

Venue & Dial-in Number: In-person at the Embassy Suites, Walnut Creek (conference call 877-783-2009; guest code 124985)

<i>Officers in bold were in attendance</i>			
<b>Officers (2009/2010) Required</b>	<b>Position</b>	<b>Leaders (Optional)</b>	<b>Position</b>
<b>Tony Appleby</b> Nathalie Udo <b>JP Zingmark</b> Cindy Muscio <b>Ray Ju</b> <b>Dhiraj Dogra</b>	President Past President CFO VP of Professional Development VP of Community Relations VP of Operations	Kiran Darsha <b>Bill Dominguez</b> <i>Open</i> <i>Open</i> <b>Catherine Dupont</b> <i>Open</i> Joe Lam Jodi Barry Kiran Darsha Carolyn Crockett Kathleen Watson <i>Open</i> Linda Dana Candice Thompson  Richa Sharma Natalia Boyadjiev <b>Ingrid Linn</b> <b>Kimi Ziemski</b> <b>Elaine Law</b> <b>Neal Cronin</b> <b>Elina Razdobarina</b> <b>Ralph Vawter</b>  Advisory Board  <b>Kastalena Katerra</b>	Deputy CFO Deputy VP of Community Relations Deputy VP of Operations Deputy VP of Operations Deputy VP of Professional Development Deputy VP of Professional Development Controller Co-Deputy CFO Co-Deputy CFO Director of Dinner Meetings Director of Breakfast Roundtables Director of Professional Development Director of Speakers 2009 Director of Membership / 2010 Director of Partner Relations Director of Volunteers Director of Communications Director of Social Media Director of Public Relations Director of Community Relations 2010 Director of Membership Operations Special Projects PM IPM Day Event Co-PM  TBD  Administrative Assistant to the Board and President

Red = Notes real time (minutes) Yellow – clarification needed for minutes Green – A to-do for someone (will be put on a separate list)

**Report Format:**

**STATUS:**

**PLANS:**

**STRATEGIC/OPERATIONAL MILESTONES/CHANGES:**

**ISSUES, RISKS, & AGENDA ITEMS:**

Board Reports	Minutes																										
<p><b>SECRETARY</b> <i>Dhiraj Dogra</i></p>	<p><b>APPROVAL OF LAST MONTH'S MINUTES:</b> Approval of the February minutes will be done via email to provide the board with sufficient time to review them.</p> <p><b>STATUS:</b></p> <p><b>PLANS:</b></p> <p><b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b></p> <p><b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b></p> <p><b>BOARD VOTES:</b></p> <p><b>MINUTES:</b> Quorum achieved; Catherine will be acting as proxy for Cindy.</p>																										
<p><b>PRESIDENT</b> <i>Tony Appleby</i></p>	<p><b>STATUS:</b></p> <ol style="list-style-type: none"> <li>1. Attended the Latin America Leadership Institute Meeting in Panama City, Panama. See separate report.</li> <li>2. All-Leaders Region 7 conference call March 22 is on Community Outreach and Marketing.</li> <li>3. Ray has identified prospective administrative assistant.</li> </ol> <p><b>PLANS:</b></p> <ol style="list-style-type: none"> <li>1. Preparations being made for new board transition cutover. Need:             <ol style="list-style-type: none"> <li>a. New business cards</li> <li>b. New name plates</li> <li>c. Change to board bios / contacts on web site</li> <li>d. Adjustment to email aliases</li> <li>e. Adjustment to component officer listings</li> </ol> </li> </ol> <p><b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b></p> <table border="1" data-bbox="380 987 1866 1446"> <thead> <tr> <th>PROJECT</th> <th>DUE DATE</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>Document process, options and intended outcomes of group assessments and training</td> <td>2Q 2009</td> <td>Ongoing</td> </tr> <tr> <td>Develop education plan for teaching volunteer leaders strategic thinking</td> <td>2010</td> <td>Ongoing</td> </tr> <tr> <td>Develop and manage a chapter resource plan, mapping operational committee work and projects to available volunteers.</td> <td>4Q 2008</td> <td>Not started</td> </tr> <tr> <td>Determine which metrics are most critical for our chapter's success</td> <td>2Q 2009</td> <td>Ongoing</td> </tr> <tr> <td>Find a way to receive and, if possible, automate key metrics to help in decision making</td> <td>3Q 2009</td> <td>Ongoing</td> </tr> <tr> <td>Develop ongoing award team and processes to submit chapter for awards and recognition</td> <td>2010</td> <td>Not started</td> </tr> <tr> <td>Annual brainstorming day to generate new ideas</td> <td>1Q 2009</td> <td>Complete</td> </tr> </tbody> </table> <p><b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b></p> <ol style="list-style-type: none"> <li>1. EMEA LIM</li> </ol>			PROJECT	DUE DATE	STATUS	Document process, options and intended outcomes of group assessments and training	2Q 2009	Ongoing	Develop education plan for teaching volunteer leaders strategic thinking	2010	Ongoing	Develop and manage a chapter resource plan, mapping operational committee work and projects to available volunteers.	4Q 2008	Not started	Determine which metrics are most critical for our chapter's success	2Q 2009	Ongoing	Find a way to receive and, if possible, automate key metrics to help in decision making	3Q 2009	Ongoing	Develop ongoing award team and processes to submit chapter for awards and recognition	2010	Not started	Annual brainstorming day to generate new ideas	1Q 2009	Complete
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- 2. Region 7 Summit
- 3. PMO “Charter”
- 4. Annual Report
- 5. Quarterly Strategic Planning Session

