



# PMI Orange County Chapter Board of Directors Meeting Minutes

**Project Management Institute – Orange County Chapter, Inc.  
November 2009 Board of Directors Meeting Meeting Minutes  
6:30 – 8:30 PM, Tuesday, 11/24/09**

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

Other Attendees/Committee Members		
<input checked="" type="checkbox"/>	Rick Nalle	2010 Board of Governor
<input checked="" type="checkbox"/>	Alvin Joseph	2010 Board of Governor

**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: 8520      Passcode: 112409**

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

**Call to Order (6:30 pm – 7:00pm)**

- 1) Meeting call to order
  - a) The meeting was called to order by Sylvan Finestone at 6:30 pm
- 2) Introductions – BOD Members to Guests
  - a) Rick Nalle and Alvin Joseph were welcomed.
- 3) Approval of the minutes from September and October, 2009
  - a) Derek Barraza moved to approve the minutes for September and October, 2009. Stephen June seconded the motion. All ayes approved the minutes.
- 4) Action item list review

**Action Item List**

Area	Who	Task	Due
All BOD	All BOD	All BOD should review and provide comment on the <b>PCC posting process</b> to Tariq Shaikh <i>* Sylvan Finestone requested a motion to approve the PCC Posting Process. Lori Shapiro motioned to approve. Derek Barraza seconded the motion. All ayes approved.</i>	Done
Programs	D. Barraza and D. Reed	Develop an ATS series on the topic of using Agile in project management. <i>*There was significant discussion regarding the use of Webinars or ATS as the mode of education/offering for Agile to our membership. Derek Barraza will follow up with Donna Reed.</i>	In progress
Finance	S.June and F. Avalos	Discuss the process for the year end report	In progress
Finance Aging Report	L. Shapiro	Follow up on Creative Enterprise Solutions and PCI. PMI-OC had a different address for Creative	Done



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		Enterprise Solutions.	
All BOD	All BOD	Forward top ten processes needing documentation to the Business Process team	In progress
Operations/Programs	L. Saldana	Follow up with Jaymee on the PDU process	In progress
Operations/Programs	L. Saldana	Follow up with Jaymee on the PDU process	In progress
Operations	N. Goto	Send copies of job descriptions to Francisco Avalos and Tom Cutting	Done
Operations	N. Goto	Move the approval of September minutes to the a meeting. Nora Goto will correct the spelling of Derek Barraza's last name.	Done

**Action Item:** Evaluate the use of surveys to determine if Agile is a topic of interest. Evaluate if ITL is a topic of interest- Derek Barraza, Lori Shapiro, and Tariq Shaikh.

**Chapter Financials (7:00 pm – 7:20 pm)**

- 5) Balance Sheet, P & L and Budget (Francisco)
  - a) Net Income for the year is \$61,000
  - b) We had a \$10,000 audit expense for the CPA firm.
  - c) Travel costs for the Leadership conference may be miss-posted.
- 6) Cash Flow, Aging Report and Accounts Receivables (Francisco)
  - a) Dinner meeting attendance is declining and more people are opting for the presentation only. We had to pay for additional dinners not eaten for the last dinner meeting.

**Action Item:** Need to track and trend dinner meeting and presentation only attendance.-Francisco Avalos.

**Special Reports (7:20P pm – 7:55 pm)**

- 7) IRS Audit (Finestone)
  - a) IRS audit was conducted November 4, 2009. The auditors were concerned about paid staff. We operate solely with volunteers except for the bookkeeper and Milestones designer. There are two outstanding items that we need to follow up on. One involves the 2007 contract for the Wyndham Hotel and the other involves the contacting for the Leadership Institute.
- 8) Election Update (Goto)
  - a) The election for the 2010 Board of Governors for PMI-OC was managed by the Operations area of PMI-OC. The online voting site was open to all members as of November 1st, 2009. Online voting took place November 1st - 15th, 2009. A total of 299 responses were received resulting in a 4% increase and an 18.4% turnout for the membership.
  - b) The following Board of Governors (BOG) were confirmed:
    - i) Tariq Shaikh
    - ii) Nora Goto
    - iii) Alvin Joseph
    - iv) Rick Nalle
    - v) Derek Barraza
- 9) PMP Class – 2010 (Barraza)
  - a) Timing of the PMP classes was discussed. Tom Cumming proposed the classes to begin in February, May and September. Sylvan Finestone voice concern regarding the timing of the classes running later into summer months resulting in the potential for lower attendance.
  - b) The PMP class will be offered in one location (Costa Mesa) for the first session.
  - c) A second location may be added for the second session.

