



PMI Orange County Chapter Board of Directors Meeting Minutes

**Project Management Institute – Orange County Chapter, Inc.
October 2009 Board of Directors Meeting Minutes
6:30 – 8:30 PM, Tuesday, 10/27/09**

Board of Directors Meeting Attendance		
<input type="checkbox"/>	Chair/President	Sylvan Finestone
<input type="checkbox"/>	Chair Elect	Stephen June
<input 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 type="checkbox"/>	Beth Williams	Volunteer Coordinator
<input type="checkbox"/>	Heather Tomley	Operations Deputy
<input checked="" type="checkbox"/>	Donna Reed	Marketing
<input checked="" type="checkbox"/>	Sohil Mody	Operations Business Process
<input checked="" type="checkbox"/>	Lisa Saldana	Operations Business Process
<input checked="" type="checkbox"/>	George Viegas	Operations Business Process

Location:

Compuware, 555 Anton Blvd. Costa Mesa, CA – Suite 900 -
<http://www.compuware.com/contact/offices.asp>
Call in Conference Number: 877-649-0647 Host Code: 0723 Passcode: 102709

Start/Networking/Dinner (All 6:0 pm – 6:30 pm)

Call to Order (6:30 pm – 7:00pm)

- 1) Meeting call to order
 - a) Meeting was called to order by Nora Goto at 6:30 pm. Stephen June, Cornelius Fichtner, and Sylvan Finestone could not attend the meeting.
- 2) Introduction
 - a) Guests
 - i) Sohil Mody, Lisa Saldana and George Viegas from the business process team were introduced.
 - b) Donna Reed-Marketing
 - i) Donna Reed spoke about being the Agile Community of Practice (COP) representative for PMI-OC. COPs will be replacing SIG (Special Interest Groups). She stated as the COP representative she wanted to promote Agile within PMI-OC and offer learning opportunities. She felt that with additional education and experience in Agile, PMI-OC members would have another tool set to market themselves. The COP has blogs and wikis. We discussed offering ATS series and member forums on the member’s only page. Donna felt that since there were blogs and wikis, the forum would not be needed.

Action Items-Donna Reed will send BOD information regarding locations of the blogs and wikis. Donna and Derek Barraza will discuss creating an Agile 3 or 4 part series as part the ATS.

- 3) Approval of the minutes from September
 - a) Minutes could not be approved due to limited attendance of BOD members returning from the previous meeting and difficulty with access to Qtask.

Action Item-Nora Goto will move the meeting minutes to the November BOD meeting.



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4) Action item list review

Area	Who	Task	Due
Marketing and IT	Tariq Shaikh	Posting event on website process	Tariq Shaikh completed first draft. He sent to BOD for review. All BOD should review and provide comment on the PCC posting process to Tariq Shaikh
Finance	Stephen June and Sylvan Finestone	Plan to train finance responsibilities	Training document is needed- Business Process offered to support
Leadership Conference	Sylvan Finestone	Sylvan Finestone will call Joe Paradiso to extend an invitation to the conference	Done
Finance	Sylvan Finestone and Stephen June	Develop RFQ for bookkeeping services	RFQ is complete and has been sent out.
Director at large	Cornelius Fichtner, Stephen June, Sylvan Finestone and Nora Goto	Support Angela Lindstrom with job description development. Nora Goto is the main contact while Cornelius is away	Continuing-Tom Cutting and Francisco Avalos said they did not receive the job descriptions for review. Nora Goto to send.
Elections/Operations/IT	Nora Goto and Tariq Shaikh	Elections announcement on the website	Done

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

5) VOM

- a) Derek Barraza submitted Alvin Joseph, Kristine Munson and Susan Ashwell for consideration. Several individuals were recognized as key contributors by Sylvan Finestone at the last BOD meeting. The other names mentioned included Patty Morales and Prafulla Vyawahare. Nora Goto suggested that this group be considered for the "President's Award".

Action Item: Nora Goto to discuss the option of a President's Award with Sylvan Finestone.

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

6) Balance Sheet, P & L and Budget

- a) Net income of \$50,000 this year after expenses.

Action Item: Francisco Avalos and Stephen June will get together to discuss process for the year end report.

Action Item: All BOD members should review their budget.

7) Cash Flow, Aging Report and Accounts Receivables

- a) Creative Enterprises Solutions and PCI are on the aging report.

Action Item: Lori Shapiro will follow up with Creative Enterprises Solution and PCI.

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

8) Membership Retention and Survey-Tom Cutting

- a) Membership has a new membership retention program manager. This job has been transitioned from Joe Paradiso.
- b) Partial Survey Results: Twenty three percent of our members completed the survey. Of the 23%, 18% of the members are unemployed.

9) Election Update-Lisa Saldana

- a) Elections are ready to begin November 1-15, 2009.

10) Upcoming Events: Spark of Love Toy Drive

- a) Beth Williams is trying to recruit a project manager for this event.

11) Business process team-Sohil Mody



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- a) Sohil Mody stated transition activity between the outgoing board and the incoming board will be occurring. It is important to utilize the Business Process team to document processes.
- b) Derek Barraza asked about the status of the PDU posting process. Lisa Saldana reported she has tried to contact Jaymee without a response.
- c) Some BOD members were concerned about passwords and security

Action Item: Please forward your top ten processes needing documenting to the business process team.

Action Item: Lisa Saldana will follow up with Jaymee while copying Derek Barraza in the message.

Action Item: BOD members should send passwords to Nora Goto for storage.

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

Adjournment

12) Meeting Adjournment

- a) Tariq Shaikh moved that we adjourn the meeting. Lori Shapiro seconded the motion. Meeting was adjourned at 8:10 pm.

Action Item List

Area	Who	Task	Due
Operations	Nora Goto	Send copies of job descriptions to Francisco Avalos and Tom Cutting	Done
Operations	Nora Goto	Move the approval of September minutes to the November meeting. Nora Goto will correct the spelling of Derek Barraza's last name.	
All BOD	All BOD	All BOD should review and provide comment on the PCC posting process to Tariq Shaikh	
Programs	Derek Barraza and Donna Reed	Develop an ATS series on the topic of using Agile in project management.	
Operations	Nora Goto	Discuss Presidents Award with Sylvan Finestone	Done
Finance	Stephen June and Francisco Avalos	Discuss the process for the year end report	
All BOD	All BOD	Review your budget	
Finance Aging Report	Lori Shapiro	Follow up on Creative Enterprise Solutions and PCI	
All BOD	All BOD	Forward top ten processes needing documentation to the Business Process team	
Operations/Programs	Lisa Saldana	Follow up with Jaymee on the PDU process	
All BOD	All BOD	All passwords should be sent to Nora Goto for centralized storage.	