**MINUTES:**

1. Latin America LIM – Tony and Dhiraj were in attendance. Allowed them to get to know GOC and have SF be considered as a location. Number of items to share and review; see separate report.
  - a. Ray suggested attendance to these meeting is an investment and should have a process for reviewing and sharing data from LIM. Assigned to Community Relations. Bill will share some ideas of addressing lessons learned he got from MS training conference.
  - b. Ray talked to Killough, Tony spoke to Goldstein in Panama regarding getting SF in hat for next GOC meeting. SF is already in the hat – there are no forms just a verbal expression of interest is all that is needed. Tony will set up a conference call with Goldstein and Ray next week.

For the Region 7 in Phoenix, APR 16-18 Bill found best fare of \$288, Catherine found \$75 each way on Southwest.

  - a. EMEA LIM is coming up May 6, 7, 8 in Milan. Ray expressed interest in attending EMEA LIM. Need to address guidelines for who can attend. JP has some wording but has not expanded on this. Put a time frame of leadership service on attendance eligibility. The suggestion was made to leave this up to the individual VPs with Board approval.
  - b. Tony will send out email (cc'ing Kimi) asking for interest and committee will vote on who will attend and will include travel guidelines. Those interested should email by Monday. Ray as president will go, presenters will go. Bill expressed interest if need attendees.
  - c. Kimi – Let's put this on agenda for next meeting. Kimi will solicit feedback and present at next meeting for a vote.
2. Region 7 Summit – Natalia had wanted her 2 new deputies to attend. More discussion on travel / attendance policies.
  - a. Have Caroline Crocket and Linda Dana as attending for PD. Caroline is writing newsletter. Total headcount at 15.
  - b. Ingrid potential speaker on social media.
  - c. Dhiraj interested in presenting topic on Sister Chapter.
3. PMO Charter – JP said seemed OK. Myles had some questions. Tony volunteers to finish this.
4. Annual Report – Tony received input from Ray, JP and Natalia. Catherine will review with Linda and get back to Tony.
5. Quarterly Strategic Planning Session scheduled for April 10<sup>th</sup>.
  - a. Combine Strategic planning, Board meeting and Region 7 location planning. So anyone that is part of Region 7 must attend.

