BoD Mtg - CWC Chapter PMI

Date: **25-Feb-08**

Time: **ARRIVE@5** greet & eat **BIZ@6**

Place: **VanCity Board Room**, 183 Terminal Avenue, Vancouver (Vijay 340 4962 or Iain 729 0411)

BoD: **Iain Palmer, Cynthia Caine, Brian Barsalou, Clement Ma, Angie Smith, Krishna Kumar, Dale Laarz, Abelardo Mayoral-Fierros, Vijay Ranganathan, Amin Tabatabayi, Andrew Coates, Tony Tsang**

GUESTS:

6:00 - Agenda --- Any other Agenda Items

6:05 - Actions

DATE	ACTIONS	WHO	DUE	CLOSED
25-Feb-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.	All	Ongoing	Open
25-Feb-08	Adjust budget to recategorize Education separately from Professional Development	Vijay Ranganathan	Feb 25	Closed
25-Feb-08	Post year end financials and send 2 lines and url to Joanne	Vijay Ranganathan	Feb 4	Closed
25-Feb-08	Put C&Bs on Board Meeting agenda	Iain Palmer	Feb 25	Open
25-Feb-08	Reconcile latest database with the "Who We Are"	Abelardo Mayoral-Fierros	Feb 25	Open
25-Feb-08	Cynthia ask Dave to update D@L to VP@L	Cynthia Caine	Feb 4	Closed
25-Feb-08	Determine a VP@Large - Shared Services	Iain Palmer	Feb 25	Open
25-Feb-08	Send Iain and Cynthia the VP Marketing and Publicity descriptions	Abelardo Mayoral-Fierros	Feb 4	Open
25-Feb-08	Create job description for VP@L - Marketing	Iain Palmer	Feb 25	Open
25-Feb-08	Discuss PMF requirements with Pat at Region 1 meeting Feb 14	April Sather	Feb 4	Closed
25-Feb-08	Reinstitute monthly membership report	Clement Ma	Feb 25	Open
25-Feb-08	VP@L Andrew Coates to be project sponsor of Accept the Processes, Policies & Procedures Project Initiation Form	Dale Laarz	Feb 25	Closed
25-Feb-08	Abelardo to send job description template to Cynthia	Abelardo Mayoral-Fierros	Feb 4	Closed
25-Feb-08	Write up on last year's career fair submitted to the newsletter, alert members to this year's fair	Amin Tabatabayi	Feb 4	Closed
25-Feb-08	Change education listings to ensure all conform to the Free of Charge Listings	Krishna Kumar	Feb 25	Open
25-Feb-08	Administration to update "Contact Us" and FAQs	Cynthia Caine	Feb 4	Closed

6:10 - Finance

Review and accept YTD Financials

Audit

6:20 - Other

Reviews

6:20 Portfolio updates and their volunteer situation - 2 minutes max – who are the volunteers, their job descriptions (to be forwarded to administration), their photos on website – to do: re-establish volunteer status for each volunteer

Current Topics

7:00	**Leadership events – Salem, Denver, VP priority, budget size**			
7:10	ISO funding (Iain)			
7:20	Another PMP Prep Course - Krishna			
7:30	PMI Education Foundation -Iain			
7:40	Leadership (Brian)			
7:50	Digital Strategy (Andrew)			
DATE	**MOTIONS**	**1st**	**2nd**	**Status**
25-Feb-08	Fund a Canadian delegate to attend ISO and represent Canadian PM interests (at a cost of 50 cents per chapter member)	Dale Laarz	Andrew Coates	Carried
DATE	**ACTIONS**	**WHO**	**DUE**	**Status**
25-Feb-08	Provide the BoD with a "Fall Fair" update detailing things like; team members, project plan, timelines and milestones etc	Amin Tabatabayi		
25-Feb-08	Schedule a Q2 PMP Prep Course and contact waitlisted individuals (and other inquiries) to facilitate a full course	Krishna Kumar		
25-Feb-08	Engage the services of an Auditor to complete a 2007 Chapter Audit.	Cynthia Caine		
25-Feb-08				
9:00	**- Meeting End**			