BoD Mtg - CWC Chapter PMI

Date: **28-Apr-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, Joanne Charlton, Zdenko Erceg (for Publicity), Clement Ma, Alex Hamer, Angie Smith, Dave Chow (for Communications), Krishna Kumar, Dale Laarz, Andrzej Nawrocki (for Professional Development), Abelardo Mayoral-Fierros, Margaret Tam (for Volunteers), Vijay Ranganathan, Amin Tabatabayi, Andrew Coates, Tony Tsang, Rich Brodowski**

GUESTS:

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

6:05 - Actions

DATE	ACTIONS	WHO	DUE	CLOSED
Mar 31	Membership will create and populate (monthly) three new pages on the website (with Communications approval), these being New Members, New PMP's and ReNewed Members. Once done the URL will be supplied to the editor for inclusion (recognition) inthe newsletter.	Clement Ma	postponed	Open
Jan 28	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
Jan 28	Send Iain and Cynthia the VP Marketing and Publicity descriptions	Abelardo Mayoral-Fierros	Feb 4	Open
Jan 28	Create job description for VP@L - Marketing	Iain Palmer	Feb 25	Open
Jan 28	Determine a VP@Large - Shared Services	Iain Palmer	Feb 25	Open

6:10 - Finance

Review and accept YTD Financials

Motion to approve Monthly Financial Statement
Requests for Cash advance from different portfolios and how to handle them (10m)
Audit update

6:20 - Other

6:20	**Leadership events – Salem, Denver, VP priority, budget size**
6:30	Professional Development
6:40	DEP and Membership report
6:50	Digital Strategy (15Min)
7:05	Volunteer Portfolio (20min)
7:25	Policy review
7:35	**Mission = Be a leading proponent of successful project management practices in our area of operation.** **Vision = To be a forum for excellence in PM that will increase the awareness, effectiveness and value of professional project management for practitioners and organizations**
7:45	**Jobs**

DATE	MOTIONS	1st	2nd	Status
28-Apr-08	Ratify President's appointment of Rich Brodowski to VP at Large	Cynthia Caine	Vijay Ranganathan	Carried
28-Apr-08	The Board of Directors has reviewed and approved the Mar Financial Statement	Cynthia Caine	Krishna Kumar	Carried
28-Apr-08	(in order to set up a US bank account) The Bank of Montreal is appointed the bank of the Organization. 2Signatures are required on a cheque, one of which must be the President's or the VP Finance's signature. The other 3 signing officers are the VP Administration, VP Membership, and VP Education.	Vijay Ranganathan	Tony Tsang	Carried
28-Apr-08	There will be a maximum of 1 email blast per week from CWCC to the membership	Andrew Coates	Cynthia Caine	Carried

DATE	ACTIONS	WHO	DUE	Status

28-Apr-08	Research President Elect positions (say atleast 6) in Chapters of similar size and provide a report detailing: Chapter Info, BoD positions, term, duties etc etc.	Tony Tsang	May BoD Mtg	Open
28-Apr-08	Research VP Marketing positions (say atleast 6) in Chapters of similar size and provide a report detailing: Chapter Info, BoD positions, term, duties etc etc.	Tony Tsang	May BoD Mtg	Open
28-Apr-08	Research privacy issues regarding posting members' names on website as outlined in the above March 31 Action Item	Clement Ma	May BoD Mtg	Open
28-Apr-08	Portfolio VPs will review their budgets prior to the May board meeting	All Elected Board Members	May BoD Mtg	Open
28-Apr-08	Review C&Bs to determine if significant budget changes require an EGM	Vijay Ranganathan	May BoD Mtg	Open
28-Apr-08	Report on 3-month pilot project whereby Education portfolio has a $500 petty cash fund.	Vijay Ranganathan	July BoD Mtg	Open
28-Apr-08	Invite Iain Palmer to a PD/Career Fair meeting and present update to May board meeting	Amin Tabatabayi	May BoD Mtg	Open
28-Apr-08	Review draft report with Communications and President, and contact Sage as a possible supplier. Rich to be cc'd on process.	Andrew Coates	May BoD Mtg	Open
28-Apr-08	Meet with Workopolis contact and present findings at next board meeting	Rich Brodowski	May BoD Mtg	Open
28-Apr-08	Update email policy, send to Joanne with link, and post on website for 30 days	Cynthia Caine	May BoD Mtg	Open
8:45 PM	**- Meeting End**			