

Venue: 6:00 p.m. to 7:30 p.m. at Jennifer Russell’s home, 403 main street, #118 San Francisco, CA 888-296-6500, 120311#

Officers in **bold** were in attendance

Officers (2008) Required	Position	Volunteers (Optional)	Position
Nathalie Udo Jennifer Russell Bobby Yarlagadda Tony Appleby Denise Harris Kimi Ziemski	President Past President CFO VP of Operations VP of Professional Development VP of Community Relations	Eoin O’Donoghue Robin Tuscano Rebecca Kim Sonja Stewart JP Zingmark Bill Dominguez Candace Thompson Cindy Muscio Richa Sharma Deborah Droz	Deputy Director Communications Deputy Director Communications Director Membership Director Dinner Meetings Deputy CFO Deputy VP of Community Relations Deputy Director Membership Deputy Director Dinner Meetings Director Volunteer Services Administrative Assistant to the Board and President
Officers (2009) Required	Position	Volunteers (Optional)	Position
Tony Appleby Nathalie Udo JP Zingmark Sonja C. Stewart Ray Ju Dhiraj Dogra	President Past President CFO VP Professional Development VP Community Relations VP Operations	Bill Dominguez Eoin O’Donoghue Candace Thompson Cindy Muscio Richa Sharma TBD TBD TBD TBD TBD TBD TBD Deborah Droz	Director at Large Interim Director Communications / Newsletter Lead Director Membership Director Dinner Meetings Director Volunteers Webmaster Deputy CFO Deputy VP Professional Development Deputy VP Operations Deputy VP of Operations Deputy Director of Membership Deputy Director of Dinner Meetings Administrative Assistant to the Board and President

Report Format:

STATUS:

PLANS:

STRATEGIC/OPERATIONAL MILESTONES/CHANGES:

ISSUES, RISKS, & AGENDA ITEMS:

Agenda by: BoD/Deb Droz

Timekeeper: Deb Droz

Board Reports	Minutes
<p>SECRETARY Tony <i>(2009 Dhiraj Dogra)</i></p> <p>Agenda Items:</p> <ol style="list-style-type: none"> Minutes Approval and Corrections Annual Report 	<p><u>REPORT</u> STATUS: The board was solicited to vote to procure the Cvent Software to replace our annual membership survey and our annual voting mechanism at a savings of \$1000 a year. Votes of approval were cast via electronic mail by Tony, Kimi, and Nathalie. PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS:</p> <p>BOARD VOTES:</p>
<p>PRESIDENT Nathalie <i>(2009) Tony</i></p> <p>Agenda Items:</p> <ol style="list-style-type: none"> Prof. Dev. Position Status on PMO and Project Portfolio 	<p><u>REPORT</u> STATUS: Transition with Tony has started. Weekly meeting to discuss items/concerns and he is copied on most of my emails.</p> <p>Involved Fabrizio Rossi for the PMO Volunteer position. We will create an overall chapter project portfolio including operational and strategic projects and work out processes, procedures, and templates needed for the chapter's projects.</p> <p>PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS:</p> <ol style="list-style-type: none"> Denise Harris is not available and has not been responding to emails and phone messages. Vote is brought before the board to place Sonja as the new (and not acting) VP of PD under a no-confidence measure against Denise. Kimi and Bobby have voted Yes by email; Nathalie and Tony voted Yes in the meeting. Nathalie will inform Sonja and Denise of the adjustment. [Sonja arrived later in the meeting and was subsequently informed.] Priorities have been set (cf the email from Nathalie); Nathalie will move forward with setting dates. Nathalie will send out the email for people to review; if problems, the board may raise.
<p>35th Anniversary Bill (standing item until March)</p> <ol style="list-style-type: none"> Status 35th Anniversary – anything to be voted on by board? 	<p><u>REPORT</u> STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS: STATUS:</p> <ul style="list-style-type: none"> • VENUE/LOGISTICS (rooms, food, A/V) = <u>GREEN</u> • SPEAKERS - <u>GREEN</u> • SPONSORS - <u>GREEN</u> • CAREER ENHANCEMENT - <u>GREEN</u> • COMMUNICATIONS (Com Rel) - Content <u>GREEN</u> • COMMUNICATIONS (Oper) – <u>GREEN</u>

