

Board of Directors Meeting - Canadian West Coast Chapter PMI

	Attachments: Cheque Requisition Template (effective immediately), Financial Report (July), Draft Financial Procedures, Toastmasters Report, OPM3 Charter, Venue Procurement Procedures, Communication Protocol			
Date:	August 26, 2009			
Time:	5:00 pm to 9:00 pm - Food at 5, Meeting starts at 5:30			
Place:	Vancouver Public Library, Lower Level, Peter Kaye Room			
BoD:	Iain Palmer, Abelardo Mayoral, Alex Hamer, Brian Barsalou, Dale Laarz, Gino Morena, Krishna Kumar, Rafah Tello, Rich Brodowski, Tom Munro, Vijay Ranganathan, Zdenko Erceg, Clement Ma, Cynthia Caine			
Absent:	Brian Barsalou, Alex Hamer, Krishna Kumar, Dale Laarz			
Guests:	Inga Stefanova, Rahim Othman , Hamid Mahmoudi			
5:30	Meeting called to order			
5:30	Action Items			
Date		WHO	DUE	STATUS
April 22	Publicity Portfolio will develop a single policy based on existing policies and propose recommendations to the Board.	Zdenko Erceg	June 10 Sept 23	Open
May 27	Prepare forecasted revenue / expenditure for Portfolio, update GL accounts list, and forward to Abelardo.	All Board Members	August 14 Sept 4	Open
July 22	Review financial procedures document (Home-->BoD Documents) and provide comments to Abelardo	All Board Members	August 26	Closed
July 22	Propose a policy for volunteering on multiple portfolios	Gino Morena	August 26	Closed
August 26	Send forecast template to VPS	Abelardo Mayoral-Fierros	August 28	Open
August 26	Send current (green 09 08 26) cheque requisition template to teams	All Board Members	August 28	Open
5:50	Chapter Business			
Iain	Motion: Ratify appointment of VP at Large, Rahim Othman			
Iain	Motion: Ratify appointment of VP at Large, Inga Stefanova			
Iain	Motion: Expenditure of \$2,500 for OPM3			
Iain	Motion: Transfer of responsibility of event registration			
Abelardo	Cheque Requisition Template, Financial Procedures v2, Financial update, and Motions			
Gino	Volunteer metrics Motion: Multiple portfolio Fall Leadership Development Program			
Rafah	Programs metrics			
Hamid	Education update RMP and PMP			
Rich	Careers update - Workopolis & Oomph!			

Tom	Communications update			
Zdenko	Newsletter direction			
Rahim	Career Fair			
Cynthia	Motion: Venue Procurement Procedures Communications preferences			
Information	Harry Gill and Joanne Charlton stepped down from their Board positions. The Chapter thanks them for their generous volunteering.			
	The current monthly newsletter will be renamed the Bulletin, a more appropriate name for the short document sent out monthly. A longer, more traditional, multiple page newsletter will be sent out quarterly.			
Motions		Mover	Seconder	Status
August 26	The Board of Directors ratifies the appointment of Rahim Othman as VP at Large	Rich Brodowski	Vijay Ranganathan	Carried
August 26	The Board of Directors ratifies the appointment of Inga Stefanova as VP at Large	Rich Brodowski	Vijay Ranganathan	Carried
August 26	The Board approves the Project Charter and the expenditure of \$2,500 for the OPM3 initiative	Clement Ma	Vijay Ranganathan	Carried
August 26	Function, control and responsibility of event registration will move from Administration to the Executive Director	Vijay Ranganathan	Rich Brodowski	Carried
August 26	Manager, Director, VP and/or President may only hold one "Title" position at any given time while serving as a volunteer Abstained: Rafah Tello	Gino Morena	Zdenko Erceg	Carried
August 26	The Board of Directors has reviewed and approves the July Financial Statements	Abelardo Mayoral-Fierros	Vijay Ranganathan	Carried
August 26	The Board of Directors approves the 4 step Venue Procurement Procedures and its placement on the website under the Home tab on the navigation bar, in both BoD and Volunteer Documents	Clement Ma	Iain Palmer	Carried
9:00	Meeting adjourned			