introductions
 - a) Cindy Barraza was introduced. She provided access to the conference room for the Board of Directors (BOD) meeting.

- 3) Approval of the minutes from February
 - a) Meeting minutes approved.
 - b) Stephen June 1st to nominate
 - c) Lori Shapiro 2nd to nominate
 - d) All ayes approved

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

- 4) Balance Statement, Budget Variances, Cash Flow
 - a) January grossed \$16,000 in profits. We have a \$30,000 net cash increase from operations.
 - b) Aging report had 1 outstanding item and it was just received today, so everything is current.
 - c) CD considerations – take \$40,000 out of last year’s revenue and place in a CD.
 - d) **Motion - open a CD to move \$41K into a CD from the biz maximizer account.**
 - i) Determine Options of 3 year, 5 year and at the discretion of the finance director for most favorable terms.
 - ii) Cornelius 1st to nominate
 - iii) Stephen 2nd to nominate
 - iv) All ayes



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Action Item: Francisco Avalos (Finance) to research CD options within 30 days for \$41,000.

- 5) PMP Workshops - (Lori Shapiro – Marketing)
 - a) Refunds were discussed.

Special Reports (7:35pm – 7:55pm)

- 6) Governance Committee Update – (Stephen June and Cornelius Fichtner)
 - a) Move from Transition of Tactical to Strategic Board initiatives
 - i) Empower the 2nd Tier of the workforce.
 - ii) Perform work without having to hire employees.
 - b) Break down strategy of implementation into Stages
 - i) Divide overwhelming work effort carried out by Marketing and Programs
 - ii) Change PMI By-laws (on the critical path)
 - (1) 60 day notice that must be proposed to the members to change the by-laws
 - iii) Update and flesh out job descriptions (not on the critical path)
 - c) Example provided - Washington DC Chapter has 8,000 members and the timeline for the transition is 1 year.
 - d) Establish a timeline
 - i) Estimate per Sylvan is 4.5 months

Action item – Sylvan Finestone (Director) to develop framework to transition board from tactical to strategic board.

- 7) Transition Career Team Activity – (Tom Cutting)
 - a) Current Process Flow
 - i) Bill Georges has access to alias and admin section of website
 - ii) Employers can go on to the website and enter job descriptions
 - iii) Theresa will review employer descriptions on the website and clean up job opportunities
 - b) Define Charter
 - i) Project Manager will define Charter objective
 - (1) Focus is to get people interested in the chapter
 - (2) Be front-end to recruiters to promote relationship with PMI
 - (3) 2-3 volunteers will team to develop relationships with partner companies
- 8) Region 7 Conference Update – (Sylvan Finestone)
 - a) Everyone is registered for the event and at the hotel.
 - b) Everyone has PMI logo wear to wear to the event.
 - c) Bring name badges to event to wear the entire weekend.

Action item – ALL BOD attending PMI Event, bring PMI logo wear and name badges to event.

- 9) PMI Education Foundation – (Sylvan Finestone)
 - a) Christine Munson established the connection with our chapter (Sylvan)
 - b) Education foundation provided over \$100K in scholarships in 2009
 - c) **Motion - Increase scholarship monies to \$3000 from \$1000 to one person**
 - i) Cornelius – 1st to approve
 - ii) Lori – 2nd to approve
 - iii) All ayes
 - iv) All Approved

Action item – Francisco Avalos (finance) to increase scholarship monies from \$1,000 to \$3,000.

Strategic Opportunities Discussions and Motions (closed session as needed, 7:55pm – 8:35pm)

- 10) Top Performer – Tom Cutting (Membership) and Beth Williams (Volunteering)
 - a) One person for each business area is usually nominated
 - b) Nominee's are: Jennifer Murphy, Peter (dinner meetings), Adri Estrada, Cindy Pham (IT), Catherine Ford, Lori (membership)



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- c) Catherine Ford will be a write-in.
- d) All approved
- e) Award will be a paper weight / vase and they will receive a thank you with their name on it.
(please check with Tom but I believe this is here)

Action item – Beth Williams (Membership) to develop criteria for top volunteers for next year. She will also follow up on Top Performers being notified for awards.

- 11) Volunteer of the Month – Tom Cutting (Membership) and Beth Williams (Volunteering)
 - a) Ted Sauca nominated and approved
 - b) All approved

- 12) SAPR – Strategic Alliance and Process Reporting – Cornelius Fichtner (Director at Large)
 - a) Take inventory of what chapter is currently offering our members.
 - b) Measure goals we’re offering vs. goals that PMI has set for each chapter to achieve
 - c) Goal is for Membership to provide core services worldwide – consistencies and standards
 - d) Ritz – Community Development planner at PMI and our contact for SAPR
 - e) Requirements Criteria
 - i) Component framework
 - ii) End of April will be completion date
 - iii) Once taxes are filed and end-of-year financials reported, this will be completed

Responsible Party	Task	Due Date
Finance	Open a CD to move \$41K into a CD from the biz maximizer account.	
Finance	Research options within 30 days for most favorable terms.	
ALL	Establish a timeline to change bylaws.	
IT / Membership	Provide access to admin section for Bill George.	
IT / Membership	Bill George will define charter of scope of what we want to do in regards to building relationships with the business community.	
Membership / Marketing	Need 2-3 people to help develop relationships with companies.	
Finance	Increase scholarship monies from \$1000 to \$3000 for one person to receive.	
Membership / Volunteer	<u>Top Performers are:</u> Jennifer Murphy Peter – no longer working at the dinner meetings Adri – PMP Prep Cindy –IT Catherine Ford Lori – membership	
Membership / Volunteer	VOM - Ted Sauca	
Director-At-Large	<u>Strategic Alliance and Process Reporting:</u> Continue to take inventory into what the chapter is offering to its members.	

Adjournment

- 13) Meeting Adjournment
 - a) Cornelius Fichtner – first to motion
 - b) Francisco Avalos – second to motion
 - c) Meeting adjourned at 8:36pm