	<ul style="list-style-type: none"> • VOLUNTEERS - <u>YELLOW</u>, need specific requirements. Need Volunteer Coordinator • APPRECIATION GIFTS - <u>YELLOW</u>, Decide by category by EOD Thursday, Feb 12 <p>ISSUES, RISKS, & AGENDA ITEMS: Are there any issues with PMI allowing chair massages to be given to the attendees by CMTs? Massage therapists in-kind service, room provided (Civic on 2nd floor) No cost to PMISFBAC</p> <p>RISK - Chapter Laptop may not handle all presentations due to memory, old version of Powerpoint, insufficient video memory. Speakers/presentors need to provide the chapter with their presentations 7 days prior to March 6. Chapter Laptop will be used to Chapter should consider purchasing a new laptop with appropriate Office Software. Current laptop will likely not run presentations/videos.</p> <p>Certified massage therapist is being contemplated for use at the 35th anniversary celebration; are there any potential issues with such? Back to Bill to ascertain whether there are any insurance issues. Tony is of the opinion that that's a case of the attendee and the therapist so long as the attendee is aware.</p> <p>Laptop (new): On the table to vote to purchase a Dell Inspiron 9 (approximately 200 to 500 dollars at Cosco). Additional software makes it 400 to 600 dollars). Compatibility issues with the peripherals. Yes votes from Nathalie; Tony; JP; Sonja.</p> <p>VOLUNTEER OF THE YEAR AND WALLY KRUSE AWARD TO BE ADDED TO THE AGENDA: NEEDS TO HAPPEN NOW: JENNIFER WILL CO-ORDINATE WITH BILL.</p>
<p>FINANCE Bobby (2009 JP Zingmark)</p> <p>1.</p>	<p>January summary:</p> <ol style="list-style-type: none"> 1. P&L overview: <ol style="list-style-type: none"> a. Earned \$13k (top 3: 35th Anniv. \$6.5k, member dues \$4k, Feb. dinner meeting \$1.5k) b. Spent \$18k (top 3: strategic off-site \$6.5k, programs \$4k, prof. svcs. \$2k). c. Sent out \$19k in invoices for 35th Anniversary Celebration vendors/sponsors...expect income in Feb./Mar. 2. Completed contracts for all '09 dinner meeting venues, paying all remaining deposits (\$2k to SF Drake). Note: Two meeting exceptions still being planned are the joint meeting w/ Silicon Valley, & the Summer fun event. 3. Paid Cvent for 2 year deal (\$637) for annual balloting and annual survey. Paid Volunteer Squared license (\$225). 4. January Dinner meeting was canceled. 5. Transferred \$20k from CD to Checking account to help cover \$18k expenses in January. Will wait until after 35th Anniv. (Mar.) & Region-7 (Apr.) expenses are paid to redirect funds to CD. <p>Link to January financial reports:</p> <p>Click here</p>

	<p>Select the "1-january" folder to see three files:</p> <ol style="list-style-type: none"> 1. Jan 09 P&L 2. Jan 09 Balance Sheet, & 3. Jan 09 Payment Download (Affiniscape transactions). <p>2009 budget:</p> <p>1. As of 2/6, budget final input/adjustments expected from three areas: Volunteers (Richa), Community Relations (Ray), and Membership (Candice). If none, plan to submit '09 budget for BoD approval at meeting.</p> <p><u>REPORT</u> <u>STATUS:</u> <u>PLANS:</u> <u>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</u> <u>ISSUES, RISKS, & AGENDA ITEMS:</u></p> <p>JP provided a report surrounding the January financials. Details are available on the ProjectHost site. No major surprises. Invoices received. Also received ~ \$21.2k from the 2008 Symposium from Silicon Valley Chapter.</p> <p>Only open contract is the joint Silicon Valley event; Sonja has point people for that. Nathalie will look to see what from Bobby surrounding appropriate levels of transfer twixt checking and savings.</p> <p>GOC disbursements aberrant because of financial systems upgrade going on there.</p> <p>Annual budget: Sonja still needs to understand; by EOM have vote. Volunteer events (6630) ~ \$100/month; will be revisited by Dhiraj, Richa, Tony.</p> <p>PO Box key: Nathalie still working this.</p>
<p>OPERATIONS Tony (2009 Dhiraj Dogra)</p> <ol style="list-style-type: none"> 1. Can we ease a little on recruiting volunteers to have Chapter membership condition? (Dhiraj) 2. Charter discussion and approval 	<p><u>REPORT</u> <u>STATUS:</u> Have begun to institutionalize the Speaker Series of events, to be held monthly – breakfast roundtable (continental bkfst provided by host company) or lunchtime brownbag, both with a nominal fee. We will be rotating the location of these Speaker Series, East bay/downtown SF. They will be Advanced topics or Industry Specific topics. We will be wrapping the PMO LIG (Project Management Office Local Interest Group) interest in speakers into this series. Every quarter there will be a PMO specific speaker as part of the speaker series.</p> <p>PMO LIG continues to move forward.</p> <p>Alex S. Brown – The chapter entered into an agreement with Alex S. Brown to provide monthly webinars on advanced topics at low cost to the chapter. The offering will be free to the membership.</p> <p>Operations Manual – no worked performed in January.</p> <p><u>PLANS:</u></p>

