CWCC Board of Directors Meeting

Date & time:	May 23 2012; 5:30pm dinner, 6:00 meeting
Location:	9th floor Board Room - 555 Burrard Street, Vancouver
Voting present:	Chris Chong, Ron Manson, Sara Mohamadkhani, Krishna Kumar, Pavel Margolin, Rich Brodowski, Suzanne Fontaine, Iryna Pauliukova, Hamid Mahmoudi, ~~Scott Lipscomb~~
Non-voting present:	Bob Prenevost, ~~Alex Hamer~~
Documents:	

6:00pm	Action Items				Notes
Open	Due	Owner	Item	Status	
Feb 23	Jun 30	All Board Members	A task force - chaired by Sara will be struck to review the options presented by A+ proposal to determine next steps. Board members interested in participating in this committee will inform Sara prior to the next board meeting	Ongoing	Sara pursuing Donna Denham, Support Services Unlimited to obtain a proposal for the chapter to consider. Interested Board Members who would like to participate in the task force should connect with Sara
Feb 23	Oct 31	All Board Members	A task force - (chair to be named) will be struck to review the process of engaging the membership prior to the AGM on any by-law changes. Board members interested in participating in this committee will inform Rich prior to the next board meeting	Ongoing	This item will be reviewed during the 2012 strategic planning session - date to be determined
Feb 23	Nov 30	All Board Members	A task force (Suzanne to chair) will be struck to review the VCF process & forms and to present a recommendation back to the board. Board members interested in participating in this committee will inform Suzanne prior to the next board meeting.	Ongoing	Suzanne will be launching this task force in the fall
Feb 23	May 31	All Board Members	All outstanding volunteer information was given to the various portfolio leads to forward to Suzanne so that she has an accurate view of all active volunteers for planning purposes	Ongoing	Information was uploaded onto basecamp. Suzanne requested this to be sent directly to her via email. Some portfolios have already uploaded this directly into Highrise. This item is still outstanding, and has proven to be extremely time consuming. The Volunteer portfolio continues to work through this.
Mar 28	Apr 09	Rich Brodowski	Rich to review the charter and by-laws to determine any constraints with working with a registered non-for-profit entity and will report findings back to the board	Ongoing	Further investigations regarding the type of arrangement with non-for-profits needs to be confirmed prior to making final determination.
Apr 25	May 23	Rich Brodowski	Rich to purchase a multi-media projector for use at Board Meetings	Closed	Multi-media project purchased - being used at the May 23 Board meeting

6:30pm	Agenda				Notes
Priority	Focus	Who	Item	Minutes	
1	Ops	All Board Members	Portfolio Updates	45	All portfolios presented updates
2	Ops	Scott Lipscomb	Conference Update	15	Attendees continue to sign-up. We are currently investigating ways to increase marketing awareness with our membership. PM's for both the Conference and the Career Fair are on-board

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3	Ops	Rich Brodowski	LIM & Congress Update	15	We have not received any further information regarding the congress from GOC since the April 17 meeting with Sarah Bell. Our engagement is now limited, we can provide marketing of the event to our membership, but not much else.
4	Planning	Sara Mohamadkhani	Chapter Name Change update	5	The board has proposed to provide our membership information regarding the pros and cons of changing the chapters name prior to the 2013 AGM and then have the membership at the AGM vote if we should continue to pursue this initiative
5	Planning	Rich Brodowski	Region 1 & 3 conferences	5	Bob, Chris and Pavel will be attending the Region 3 conference, Bob will be representing CWCC PMI at the PMI Canada session. Ron, Sara and Krishna will be attending the Region 1 conference. All travel arrangements have been confirmed
6	Ops	Pavel Margolin	Strategic Plan Update - KPI Tracking	5	Potential dates for the 2012 strategic planning session will be discussed at the June 2012 board meeting
7	Finance	Iryna Pauliukova	Financial Review	15	Budget is confirmed to be 100% aligned with the actuals. The current chapter finances are solid. Current risks are reduction in revenue due to the reduction of total classes offered in 2012 and the exposure of higher expenses with the 2012 conference. A detailed financial review will be taken in July to reconfirm chapter finances and to take any necessary steps to ensure chapter financial stability
8	Ops	Suzanne Fontaine	Signing of VCF and review of credentials	15	Delegate responsibility to the signing of the VCF and the review of the credentials to the VP's director at the VP's discretion, VP remains accountable.

Motions					Notes
Date	Moved	Seconded	Motion	Result	
May 23	Krishna Kumar	Pavel Margolin	The board approves the financial statements for April 2012	Unanimous	Chapter finances proceeding as per budget
May 23	Sara Mohamadkhani	Chris Chong	The board approves to adjourn the meeting at 7:45pm	Unanimous	Next Board meeting scheduled for June 27, 2012