BoD Mtg - CWC Chapter PMI

Date: **September 8, 2008**

Time: **ARRIVE@5** greet & eat **BIZ@5:30**

Place: **VanCity**, #300 - 369 Terminal Avenue **(Vijay 340 4962 or Iain 729 0411) Just 5 minutes walk from Main Street station towards east**

BoD: Iain Palmer, Cynthia Caine, Krishna Kumar, Dale Laarz (by phone),Clement Ma, Abelardo Mayoral-Fierros, Vijay Ranganathan, Amin Tabatabayi, Zdenko Erceg, Tom Munro, Joanne Charlton, Rich Brodowski, Andrew Coates, Brian Mullen

GUESTS: None

5:30 - Agenda

5:30 - Action Items Outstanding

DATE	ACTIONS	WHO	DUE	STATUS
Jan 28	Create job description for VP@L - Marketing	Iain Palmer	Feb 25	Open
July 28	Tom Munro to draft a letter for Iain's signature re non-profit status of CWCC	Tom Munroe	asap	Closed
Sep 8 08	Prepare DRAFT 2009 business plan and budget for Administration Portfolio	Cynthia Caine	Sep 29 08	Open
Sep 8 08	Prepare DRAFT 2009 business plan and budget for Communications Portfolio	Tom Munro	Sep 29 08	Open
Sep 8 08	Prepare DRAFT 2009 business plan and budget for Education Portfolio	Krishna Kumar	Sep 29 08	Open
Sep 8 08	Prepare DRAFT 2009 business plan and budget for PD Portfolio	Dale Laarz	Sep 29 08	Open
Sep 8 08	Prepare DRAFT 2009 business plan and budget for Finance Portfolio	Vijay Ranganathan	Sep 29 08	Open
Sep 8 08	Prepare DRAFT 2009 business plan and budget for Membership Portfolio	Clement Ma	Sep 29 08	Open
Sep 8 08	Prepare DRAFT 2009 business plan and budget for Programs Portfolio	Amin Tabatabayi	Sep 29 08	Open
Sep 8 08	Prepare DRAFT 2009 business plan and budget for Career Fair Portfolio	Brian Mullen	Sep 29 08	Open
Sep 8 08	Prepare DRAFT 2009 business plan and budget for Publicity Portfolio	Zdenko Erceg	Sep 29 08	Open
Sep 8 08	Prepare DRAFT 2009 business plan and budget for Volunteers Portfolio	Abelardo Mayoral-Fierros	Sep 29 08	Open
Sep 8 08	Prepare DRAFT 2009 business plan and budget for top level Governance Team	Iain Palmer	Sep 29 08	Open
Sep 8 08	Prepare DRAFT annual report for Administration Portfolio	Cynthia Caine	Sep 29 08	Open
Sep 8 08	Prepare DRAFT annual report for Communications Portfolio	Tom Munro	Sep 29 08	Open
Sep 8 08	Prepare DRAFT annual report for Education Portfolio	Krishna Kumar	Sep 29 08	Open
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Sep 8 08	Prepare DRAFT annual report for Publicity Portfolio	Zdenko Erceg	Sep 29 08	Open
Sep 8 08	Prepare DRAFT annual report for Volunteers Portfolio	Abelardo Mayoral-Fierros	Sep 29 08	Open
Sep 8 08	Prepare DRAFT annual report for top level Governance Team	Iain Palmer	Sep 29 08	Open
Sep 8 08	Report back to Board on document requirements per constitution regarding timing for Annual Report, budget, AGMs, and EGMs.	Iain Palmer	Sep 22 08	Open
Sep 8 08	Prepare "Call for Nominations" to go into October newsletter	Abelardo Mayoral-Fierros	Sep 29 08	Open

5:35 - Finance

Review and accept YTD Financials

Motion to approve Monthly Financial Statement
Budget for 2009: Budgetting process for 2009 has begun, and Vijay will work with individual VPs. ***ACTION ITEM:*** Each Portfolio VP shall prepare a draft business plan and corresponding budget. Due: 29Sep08

6:00	**- Other**
	Abelardo - Report on Boat Cruise
	Abelardo - Volunteer of the Year: ***ACTION ITEM:*** Prepare "Call for Nominations" to go into October newsletter. Nominees will be voted on at the November Board of Directors meeting.
	Rich - Career Strategy Presentation . NEXT STEPS: Final contract negotiations with Workopolis; Integration with digital strategy; roles & responsibilities documentation.
	Iain - Annual Report, new team. ***ACTION ITEMS:*** Each Portfolio VP shall prepare a draft annual report (due: 29Sep08). Iain to report back to Board on document requirements per constitution regarding timing for Annual Report, budget, AGMs, and EGMs.
	Joanne - Transition Planning documents .
	Iain - Nominating Committee
	Krishna - prep class and UBC
	Brian Mullen- Career Fair Progress.

DATE	**MOTIONS**	**1st**	**2nd**	**Status**
Sept. 8	The Board of Directors has reviewed and approved the July Financial Statement	Amin Tabatabayi	Vijay Ranganathan	Carried
Sept. 8	The Board of Directors will enter into a two year agreement with Workopolis to create a Project Management NicheNetwork	Rich Brodowski	Vijay Ranganathan	Carried
Sept. 8	The Board of Directors will create and prepare a new portfolio to present to the AGM for approval by membership	Rich Brodowski	Brian Mullen	Tabled
Sept. 8	Motion to ***AMEND*** the above to read: The Board of Directors shall create and prepare a new portfolio for VP Careers, and present to membership for approval.	Iain Palmer	Abelardo Mayoral-Fierros	Carried
Sept. 8	***AMENDED MOTION***: The Board of Directors shall create and prepare a new portfolio for VP Careers, and present to membership for approval.	Iain Palmer	Amin Tabatabayi	Carried
Sept. 8	The Board of Directors will support the ISSIG LIG by funding their venue for the rest of 2008.	Iain Palmer	Rich Brodowski	Carried
8:25	Meeting ended			