**FINANCE**  
JP Zingmark

**STATUS:**  
**PLANS:**  
**STRATEGIC/OPERATIONAL MILESTONES/CHANGES:**

	<b>PROJECT</b>	<b>DUE DATE</b>	<b>STATUS</b>
	Document minimum requirements for organization structure, including all financial positions filled three months prior to transition of newer board, plus succession planning.	1Q 2009	
	Research and identify appropriate external resources for professional financial services	4Q 2009	
	Analysis prepared for monthly review of dinner meeting profitability by the board.	4Q 2008	
	Electronic storage of all financial documentation, and proper information made public	3Q 2009	
	Comprehensive accounting manual documenting all financial transactions, including analysis, procedures, controls, segregation of duties etc	1Q 2009	
	Financial statement, with analysis on variances, delivered in advance of every board meeting.	4Q 2008	
	<p><b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b></p> <ol style="list-style-type: none"> <li>1. Transition items for new board.</li> <li>2. Proposes changes to Board of Director's page on website – prefer revisions by April 1.</li> <li>3. 2010 budget</li> <li>4. 6 month report</li> </ol> <p><b>MINUTES:</b></p> <ol style="list-style-type: none"> <li>1. Transition for new board. <ol style="list-style-type: none"> <li>a. Tony has asked Candice to order business cards.</li> <li>b. Natalia will handle changes to the website for the board cutover on April 1.</li> <li>c. Will look at BofA regarding changing signing authority to Ray.</li> </ol> </li> <li>2. 2010 Budget approved unanimously. <ol style="list-style-type: none"> <li>a. Latin America LIM was not included in the budget. JP will make adjustments to the budget accordingly.</li> </ol> </li> <li>3. 3 month budget review – <ol style="list-style-type: none"> <li>a. 1<sup>st</sup> 3 months were expensive. Did expect a loss. Loss was \$16k. \$3k for Latin America LIM.</li> <li>b. We are already where expected to be at year end. Hope year end IPM event to be in the positive. Have several events before year end to help bring the budget back on track.</li> <li>c. Oakland strategic planning meeting was more expensive than anticipated.</li> <li>d. We need to improve on how we set expense targets and move up visibility of approvals for expenses before they are spent.</li> <li>e. Provide guidelines to all to operate within. Start operating expenses like a business. Director to put together budget and targets; work with JP so there are no surprises and potential denials of reimbursements.</li> </ol> </li> </ol>		
<p><b>OPERATIONS</b> Dhiraj Dogra</p>	<p><b>STATUS:</b> <b>PLANS:</b> <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b></p>		

	<b>PROJECT</b>	<b>DUE DATE</b>	<b>STATUS</b>
	Develop and implement mentoring program, and maintain it.	4Q 2009	
	Formalized processes and procedures institutionalized to monitor advances in technology and non-technical best practices for engaging Chapter membership, specific to networking options inclusive of career development, professional advancement opportunities, education, new capabilities, and so forth.	3Q 2009	
	<p><b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b></p> <p>1. Overwhelming number of special projects.</p> <p><b>MINUTES:</b></p> <p>1. Plans to have the team be more strategic next year vs. their current technical focus. There were initially four verticals in Operations. This has been enhanced to several more (launching mentoring program, non-profit, etc). Dhiraj does not think it is feasible for one person to handle all verticals especially considering the volunteer nature of the program. Just can't sustain all verticals.</p> <ul style="list-style-type: none"> <li>a. Got the idea from the Latin LIM to have students on these projects.</li> <li>b. Have 13 active projects now. How do we proceed?</li> <li>c. Recruit members and students for volunteers. The Board will work with Natalia. Social Media and Communications on this</li> <li>d. Four verticals made sense in the past. Now with all the new projects there is a need to look at this especially closely, taking into account that we are going to lose some active volunteers in the immediate future.</li> <li>e. The team is looking at the DC Chapter's setup for ideas.</li> <li>f. Kimi already reaching out to colleges and have 2 student chapter members as volunteers.</li> <li>g. Natalia is bringing aboard another deputy. Is this part of bifurcation plan existent in the Professional Development group?</li> <li>h. Still just too much. Launching new projects requires a lot of board level focus.</li> <li>i. Suggest tabling some items or bringing on new members.</li> <li>j. The Board will continue to discuss this at the April 10<sup>th</sup> strategic planning meeting</li> <li>k. Was okay initially to call these special projects. Now the volume is too large. Dhiraj will discuss options with Natalia next week and provide Kimi with schedules</li> </ul>		
<p><b>COMMUNICATIONS</b> Natalia Boyadjiev</p>	<p><b>STATUS:</b></p> <p><b>PLANS:</b></p> <p><b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b></p>		