	<p>STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS:</p> <p>Membership has two risks: additional volunteers needed; Tony & Rebecca hope to resolve this weekend. On-time people there: Sonja, JP, Tony, Richa, Cindy Muscio, Dhiraj,</p> <p>Recruiting new volunteers: ease the condition of having them as members. If we allow them in w/o being members, could help w/ # of volunteers available and membership levels. Issues with involving them as representatives of the chapter and the liabilities associated with such.</p> <p>Sonja brings up how do we help members who cannot afford renewal. GOC involvement; need to explore. Dhiraj, Candice, Tony, and Rebecca will begin exploring this issue and get back to the board with the results of their thoughts and investigations.</p> <p>Nathalie would like to see a few more items to help ensure oversight, ensure progress, etc. Review cycle should be added; Nathalie and Tony will do offline.</p>
<p>COMMUNICATIONS <i>Tony</i></p>	<p>REPORT STATUS: We need a director of communications. We need a director of communications and a webmaster. Following the strategic planning session this weekend, the call for a Director of volunteers will go out by all attendees and Tony will provide a reminder. Robin Tuscano has tendered his resignation as webmaster and it was agreed that we should solicit for a paid entity to perform the duties and responsibilities of this activity. The attendees will send out a call for those who have demonstrated experience in performing such; again, Tony to send out a reminder. PLANS: Priority is staffing STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS:</p>
<p>MEMBERSHIP UPDATE <i>Rebecca</i> <i>(2009 Candice Thompson)</i></p>	<p>REPORT STATUS: Presented key findings from annual membership survey), 2008 dinner meeting results, and Membership stats at the Strategic Planning Meeting the weekend of January 30. See report on Project Host. PLANS: Membership Information session scheduled for ½ hour before the dinner meeting starts on February 18th. Separate registration page (free but need attendance) created for this purpose. Have teaser email going out for prospective members inviting them to info about session. Going to ask Bill to help locate a separate room for this info session. STRATEGIC/OPERATIONAL MILESTONES/CHANGES: Membership info session on track. ISSUES, RISKS & AGENDA ITEMS: (will be included as Agenda Items) 1. Need additional volunteers to complete membership team for 2009 2. Need board members to attend early portion for Member Info Session on the 18th</p> <p>WANT TO ENSURE THAT THE SURVEY RESULTS ARE PUSHED BACK TO THE MEMBERSHIP. ARTICLE TO BE DRAFTED AND VETTED. Maybe add to the strategic planning session to ensure we're actually acting on them.</p> <p>BUSINESS CARDS: INTEREST IN HAVING NAMES at the director level FROM THE COMMUNITY RELATIONS PERSPECTIVE. ALL WILL HAVE SIMPLE DIRECTOR TITLES.</p> <p>ANNUAL REPORT NEEDS TO BE CRAFTED. DATE HAS BEEN SET; TONY WILL TAKE THE AGENDA ITEM TO</p>

	<p>LOOK UP THE DETAILS AND SEND OUT THE DETAILS TO ALL AS A REMINDER AND SO EXPECTATIONS ARE CLEAR.</p>
<p>VOLUNTEERS <i>(2009 Richa Sharma)</i></p>	<p>REPORT STATUS: Volunteer² put back online. It is functional again after having been dormant for 6 months after Traci's extended absence. All attendees at the strategic planning weekend were provided with an overview on the use of the software. PLANS: Priority is staffing. STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS:</p>
<p>COMMUNITY RELATIONS <i>Kimi</i> <i>(2009 Ray Ju)</i></p> <p>1.</p>	<p>REPORT STATUS: First official assoc. relationship – the SIM? organization, target CIO and C-1. Cannot put any cash to this. Breakfast to run about \$2000 if goes as hoped, and 12 to 18 different firms. Encouraging people. Email blast to WIC group and SCI. SF is a pilot – other chapters will be there volunteering to learn and roll out across the country.</p> <p>SIM contact has expanded to ITSFM for similar senior management association – we are reaching out to their VP of Marketing with an email-blast ready flyer.</p> <p>PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS:</p>
<p>PROFESSIONAL DEVELOPMENT– <i>Denise</i> <i>(2009 Sonja Stewart)</i></p> <p>1.</p>	<p>REPORT STATUS: We put together a swat team in early Jan. because there were no offerings or events to the membership except for the anniversary party. We were forced to cancel our January meeting because communication did not go out in time to our membership and financial risk to the chapter would have been too large including losing face to SIGs. For the next 2 to 3 months, we have about 12 events lined up. Contracts need to be signed and locations need to be found for some of the events. Several of the events are publicized on the website, but several others still need to be. The intention is to send out a communication first week of February to announce these events to our membership. Next step is finalizing contracts, finding locations, continuing to line up events for the remainder of the year (From May forward) handing over these activities back to the prof. dev. team (Sonja). Strategy – intention is to have 4 to 5 events a month which would include a dinner meeting, career dev. series workshop, a speaker series brownbag lunch. Once a qtr. We would do a certification workshop.</p> <p><i>Region 7 Conference (region 7 lead is Melissa Alvarez (status update under prof. dev))</i></p> <p>PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS:</p> <p>KUDOS FOR ALL THE HARD WORK DONE IN SUCH A SHORT PERIOD OF TIME.</p>

