

Venue: 6 :00 p.m. to 7:30 p.m. : Phone in only - Dial-in number: 866-941-8436 Passcode: 381146

Officers in **bold** were in attendance

Officers (2009) Required	Position	Volunteers (Optional)	Position
<b>Tony Appleby</b> <b>Nathalie Udo</b> <b>JP Zingmark</b> <b>Sonja C. Stewart</b> <b>Ray Ju</b> <b>Dhiraj Dogra</b>	President Past President CFO VP Professional Development VP Community Relations VP Operations	<b>Bill Dominguez</b> LouAnn Conner Eoin O'Donoghue <b>Candice Thompson</b> <b>Cindy Muscio</b> Richa Sharma TBD TBD Christine Bachman Deborah Droz	Deputy VP of Community Relations Deputy VP of Operations Interim Director Communications / Newsletter Lead Director Membership Director Dinner Meetings Director Volunteers Deputy CFO Deputy VP Professional Development Advisor Administrative Assistant to the Board and President

Red = Notes real time (minutes) Yellow – clarification needed for minutes Green – A to-do for someone

**Report Format:** (please follow this board generated format when submitting minutes)

**STATUS:**

**PLANS:**

**STRATEGIC/OPERATIONAL MILESTONES/CHANGES:**

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

**Agenda by:** BoD/Deb Droz

**Timekeeper:** Deb Droz

Board Reports	Minutes
<p><b>SECRETARY</b> <i>Dhiraj Dogra</i></p> <p><b>Agenda Items:</b></p> <p>1.</p>	<p><u><b>REPORT</b></u> <b>STATUS:</b> Minutes 3/18 approved <b>PLANS:</b> <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b> <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b> <b>BOARD VOTES:</b></p> <p><b>MINUTES:</b> Trying new conference call service, saving 25% of previous cost. Project Host – Please everyone use project host extensively. Sent note to everyone yesterday giving procedure.</p>
<p><b>PRESIDENT</b> <i>Tony</i></p> <p><b>Agenda Items:</b></p> <p>1. Update on Annual Report and Annual Membership Meeting (two separate, yet</p>	<p><u><b>REPORT</b></u> <b>STATUS:</b> <b>PLANS:</b> <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b> <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b></p> <p><b>MINUTES:</b> Annual Report is due – get 2008 report to Nathalie - note sent out today as reminder - either current or predecessor is</p>

<p>interrelated line items)</p>	<p>responsible, whichever is most effective. <b>Deadline is April 15th, directly to Nathalie</b> .</p> <p>This is a requirement and will be part of the annual membership meeting. This meeting was held last year via WebEx: <b>Dhira, please have this capability available and the ability to record this meeting for the membership</b></p> <p>It is currently planned for early June, <b>date to be verified by Tony and provided to the board</b></p> <p><b>Tony and Nathalie will draft a ppt going over plans for each of your immediate areas – will need your input for this</b> Tony and Nathalie will present at this meeting, board will be participants to understand feedback from membership.</p>
<p><b>FINANCE</b> <i>JP Zingmark</i></p> <p>1.</p>	<p><b>REPORT STATUS:</b></p> <p>1.) Financial reports for March have been completed:</p> <ol style="list-style-type: none"> <li>a. Profit &amp; Loss,</li> <li>b. Balance Sheet, &amp;</li> <li>c. Affiniscape income summary.</li> </ol> <p>Files posted to BoD shared site: Click <a href="https://gamma80.msepronline.com/Sites/3609/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2FSites/3609%2FShared%20Documents%2FFinancial%20Reports%2F2009%2F3-march&amp;FolderCTID={C2B00C19-A278-4901-803A-E94CD53F02EE}">Here</a></p> <p>2.) INCOME highlights:</p> <ol style="list-style-type: none"> <li>a. Affiniscape online payments (R7, PMP Prep, 35th, &amp; April dinner) \$25,234.40, b. Member dues \$6,240, c. Microsoft 'premium sponsor' add-on \$2,500.</li> </ol> <p>3.) EXPENSE highlights:</p> <ol style="list-style-type: none"> <li>a. Westin SF (35th Anniv.) \$56,428.82,</li> <li>b. Candice Thompson (35th/Strategic Off-site) \$3,623.43, c. Stitch America (35th Anniv.) \$1,736.60, d. Affiniscape card fees (R7, PMP Prep, 35th, &amp; April dinner) \$1,167.91.</li> </ol> <p><b>PLANS:</b></p> <p>1.) 2008 Tax forms not reviewed or submitted by Bobby Y. JPZ to review &amp; file by 4/20. Includes Federal, State, &amp; copy to PMI-HQ.</p> <p><b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b></p> <p>1.) Previous PLANS completed:</p> <ol style="list-style-type: none"> <li>a. Finance team turnover completed 3/28, with signed checklist.</li> <li>b. All 35th Sponsor/Vendor income received (with one exception: Global Knowledge Training \$500)</li> </ol> <p><b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b></p> <p>1.) 2009 Budget: Since last BoD meeting 3/18, add'l input received from Nathalie U./Sonja S. re:</p> <ol style="list-style-type: none"> <li>a. Professional Development (facilities rental, speaker fees), and b. PMI LIM conference attendance (Date -&gt; October, Location -&gt; Florida).</li> </ol> <p>File "2009 Budget Overview.xls" posted to BoD shared site and submitted for FINAL BoD approval: Click <a href="https://gamma80.msepronline.com/Sites/3609/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2FSites/3609%2FShared%20Documents%2FBudget%2F2009&amp;FolderCTID={C2B00C19-A278-4901-803A-E94CD53F02EE}">Here</a></p>