	<b>PROJECT</b>	<b>DUE DATE</b>	<b>STATUS</b>
	Develop comprehensive communications plan. Plan should cover how we communicate both new and existing services, so members are able to articulate what benefits they receive from Chapter membership.	2Q 2009	
	Develop rollout schedule of new communication mechanisms, including testing cycles, with a project manager for each.	4Q 2009	
	Virtual forum effort launched as a project (with a project manager), and maintained.	3Q 2009	
	Redesign website to facilitate better information sharing with and among members.	2Q 2009	
	<p><b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b></p> <ol style="list-style-type: none"> <li>1. Proposed special recognition.</li> <li>2. Website</li> <li>3. Social Media</li> </ol> <p><b>MINUTES:</b></p> <ol style="list-style-type: none"> <li>1. Natalia (through Ingrid as proxy) would like to propose volunteer recognition for Mark Franks. <ol style="list-style-type: none"> <li>a. We should have a more formal recognition process and protocol in place in the next month or so; Ravi Rao is leading this effort in the Volunteers team.</li> <li>b. Since this was brought up now, the Board agrees to go ahead and put together a recognition for Mark.</li> </ol> </li> <li>2. Ingrid will develop a newsletter article on social media.</li> <li>3. Ingrid distributed surveys and pre-stamped/addressed envelopes for everyone present to complete with regards to what are the most important tools to them.</li> <li>4. Natalia is continuing working on the website revamp with Affiniscape. Did everyone look at the templates? If the Board is okay with the recommendations, they will move forward. <ol style="list-style-type: none"> <li>a. Concerns Affiniscape is expensive (it will be several thousand more than expected) but with all going on would be more expensive to start over.</li> <li>b. Natalia's team wanted to transition away from the current ColdFusion platform.</li> <li>c. Website reconstruction occurs fairly regularly. So, while the Board likes the direction, we need to more closely look at the action plan and potentially reduce the scope.</li> <li>d. Ingrid will touch base with Natalia and discuss the scope and cost issues. Maybe narrow to two points: Navigation (\$2-3k) and then look at additional nodes (\$2k)</li> </ol> </li> <li>5. Wants all board members to craft messaging on Facebook. Ingrid or Natalia will present a schedule that rotates the responsibility every few weeks to the Board in the near future.</li> </ol>		
Neal Cronin	<p>Doing transition with Candice on Sunday.  Doing analysis of Agile Open Space surveys.  Two facilities well liked.  Joanne's analysis on social media was good. Most people heard about this via email blast as opposed to 's the Chapter web site or email blasts.  Board approved a request to give \$25 gift cards to all facilitators. Bill will discuss the details of such with Catherine later.</p>		
<p align="center"><b>MEMBERSHIP UPDATE</b> Candice Thompson</p>	<p><b>STATUS:</b></p> <ol style="list-style-type: none"> <li>1. Neal Cronin will assume the role of Director effective April 1; Joseph Garza will continue in his role as Deputy Director.</li> </ol>		

**PLANS:**  
**STRATEGIC/OPERATIONAL MILESTONES/CHANGES:**  
**ISSUES, RISKS, & AGENDA ITEMS:**

PROJECT	DUE DATE	STATUS
Develop processes around trend analysis and reporting.	2Q 2009	
Develop and implement a robust membership attraction and retention plan.	3Q 2009	

**MINUTES:**  
 No discussion.

**VOLUNTEERS**  
 Richa Sharma

Comment from Tony:

This is a huge action item – Richa needs a list of all volunteers with email and addresses for the annual event so she can send volunteer forms.

**STATUS:**

**1. Appreciation event:**

High level plan, agenda are attached below in Karen's email for review. In summary we wanted to know if there is room for budget increase from \$2k which was quoted to us last year. Please see the financial break-down provided in Karen's project plan below. Lowest price we're getting is around \$1800 and this doesn't include gifts/prizes/props/speaker/music setup or any frills!

Next steps are

- a. for Richa to review these materials with Board for approval or changes.
- b. for Board to send finalized list of volunteers that need to be invited to this event.

*(List in Basecamp is incomplete; list on Vol2 is incomplete; list that was sent to us last year has probably changed.)*

**2. Recognition process:**

Jyoti has put together a form that can be uploaded to a common location. We're reviewing process to make sure we address any loop-holes in procedure. I'm pretty sure its all good to go.

Next steps is

- a. for Richa and Jyoti to connect on procedure (just to double check) on usage of form and then present the form and process to the board.

- b. work on Metrics gathering process

**3. Volunteer recruitment process:**

I'm working with Kimi to locate the documented procedure we had sent out last year but still haven't found it in my documents. Maybe Catherine has it? Need to check with her. If we can't find it we may need to document again.