**Action Item:** Derek Barraza will discuss the timing of the PMP classes with Tom Cumming.

10) Membership Retention and Survey (Cutting)

- a) The membership results were emailed to the BOD members.

**Action Item:** Tom Cutting-Clarification was requested regarding the reported 11% responding to not receiving support on job searches. What population was included in the numerator?

11) Upcoming Events: Spark of Love Toy Drive (Cutting)

- a) No issues with Spark of Love Campaign



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b) Fire personnel are expected to attend the next meeting.

**Action Item: Method to carry packages to the fire truck is needed. Thomas Cutting**

**Volunteer Recognition (7: 55 to 8:10)**

12) Annual Volunteer Recognition (Cutting)

**Action Item: Thomas Cutting will send out the plan for Volunteer Appreciation in one week.**

13) President's Award (Finestone)

a) President Award will be given at the December meeting.

b) Lori Shapiro recommended that we recognize Jane Flynn for her 10 years of service to PMI-OC.

This same process may be used for any other paid or non paid vendor/consultant to PMI-OC.

**Action Item: The ten year award recommendation will be written up by Lori Shapiro**

14) VOM (Cutting)

a) Atuljeet Singh-December

b) Vinita Jha and Lisa Saldana-January

**Transition Planning Discussions and Motions (8:10 pm – 8:30pm)**

15) Board Organization and Responsibilities for 2010

a) Job descriptions need to be completed.

**Action Item: Cornelius, Stephen and Angela Lindstrom will complete job descriptions.**

16) Budget Extension and Filings

a) We will use budget for the fifth quarter based upon the same 3 months from 2009.

17) Second and Third Tier Retention and Recruitment – Key Positions (June)

a) We will need to secure the second and third tier volunteers.

18) Strategic Planning Sessions (Stephen June and Cornelius Fichtner)

a) We are looking for a facilitator

b) The last two Saturdays in January are potential dates.

**Action Item: Cornelius Fichtner will be making the arrangements for the strategic planning sessions.**

19) December BOD meeting

a) Blistango was recommended by Lori Shapiro

**Action Item: Lori Shapiro will make the arrangement.**

**Addendum: December BOD Meeting**

*Bistango's in Irvine at 6:30pm, in the Studio room*

*19100 Von Karman Ave*

*Irvine, Ca 92612*

*949.752.5222*

[www.bistango.com](http://www.bistango.com)

**Adjournment**

20) Meeting Adjournment

a) Move to adjourn the meeting was made by Nora Goto. Lori Shapiro seconded the motion.

b) Meeting was adjourned at 8:10 pm.

Area	Who	Task	Due
Programs	D. Barraza and D. Reed	Develop an ATS series on the topic of using Agile in project management. *There was significant discussion regarding the use of Webinars or ATS as the mode of education/offerings for Agile to our membership. Derek Barraza will follow up with Donna Reed.	In progress
Programs, Marketing and Membership	D. Barraza, Lori Shapiro and Tariq Shaikh	Evaluate the use of surveys to determine if Agile is a topic of interest. Evaluate if ITL is a topic of interest	
Finance	S.June and F. Avalos	Discuss the process for the year end report	In progress
All BOD	All BOD	Forward top ten processes needing documentation to the Business Process team	In progress
Operations/Programs	L. Saldana	Follow up with Jaymee on the PDU process	In progress



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Operations/Programs	L. Saldana	Follow up with Jaymee on the PDU process	In progress
Marketing	L. Shapiro	Recognition process for a long term vendor/consultant contributor to PMI-OC	
Finance	F. Avalos	Dinner meeting attendance tracking	
Membership	T. Cutting	Membership Survey Results clarification	
Programs	D. Barraza	Schedule of PMP classes for 2010	
Membership	T. Cutting	Spark of Love-the carting of toys	
Membership	T. Cutting	Volunteer Appreciation	
Chair Elect and DAL	C. Fichtner and Stephen June	Job descriptions for BOG and Second Tier	
Director At Large	C. Fichtner	Strategic Planning	