



PMI Orange County Chapter Board of Directors Meeting Minutes

**Project Management Institute – Orange County Chapter, Inc.
September 2009 Board of Directors Meeting Minutes
6:30 – 8:30 PM, Tuesday, 09/22/09**

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 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:

Call in Conference Number: 877-649-0647 Host Code: 0723 Passcode: 092209

Start/ (All 6:30 pm)

Call to Order (Sylvan 6:30)

- 1) Meeting call to order
 - a) Meeting was called to order by Sylvan Finestone at 6:35 pm.
- 2) Follow up on action items
 - a) Brian Buzzuto and Creative Enterprise Solutions has not paid to date.
 - b) Process issues continue with posting events with the PCC

Action Item: Tariq Shaikh will write up process for Marketing & IT to review new events. 9/29 due

- 3) Approval of the minutes from August
 - a) Tom Cutting motioned to approve the minutes. Lori Shapiro seconded the motion. All ayes approved.

Volunteer of the Month (6:45 – 6:50 pm)

- 4) VOM
 - a) Greg Savage was selected as the Volunteer of the Month for the September board meeting.

Chapter Financials (Stephen Francisco 6:50 - 7:10 pm)

- 5) Balance Sheet, P & L and Budget
 - a) P&L-We as a profit this year due to successful PMP workshops and increases in membership. We have also noted lower expenses this year. The September Gala expenses are still outstanding.

Action Item: Finance, Programs, Marketing to follow-up on items outstanding expenses.

- 6) Audit
 - a) PMI-OC will undergo and IRS audit. Francisco Avalos is working with CPA to help with documenting unrelated business income tax. Suggestion - Increase member benefits & increase member value. We're being audited for 2008 and we will be re-audited in 2009 and 2010.
 - b) Patty Morales will be more involved in Invoicing.
 - c) Audit / Receivables / Budget vs. Actual will be a focus for Finance in the coming months.

Action Item: Sylvan Finestone and Stephen June to develop a plan to help to train finance responsibilities and will plan for an independent audit.



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Special Reports (7:10pm – 7:40pm) (closed session as needed)

- 7) Leadership Conference
 - a) Four board members will be attending – Stephen, Sylvan, Tariq, Inviting key second tier volunteers was discussed. Joe Paradiso will be invited to attend.,
Action Item: Sylvan Finestone to call Joe to invite him to attend leadership conference. 9/23
- 8) Book keeper Quote and Oversight Plan
 - a) Outsourcing of bookkeeping services
 - i) We will continue to use QuickBooks.
 - ii) Finance will need to rewrite processes in reverse to assist in the auditing of the bookkeeper activities
 - iii) PMI-OC will get 2 other quotes as well as from bookkeepers.
 - iv) An RFQ will need to be created using the current bookkeeping functions as the data source.
Action Item: Stephen June and Sylvan Finestone will follow-up on getting 2 other bids. Submit updated RFQ to all 3 vendors.
- 9) Job Descriptions
 - a) Angela Lindstrom drafted job description for 1st (VP, governors) & 2nd (Director) tier descriptions. Her first draft is complete and she is currently obtaining feedback from the current BOD.
 - b) Current board is to review descriptions and approve the tasks per tier.
Action Item: Cornelius Fichtner, Nora Goto, Sylvan Finestone, and Stephen June to help with Angela Lindstrom with job description development. Nora will be primary contact as of Oct 8, 2009 until Cornelius returns..
- 10) Membership Retention and Survey
 - a) Membership Survey will close on September 30, 2009.
 - b) Membership Retention – will be transitioned to Cathy Brown from Joe Paradiso.

Strategic Opportunities Discussions and Motions (7:40 pm – 7:50 pm)

- 11) Nominating Committee-Cornelius Fichtner
 - a) There are enough nominees to cover new board opportunities. Stephen June will be reviewing the slate by October 7th, 2009.
 - b) The Elections Announcement has been written for the Milestones announcing the election from Nov 15 – Dec 4 is soft date for elections per milestones. The BOD preferred the date for the elections to be moved up to November 1st – 15th. Milestones will go to print October 1. Dates will be moved.
Action Item: Cornelius Fichtner will contact Jane Flynn regarding the new dates of Nov 1-15. By 9/25
Action Items: Tariq & Nora – Work on getting the election information on the website
- 12) Post Mortem on Gala Event
 - a) The Gala event went well. Sylvan Finestone acknowledged the following people.
 - i) Lori Shapiro -Coordination
 - ii) Alvin Joseph- Coordination
 - iii) Susan Ashwell
 - iv) Robyn McKenzie Thomas-Support
 - v) Catherine Ford-Registration
 - vi) Jason Richmond-Speaker selection and engagement
 - vii) Derek Barraza-Hotel selection, engagement and Compuware sponsorship
 - viii) Kristine Munson-Past President
 - b) Lessons learned
 - i) The speakers did not work.
 - ii) People had to wait outside prior to dinner. Wait staff was noisy.
 - iii) Video was difficult to hear. In the future, withhold a percentage of performance of for poor work not performed.

Adjournment



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13) Meeting Adjournment

- a) Meeting was adjourned at 8:00 pm
 - i) Tariq Shaikh motioned
 - ii) Nora Goto seconded.

Area	Who	Task	Due
Marketing and IT	Tariq	Posting event on website process	9/29
Finance	Stephen and Sylvan	Plan to train finance responsibilities	
Leadership Conference	Sylvan	Sylvan will call Joe Paradiso to extend an invitation to the conference	9/23
Finance	Sylvan and Stephen	Develop RFQ for bookkeeping services	
Director at large	Cornelius, Stephen, Sylvan and Nora	Support Angela Lindstrom with job description development. Nora is the main contact while Cornelius is away	
Elections/Operations/IT	Nora and Tariq	Elections announcement on the website	