*BTW - I'm noticing other/new recruitment procedures branching via Basecamp. Not sure if we're trying to switch to Basecamp as means of recruitment/communications to new volunteers? Should Ravi be focusing on looking into Basecamp as the alternative volunteer tool or should he still be continuing with his initiative to look into other tools to replace Vol2? ..trying not to introduce too many processes and tools for recruitment into the organization.*

**4. Vol2 Training:**

Ravi and Jason are setting up training for next Wed (3/24) with the Board. I'll also talk about current recruitment process during that meeting.

**5. Volunteer Org overview:**

This is the walk-thru of the slide I reviewed with you at beginning of the year. Still need to find time to schedule review with the Board.

**6. Recruitment:**

Ravi & Jason are focusing on

a. training session for board on current process (*already mentioned above*)

b. general volunteer recruitment

c. looking for new application to replace Vol2 - something that we can use to also tie in Metrics gathering procedure (*back to question on Basecamp stated above*)

**PLANS:**

**STRATEGIC/OPERATIONAL MILESTONES/CHANGES:**

**ISSUES, RISKS, & AGENDA ITEMS:**

PROJECT	DUE DATE	STATUS
Create a volunteer recognition plan including processes.	2Q 2009	
Identify key metrics, such as retention, number of volunteers, and volunteer satisfaction, and begin regular measurement and trend analysis.	3Q 2009	
Develop proposed volunteer career paths for those interested in advancement through volunteer roles.	3Q 2009	
Create volunteer handbook, and distribute to all new volunteers.	4Q 2009	
Develop routine process to identify new volunteer requirements, and associate them with members interested in volunteering.	1Q 2009	
Develop criteria and process for volunteer assessment and review against established criteria.	2Q 2009	

**MINUTES:**

- No further discussion beyond the need to get a comprehensive list of volunteers crafted which will also feed the annual report.

**OPERATIONS  
MANUAL**  
*Christine Bachman*

**STATUS:**

**PLANS:**

**STRATEGIC/OPERATIONAL MILESTONES/CHANGES:**

**ISSUES, RISKS, & AGENDA ITEMS:**

**MINUTES:**

- No discussion.

**COMMUNITY  
RELATIONS**  
*Ray Ju*

**STATUS:**

**PLANS:**

**STRATEGIC/OPERATIONAL MILESTONES/CHANGES:**

	<b>PROJECT</b>	<b>DUE DATE</b>	<b>STATUS</b>
	Project to develop processes for corporations, associations and the community, including expected outcomes.	1Q 2009	
	Project to develop one page marketing sheet, 15% customized to each type of audience.	4Q 2008	
	Develop roadmap, list of targeted organizations.	3Q 2009	
	Two professional organizations		
	Two governmental entities		
	Two recruiting agencies		
	Two corporations		
	<p><b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b></p> <ul style="list-style-type: none"> <li>• East Bay Career Fair-Elaine</li> <li>• Annual Sponsorship Contracts-Elaine</li> <li>• Microsoft Acknowledgement and Proposal-Bill</li> <li>• Region 7 Presentation and Attendance-Bill</li> <li>• PMI Educational Foundation-Ray</li> </ul> <p><b>MINUTES:</b></p> <ol style="list-style-type: none"> <li>1. See notes below in the sections of responsible parties.</li> </ol>		
<p><b>COMMUNITY RELATIONS</b> Elaine Law</p>	<p><b>STATUS:</b></p> <p><b>PLANS:</b></p> <p><b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b></p> <p><b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b></p> <ol style="list-style-type: none"> <li>1. Annual sponsorship</li> <li>2. Social media event</li> </ol> <p><b>MINUTES:</b></p> <ol style="list-style-type: none"> <li>1. Has negotiated contracts with C-Prime and UC Berkeley extension (UCBX) for annual sponsorship. Totals \$8,500 of Chapter revenue potential so far.</li> <li>2. Decided upon May Career Event. Will be at the Scottish Rite Temple in Oakland on Thursday, May 20th. <ol style="list-style-type: none"> <li>a. There will be many planning meetings, so all volunteers are expected to be actively tapped to assist.</li> </ol> </li> <li>3. Bill is working on plans for training opportunities with Microsoft. Looking at MS as a premier supporter. This should also allow the Chapter access to software to give out as prizes at the IPM Day event in November</li> <li>4. The team has decided to establish and more forward with an Agile / Lean blog; this can be incorporated into the newsletter.</li> <li>5. The team needs input regarding a potential social media event; specifically the need to know if it is going forward. They have identified several people as prospective speakers and need to know whether to move forward with engaging them.</li> <li>6. Ray sent an email wondering if individual Chapter member donations to the PMIEF is something worth considering; he will</li> </ol>		

forward the email from PMI Education Foundation that suggests this to the Board for review and future discussion.

