BoD Mtg - CWC Chapter PMI

Date: **28-Jan-08**

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

Place: **VanCity Board Room**, 183 Terminal Avenue, Vancouver (Vijay 340 4962 or Iain 729 (

BoD: **Iain Palmer, Cynthia Caine, Brian Barsalou, Clement Ma, Angie Smith, Krishna K**
Vijay Ranganathan, Amin Tabatabayi, Andrew Coates

GUESTS:

5:30 - Agenda --- Any other Agenda Items

5:32 - Motions --- VP@Large

5:35 - Digital Strategy

DATE	ACTIONS
Oct 15	Vijay Ranganathan to contact other Canadian chapters which are outsourcing their executive services
Oct 15	Iain to raise the initiative of forming an external advisory board in the next chapter strategic planning session.
Oct 15	Iain to contact IT SIG for hosting webinar series for PDU
Nov 5	Deadline for newsletter submission shall include URL. Material shall be as short as possible preferably max 2 lines long.
Nov 5	Publicity and Communication Directors should assess different newsletter formats and report.
Nov 5	Board Meetings in 2008 will be scheduled on the last Monday of each month.
Nov 5	A Board Meeting is scheduled on Dec 3.
Nov 5	Tony to email AGM notice to Chapter membership and post AGM details on Chapter website.
Nov 5	Cynthia to contact Iain to set up the contract support service terms of reference.
Nov 5	Cynthia to work with Iain on setting up the 2008 strategic planning session. Annual Strategic Planning is scheduled on Jan 19, 2008.
Nov 5	Iain to contact Murray to set up the 2008 strategic planning session.
Nov 5	Stephen to work with Angie and Brian about the concerns and issues on the advertising and/or sponsorship policies.

6:10 - Finance

Review and accept YTD Financials

Audit

6:15 - SOAP

6:20 - Other

Reviews

6:20	Portfolio updates and their volunteer situation - 2 minutes max – who are the volunteer administration), their photos on website – to do: re-establish volunteer status for each
6:40	**Planning session review**
7:00	Jan PD Events – Attendance, Feedback, Profitability, No shows, Wait Lists (Dale)
7:05	Mentoring - Attendance, Feedback, issues (Iain/Clement)

Current Topics

7:10	ISSIG LIG breakfast meetings – what portfolio? need for PMP even though PMI does

7:15	**Leadership events – Salem, Denver, VP priority, budget size**
7:20	Participants for surveys (Angie)
7:30	Website content (Angie)
8:10	Reporters needed for newspaper (Iain/All)
8:20	Admin employee and admin volunteer for documenting volunteer positions (Iain/Cynth
8:30	Programs (Amin/Iain/All)
8:50	Leadership (Bryan)

DATE	MOTIONS
28-Jan-08	Ratify the Presidents appointment of Andrew Coates to VP@Large
28-Jan-08	Ratify the Presidents appointment of Tony Tsang to VP@Large
28-Jan-08	Accept the Processes, Policies & Procedures Project Initiation Form
28-Jan-08	Accept year end financial statements

DATE	ACTIONS
28-Jan-08	To place all Chapter governance material (C&B versions, Policy, Procedure, Guidelines, Job Descriptions etc) into ..:: Chapter » Governance ::.. In both PDF (unalterable) and DOC/XLS formats.
28-Jan-08	Adjust budget to recategorize Education separately from Professional Development
28-Jan-08	Post year end financials and send 2 lines and url to Joanne
28-Jan-08	Put C&Bs on Board Meeting agenda
28-Jan-08	Reconcile latest database with the "Who We Are"
28-Jan-08	Cynthia ask Dave to update D@L to VP@L
28-Jan-08	Determine a VP@Large - Shared Services
28-Jan-08	Send Iain and Cynthia the VP Marketing and Publicity descriptions
28-Jan-08	Create job description for VP@L - Marketing
28-Jan-08	Discuss PMF requirements with Pat at Region 1 meeting Feb 14
28-Jan-08	Reinstitute monthly membership report
28-Jan-08	VP@L Andrew Coates to be project sponsor of Accept the Processes, Policies & Procedures Project Initiation Form

28-Jan-08	Abelardo to send job description template to Cynthia
28-Jan-08	Write up on last year's career fair submitted to the newsletter, alert members to this year's fair
28-Jan-08	Change education listings to ensure all conform to the Free of Charge Listings
28-Jan-08	Administration to update "Contact Us" and FAQs
9:00	**- Meeting End**

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umar, Dale Laarz, Abelardo Mayoral-Fierros,

WHO	DUE	CLOSED
Vijay Ranganathan	5-Nov-07	Closed
Iain Palmer	January-08	Closed
Iain Palmer	5-Nov-07	Closed
All	on going	Closed
Tom Munro & Joanne Charlton	3-Dec-07	Closed
All	on going	Closed
All	3-Dec-07	Closed
Tony Tsang	14-Nov-07	Closed
Cynthia Caine	3-Dec-07	Closed
Cynthia Caine	3-Dec-07	Closed
Iain Palmer	3-Dec-07	Closed
Stephen Cheung	3-Dec-07	Closed

rs, their job descriptions (to be forwarded to
volunteer

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1st	2nd	Status
Cynthia Caine	Brian Barsalou	Carried
Cynthia Caine	Abelardo Mayoral-Fierros	Carried
Vijay Ranganathan	Angie Smith	Carried
Angie Smith	Krishna Kumar	Carried

WHO	DUE	Status
All	Ongoing	Open
Vijay Ranganathan	Feb 25	Open
Vijay Ranganathan	Feb 4	Open
Iain Palmer	Feb 25	Open
Abelardo Mayoral-Fierros	Feb 25	Open
Cynthia Caine	Feb 4	Closed
Iain Palmer	Feb 25	Open
Abelardo Mayoral-Fierros	Feb 4	Open
Iain Palmer	Feb 25	Open
April Sather	Feb 4	Open
Clement Ma	Feb 25	Open
Andrew Coates	Feb 25	Open

Abelardo Mayoral-Fierros	Feb 4	Open
Amin Tabatabayi	Feb 4	Closed
Krishna Kumar	Feb 25	Open
Cynthia Caine	Feb 4	Closed

Column1	Carried	Open
Iain Palmer	Defeated	Closed
Abelardo Mayoral-Fierros	Tabled	
Andrew Coates		
Angie Smith		
April Sather		
Brian Barsalou		
Clement Ma		
Cynthia Caine		
Dale Laarz		
Krishna Kumar		
Amin Tabatabayi		

Tony Tsang
Vijay Ranganathan
Zdenko Erceg
All
TBA