BoD Mtg - CWC Chapter PMI

Date: **26-May-08**

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

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

BoD: Iain Palmer, Cynthia Caine, Zdenko Erceg, Krishna Kumar, Dale Laarz,Clement Ma,Abelardo Mayoral-Fierros, Vijay Ranganathan, Angie Smith, Amin Tabatabayi, Joanne Charlton, Rich Brodowski,Andrew Coates, Tony Tsang

GUESTS: Brian Mullen, Karen Kuipers, Andrzej Nawrocki, Rafah Tello, Harbhajan Parhar

5:30 **- CAREER FAIR** (45min) --- update from the team and a review of action items for the various portfolios to assist in a successful event.

Minutes

6:15 **- Agenda** --- Any other Agenda Items

6:15 **- Actions**

DATE	ACTIONS	WHO	DUE	CLOSED
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. **Joanne Charlton appointed VP@Large**	All	Ongoing	Closed
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
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. **Decided against due to privacy issues.**	Clement Ma	postponed	Closed
Apr 28	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
Apr 28	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
Apr 28	Research privacy issues regarding posting members' names on website as outlined in the above March 31 Action Item. **Decided against publishing.**	Clement Ma	May BoD Mtg	Closed
Apr 28	Portfolio VPs will review their budgets prior to the May board meeting	All Elected Board Members	May BoD Mtg	Closed
Apr 28	Review C&Bs to determine if significant budget changes require an EGM -**As long as expenditures are within scope of originally planned budget AND as long as funds are available in another portfolio, then the Board can transfer money without EGM approval**	Vijay Ranganathan	May BoD Mtg	Closed
Apr 28	Report on 3-month pilot project whereby Education portfolio has a $500 petty cash fund.	Vijay Ranganathan	July BoD Mtg	Open
Apr 28	Invite Iain Palmer to a PD/Career Fair meeting and present update to May board meeting	Amin Tabatabayi	May BoD Mtg	Closed
Apr 28	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	Closed
Apr 28	Meet with Workopolis contact and present findings at next board meeting	Rich Brodowski	May BoD Mtg	Closed
Apr 28	Update email policy, send to Joanne with link, and post on website for 30 days.	Cynthia Caine	May BoD Mtg	Closed
May 26	Find replacement for Gordon Devlin in the Career Fair Committee - Gordon will assist replacement in getting up to speed	Abelardo Mayoral-Fierros	asap	Open
May 26	Discuss invoicing process with Karen Kuipers	Vijay Ranganathan	asap	Open
May 26	Upload Career Fair page from Karen Kuipers and add sponsors' names and logos	Amin Tabatabayi	asap	Open

May 26	Separate Career Fair sponsorship from Chapter sponsorship on website	Angie Smith	asap	Open
May 26	List of membership companies to Karen Kuipers	Clement Ma	asap	Open
May 26	Find $5k for advance to Career Fair - done			Closed
May 26	Contact Andrew Coates re rates for sporg etc.	Cynthia Caine	asap	Closed
May 26	Contact Brian Mullen regarding his volunteer needs for the Career Fair	Abelardo Mayoral-Fierros	asap	Open
May 26	Find a Marketing leader for the Career Fair	Abelardo Mayoral-Fierros	asap	Open
May 26	Add the clause on the volunteer form, that the volunteer agrees that their name may be published.	Abelardo Mayoral-Fierros	asap	Open

6:30 - Finance

Review and accept YTD Financials

Motion to approve Monthly Financial Statement	
Requests for Cash - update	
Audit update	

6:40 - Other

	Careers (30min)
post poned	Students (15m) - Students with valid ID can attend chapter events at the same price as chapter volunteers (need to discuss if they need to join PMI as student members and join the chapter as members)
post poned	Admin (20m) – what chores can we farm out and would we like to farm out?
	Joanne (10m) - new role and what it means to the Board
	Certification Course update (5 mins) - **exam reimbursement will be dropped**
post poned	Professional Development (10mins)
post poned	DEP and Membership report (10mins)
post poned	Digital Strategy (15mins)
post poned	Volunteer Portfolio (20min)

DATE	MOTIONS	1st	2nd	Status
May 26	Ratify President's appointment of Joanne Charlton to VP at Large			Carried
May 26	Ratify President's appointment of Zdenko Erceg to VP Publicity			Carried
May 26	The Board of Directors has reviewed and approved the Apr Financial Statement	Angie Smith	Amin Tabatabayi	Carried
May 26	Rich Brodowski will explore the NicheNetwork Partnership and take it to the next step	Rich Brodowski	Dale Laarz	Carried
9:00	Meeting ended			