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<b>PARTNER RELATIONS</b> <i>Candice Thompson</i>	<b>STATUS:</b> <b>PLANS:</b> <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b> <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b> <b>MINUTES:</b>																				
<b>PUBLIC RELATIONS</b> <i>Kimi Ziemski</i>	<b>STATUS:</b> <b>PLANS:</b> <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b> <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b> 1. Event 2. Public speaking course by Kimi  <b>MINUTES:</b> 1. No discussion. a. b.																				
<b>PROFESSIONAL DEVELOPMENT-</b> <i>Cindy Muscio</i>  <i>Catherine Dupont</i>	<b>STATUS:</b> <b>PLANS:</b> <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b> <table border="1" data-bbox="380 797 1871 1203"> <thead> <tr> <th data-bbox="380 797 1444 841">PROJECT</th> <th data-bbox="1444 797 1646 841">DUE DATE</th> <th data-bbox="1646 797 1871 841">STATUS</th> </tr> </thead> <tbody> <tr> <td data-bbox="380 841 1444 906">Create plan around how to deliver (own materials or partner) low priced quarterly prep classes and implement it.</td> <td data-bbox="1444 841 1646 906">2Q 2009</td> <td data-bbox="1646 841 1871 906"></td> </tr> <tr> <td data-bbox="380 906 1444 971">Define and implement strategy on quarterly forums on PM topic -- what does the forum look like, and how are we going to implement it?</td> <td data-bbox="1444 906 1646 971">3Q 2009</td> <td data-bbox="1646 906 1871 971"></td> </tr> <tr> <td data-bbox="380 971 1444 1068">Create and implement strategy around education for the different phases of a PM's career. (New volunteer role within professional development organization for career development.)</td> <td data-bbox="1444 971 1646 1068">2010</td> <td data-bbox="1646 971 1871 1068"></td> </tr> <tr> <td data-bbox="380 1068 1444 1133">Keep track of average price of a PDU to ensure a mix of low cost offerings -- average PDU price = \$35.</td> <td data-bbox="1444 1068 1646 1133">4Q 2009</td> <td data-bbox="1646 1068 1871 1133"></td> </tr> <tr> <td data-bbox="380 1133 1444 1203">Add permanent team within professional development organization, solely focused on professional development day.</td> <td data-bbox="1444 1133 1646 1203">2Q 2009</td> <td data-bbox="1646 1133 1871 1203"></td> </tr> </tbody> </table> <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b>  <b>MINUTES:</b> 1. IPM Day Event and budget review. Consider expanding event from 300 to 400 attendees. This would mean this could not be at the Nikko. a. Kimi suggests remain at 300 due to the additional expenses associated with increasing attendance to 400. b. Additionally need to discuss the cost of speakers. We have not historically paid for speakers and cannot justify the cost of doing so.			PROJECT	DUE DATE	STATUS	Create plan around how to deliver (own materials or partner) low priced quarterly prep classes and implement it.	2Q 2009		Define and implement strategy on quarterly forums on PM topic -- what does the forum look like, and how are we going to implement it?	3Q 2009		Create and implement strategy around education for the different phases of a PM's career. (New volunteer role within professional development organization for career development.)	2010		Keep track of average price of a PDU to ensure a mix of low cost offerings -- average PDU price = \$35.	4Q 2009		Add permanent team within professional development organization, solely focused on professional development day.	2Q 2009	
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- c. Explore sponsorship. Possibly \$1k tables. Another level of vendor tables with literature say \$1500 per table. Or different levels by location of table.
  - d. SCRUM
  - e. Corporate level pricing on tables
  - f. Note – we typically lose \$28k on these dinners per year so we do need to discuss this further.
  - g. Consider other possibilities such as snacks vs. dinners
  - h. The team will discuss more off-line
2. Kimi is working on a public speaking course and wants to bring this to the group as a beta for feedback. Possibly sometime in June. There will only be a nominal fee associated with covering expenses and, as such, will not be in violation of the Code of Ethics.

