



PMI Orange County Chapter Board of Directors Meeting Minutes

**Project Management Institute – Orange County Chapter, Inc.
August 2009 Board of Directors Meeting Minutes
6:45 – 8:30 PM, Tuesday, 08/25/09**

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 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"/>	Angela Lindstrom	Volunteer Director at Large
<input checked="" type="checkbox"/>	Doug Lada	Volunteer Director at Large
<input checked="" type="checkbox"/>	Greg Scott	Volunteer Director at Large
<input type="checkbox"/>	Sohil Mody	Volunteer Business Process-Ops

Location:

Compuware, 555 Anton Blvd. Costa Mesa, CA – Suite 900 -
<http://www.compuware.com/contact/offices.asp>

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

Call to Order (Sylvan 6:45 pm – 7:00pm)

- 1) Meeting call to order
 - a) Meeting was called to order by Sylvan Finestone at 6:35pm.
- 2) Introductions
 - a) Doug Lada and Gregg Scott were introduced as part of the Nominating Committee.
 - b) Angela Lindstrom was introduced and will be working on job descriptions for the Board of Governors and the second tier volunteers.
- 3) Approval of the minutes from July
 - a) Minutes were approved with the following changes.
 - i) Change “PMI-OC” to “PMI “for item 7 on the July 28, 2009 Meeting Minutes
 - ii) Private reception will change from 6:15 pm to 5:30 pm.
 - b) Stephen June motioned and Lori Shapiro seconded the motion. All ayes approved the minutes for July.

Action Item: Nora Goto to make the changes to the July Meeting Minutes.

Volunteer of the Month (7:00 pm- 7:20 pm)

- 4) VOM
 - a) Bernice Maldonado was selected as the Volunteer of the Month for September.

Chapter Financials (Stephen 7:20 pm – 7:45 pm)

- 5) Balance Sheet, P & L and Budget
 - a) Stephen June noted all expenses are low.
 - b) Marketing revenue will be reviewed after the September 10th Gala event rather than reforecast for possible budget amendments. Lori Shapiro reported there will be expenses reported for publishing of the programs and marketing handouts.



PMI Orange County Chapter Board of Directors Meeting Minutes

- c) Most of the revenue for the chapter has come from the PMP classes. Of the reported income of 83,000, 80,000 were from the PMP Workshop.

Action Item: All Board of Directors are to make sure that they have reported all expenses.
Action Item: Stephen June will work with the Francisco Avalos to evaluate for a possible reconciliation issues and changes to operating costs due to gains in PMP Classes and expected losses in some events.

- 6) Cash Flow, Aging Report and Accounts Receivables
 - a) Creative Enterprise Solutions and Brian Buzzuto needs to be re-invoiced after review of the aging report.

Action Item: Stephen June will work with Francisco Avalos to communicate the need to re-invoice Creative Enterprise Solutions and Brian Bozzuto. Stephen June will also check with Francisco about the status Automated Invoicing process on the Finance report.

Special Reports (7:45pm – 8:20pm) (closed session as needed)

- 7) Status reports
 - a) Finance-There will be two filing costs for the CPA due to the change in the calendar year in the revised Bylaws.
 - b) Marketing/IT-There have been issues with the posting of the events. Cindi Pham has been great in making the changes to the events in the Convention Module

Action item: Lori Shapiro and Tariq Shaikh to review the process for posting of events on the PMI-OC website.

- 8) September Gala
 - a) Past President and Speaker Reception was moved to 5:30 pm.
 - b) There will be recognition of the Past Presidents when they are announced and guided to their table.
 - c) Alvin Joseph has been working on the agenda.
 - d) Cornelius Fitchner will be the Master of Ceremonies.
 - e) Currently, 41 people are registered.
- 9) Membership Dues
 - a) Sylvan Finestone announced if we are going to change the Membership dues, now is the time we would make those changes with PMI. All were in agreement that there will be no changes to the membership dues at this time.
- 10) Membership Retention
 - a) Joe Paradiso has started work on membership retention due to Lily Brady's change in availability.

Strategic Opportunities Discussions and Motions (8:20 pm – 8:30pm)

- 11) Nominating Committee
 - a) Nominating Committee consisting of Greg Scott, Doug Lada and Cornelius Fitchner met.

Adjournment

- 12) Meeting Adjournment
 - a) Tom Cutting moved to adjourn the meeting. Derek Barraza seconded the motion. Meeting was adjourned at 8:15 pm.

Area	Who	Task	Due
Operations	Nora Goto	Change July minutes	ASAP
Board of Directors	All BOD	Report all expenses	ASAP
Finance	Stephen June/Francisco Avalos	Resolve reconciliation issues and changes to budget	
Finance	Stephen June/Francisco Avalos	Re-invoice Creative Enterprise Solutions and Brian Bozzuto	ASAP
Marketing/IT	Lori Shapiro and Tariq Shaikh	Evaluate PCC role and process for posting	



PMI Orange County Chapter Board of Directors Meeting Minutes

		events.	
--	--	---------	--