<p style="text-align: center;">DINNER MEETINGS <i>Sonja</i></p>	<p>REPORT STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS:</p>
<p>PAST PRESIDENT <i>Jennifer</i> <i>(2009 Nathalie)</i></p> <p>1.</p>	<p>REPORT STATUS: Nathalie and I met (separately) with Fabrizio Rossi about setting up project management templates and practices for our chapter, so that we have uniform and useful templates for us to use on all our events. Fabrizio is a member of our chapter who lives in Dubai, but visits SF often, so this seemed something he could help us with remotely.</p> <p>Coordinated sustainability panel discussion and green building in China film for 35th anniversary with Bill and Candice. Helped come up with creative schedule with shorter speaker slots, so audience isn't bored to tears.</p> <p>Worked with sustainability team in PMI to determine a strategic document and business plan for incorporating sustainability into PMI's education, outreach and philanthropic efforts. Greg Balestrero (CEO) and Lew Gedansky (Head of Governance) are pushing hard for this, but PMI is so bureaucratic and slow that they make PG&E look like a startup.</p> <p>PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS:</p>
<p>MEETING EVALUATION / WRAP-UP – All</p>	<p>NEXT MEETING IS MONDAY THE 16TH of March. ..</p>

Next Meeting on March 16th from 6:00 p.m. to 7:30 p.m. at the California Pacific Medical Center business office at 633 Folsom

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PMI SFBAC 2009 Schedule

January

Wed, Jan 7: 6:00 – 7:30pm
Thur, Jan 15
Fri, Jan 30/Sun, Feb 1

BOD
Dinner mtg, SF
Strategic planning mtg off-site with new BOD
(incl. Advisory board & key Directors)

February

Fri – Sun, Feb 6 – 8
Mon – Wed, Feb 9 – 11
Wed, Feb 11: 6:00 – 7:30pm
Wed, Feb 18

APAC LIM (just FYI)
APAC Congress (just FYI)
BOD
Dinner mtg, Walnut Creek (WC)

March

Fri, Mar 6
Wed, Mar 16: 6:00 – 7:30pm

35th anniversary event/celebration
BOD

April

Sat, Apr 4: 8am-12pm

Wed, Apr 8: 6:00 – 7:30pm
Fri-Sun, Apr 10-12

Wed, Apr 15

½ day Strategic planning mtg (official handover)
(incl. Advisory board & outgoing board)
BOD (if needed)
Region 7 Summit, SF
(BOD + key directors are expected to attend)
Dinner mtg, WC

May

Wed, May 6: 6:00 – 7:30pm
Fri-Sun, May 15-17
Mon-Wed, May 18-20
Thur, May 21

BOD
EMEA LIM (just FYI)
EMEA Congress (just FYI)
Dinner mtg, SF

June

Wed, Jun 10: 6:00 – 7:30pm
TBD
Sat, Jun 27: 8am-12pm

BOD
Summer Fun event
½ day Strategic planning mtg
(incl. Advisory board)

July

Wed, Jul 8: 6:00 – 7:30pm
Thur, Jul 16

BOD (if needed)
Joint dinner mtg – Silicon Valley

August

Wed, Aug 12: 6:00 – 7:30pm
Wed, Aug 19
Sat, Aug 29: 8am-12pm

BOD
Dinner mtg, WC
½ day Strategic planning mtg
(incl. Advisory board)

September

Wed, Sep 9: 6:00 – 7:30pm
Thur, Sep 17

BOD (if needed)
Dinner mtg, SF

October

Tues-Oct 6: 6:00 – 7:30pm
Thu-Sat, Oct 8-10
Sun-Wed, Oct 11-14
Wed, Oct 21

BOD
NA LIM (BOD + key directors are expected to attend)
NA Congress (just FYI)
Dinner mtg, WC

November

Sat, Nov 14: 8am-12pm
Thur, Nov 19

½ day Strategic planning mtg (incl. Advisory board)
Dinner mtg, SF

December

Wed, Dec 2: 6:00 – 7:30pm
Wed, Dec 9

BOD + BOD & key Directors holiday get together
Dinner mtg - Holiday Party!, SF