<b>SPEAKERS SERIES</b>	<b>STATUS:</b>		
	<b>PLANS:</b>		
	<b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b>		
	<b>PROJECT</b>	<b>DUE DATE</b>	<b>STATUS</b>
	April Offering Identified	1Q 2010	
	May Offering Identified	2Q 2010	
	June Offering Identified	2Q 2010	
July Offering Identified	2Q 2010		
<b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b>			
<b>MINUTES:</b>			
No discussion.			

<b>CAREER DEVELOPMENT</b> <i>Sharawn Connor</i>	<b>STATUS:</b>		
	<b>PLANS:</b>		
	<b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b>		
	<b>PROJECT</b>	<b>DUE DATE</b>	<b>STATUS</b>
	April Offering Identified	1Q 2010	
	May Offering Identified	2Q 2010	
	June Offering Identified	2Q 2010	
July Offering Identified	2Q 2010		
<b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b>			
<b>MINUTES:</b>			
No discussion.			

<b>PROFESSIONAL DEVELOPMENT</b> <i>Open</i>	<b>STATUS:</b>		
	<b>PLANS:</b>		
	<b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b>		

	<p><b>PROJECT</b></p> <table border="1"> <tr> <td>April Offering Identified</td> <td>1Q 2010</td> <td></td> </tr> <tr> <td>May Offering Identified</td> <td>2Q 2010</td> <td></td> </tr> <tr> <td>June Offering Identified</td> <td>2Q 2010</td> <td></td> </tr> <tr> <td>July Offering Identified</td> <td>2Q 2010</td> <td></td> </tr> </table> <p><b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b>  <b>MINUTES:</b>  No discussion.</p>	April Offering Identified	1Q 2010		May Offering Identified	2Q 2010		June Offering Identified	2Q 2010		July Offering Identified	2Q 2010		<p><b>DUE DATE</b></p>	<p><b>STATUS</b></p>			
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July Offering Identified	2Q 2010																	
<p><b>BREAKFAST ROUNDTABLES</b>  <i>Kathleen Watson</i></p>	<p><b>STATUS:</b>  1. Oakland roundtable will continue to be held in its current location. Leanna Nishi was able to find two co-hosts to start in May.</p> <p><b>PLANS:</b>  <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b>  <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b>  <b>MINUTES:</b>  No discussion.</p>																	
<p><b>DINNER MEETINGS</b>  <i>Carolyn Crockett</i></p>	<p><b>STATUS:</b>  <b>PLANS:</b>  <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b></p> <table border="1"> <thead> <tr> <th>PROJECT</th> <th>DUE DATE</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>April Offering Identified</td> <td>1Q 2010</td> <td></td> </tr> <tr> <td>May Offering Identified</td> <td>2Q 2010</td> <td></td> </tr> <tr> <td>June Offering Identified</td> <td>2Q 2010</td> <td></td> </tr> <tr> <td>July Offering Identified</td> <td>2Q 2010</td> <td></td> </tr> </tbody> </table> <p><b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b>  <b>MINUTES:</b>  No discussion.</p>			PROJECT	DUE DATE	STATUS	April Offering Identified	1Q 2010		May Offering Identified	2Q 2010		June Offering Identified	2Q 2010		July Offering Identified	2Q 2010	
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<p><b>CERTIFICATIONS</b>  PMP, CAPM, PgMP,  Risk, Scheduling  <i>Tim Salaver</i></p>	<p><b>STATUS:</b>  <b>PLANS:</b>  <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b>  <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b>  <b>MINUTES:</b>  No discussion.</p>																	
<p><b>PAST PRESIDENT</b>  <i>Nathalie</i></p>	<p><b>STATUS:</b>  <b>PLANS:</b>  <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b>  <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b>  <b>MINUTES:</b>  No discussion.</p>																	
<p><b>MEETING</b></p>	<p><b>MINUTES:</b>  No discussion.</p>																	

<b>EVALUATIO N / WRAP- UP – All</b>	
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**Next BOD Meeting** will be April 10, 2010, concurrent with the Quarterly Strategic Planning Session. Location TBD.

**PMI SFBAC 2010 Schedule:** Refer to the current calendar on Basecamp

**PORTFOLIO OF UPCOMING ACTIVITIES:** TBD