	<p><b>MINUTES:</b></p> <p><b>Sonja</b> – does Affiniscap distinguish between member and non-member? JP - You can look at price paid. AIS will indicate what was collected each month.</p> <p><b>Nathalie</b> – we need per event, a clear income/loss, member/non-member, losses.</p> <p><b>Sonja</b> – want to look at money, member benefit – an overall analysis</p> <p><b>Tony</b> – Good spreadsheet from JP to get to this point...thanks for putting out there.</p> <p><b>JP</b> – <b>Let's work on this offline, build reports with necessary data for board to examine</b></p> <p><b>JP</b> – question: some expenses labeled as 35<sup>th</sup> anniversary are not 35<sup>th</sup> – need to allocate appropriately. Bill can provide feedback to JP.</p> <p><b>Nathalie and Sonja</b> – do you concur with amount in 2009 Budget Overview? Yes (from both)(unanimous approval)</p> <p><b>Tony</b> will be dropping off signature cards at BofA tomorrow.</p> <p><b>JP</b> – inside affiniscap, multi event registrations require individual record to be opened up and data extracted. May not always have all the info there; but on a one-off basis, please call and I can provide. Don't necessarily expect finance team to provide this info. Lead project managers should provide this info.</p>
<p><b>OPERATIONS</b> <i>Dhiraj Dogra</i></p> <p>1.</p>	<p><b>REPORT</b></p> <ul style="list-style-type: none"> <li>• PM is identified and assigned to each of the prioritized projects viz. Mentoring Program, Sister Chapter initiative, PMO LIG, Operations Manual. Currently working on creating Charters, project plans etc. <ul style="list-style-type: none"> <li>○ REQUIRE: More information on Chapter's vision on such, as documentation is very limited + Charter templates, if any available, to avoid any duplication.</li> </ul> </li> </ul> <p><b>STATUS:</b> <b>PLANS:</b> <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b> <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b> <b>MINUTES:</b></p> <p>Special Project – Info on projects is quite limited. Will be talking with Tony.</p>
<p><b>COMMUNICATIONS</b> <i>Dhiraj</i></p>	<p><b>REPORT</b></p> <p><b>STATUS:</b></p>

	<p><b>PLANS:</b>  <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b>  <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b></p> <p><b>MINUTES:</b></p>
<p><b>MEMBERSHIP UPDATE</b>  <i>Candice Thompson</i></p>	<p><b>REPORT</b></p> <ul style="list-style-type: none"> <li>Status quo maintained. Nothing new to be reported from last BOD meeting.</li> </ul> <p><b>STATUS:</b>  <b>PLANS:</b>  <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b>  <b>ISSUES, RISKS &amp; AGENDA ITEMS:</b></p> <p><b>MINUTES:</b>  <b>Tony</b> – Candice, is spreadsheet up on Project Host? <b>Candice can upload for this month...</b></p>
<p><b>VOLUNTEERS</b>  <i>Richa Sharma</i></p> <p>1.</p>	<p><b>REPORT</b></p> <ul style="list-style-type: none"> <li>Ambassadors are beating the drum for most important 4-5 positions (to catch immediate attention!) in each of breakfast/dinner meetings besides other activities. If any of BOD would like to highlight any of their positions, please contact Richa.</li> <li>Potential candidates list was sent again to the entire board on 4.6.09. Hopefully that will help zero-in some candidates in each area. (sent on Monday, and everyone is reaching out to volunteers).</li> <li>Volunteers' recognition officer has been identified and onboarded. She is already working with the team to "recognize" our first "volunteer of the month" for April. Board we need to discuss quickly on a process to pick and recognize a volunteer.</li> <li>Planning for a "Volunteer event" in May-June time-frame.</li> </ul> <p><b>Recommendation for the Board - Volunteer of the Month Award</b></p> <ul style="list-style-type: none"> <li>Rotate between groups: Membership, Volunteers, Communications, Special Projects, Community Relations, Finance, Professional Development, Programs / Dinner Meetings. This would give us one a month through until December (at which time we recognize all volunteers).</li> <li>VP or Director of the group makes final determination for that month and performs the write-up based on a simple templated format that Richa will provide, also providing a photo.</li> <li>Write-up goes into the newsletter; brief presentation at the dinner meeting along with \$25 value gift card / certificate of appreciation.</li> <li>This is separate from any "member highlight" we might also want to include in the newsletter.</li> </ul> <p>Rotation:</p>

April	Membership
May	Volunteers
June	Communications
July	Special Projects
August	Community Relations
September	Finance
October	Professional Development
November	Programs / Dinner Meetings
December	All Volunteers

**Bill** – seems like a lot of volunteers of the month.

**Tony** – We can recognize even more.

**Sonja** – what is the process? Is it fair?

**Tony** – We should address this moving forward. There is a VoTYA process in its infancy – **should go out to board for review and update and due diligence.** Tony felt comfortable with it, but we will put back out there for comments/discussion.

Let's table this vote for an offline vote (Bill second's that) – recommendations to forward to the team.

**Cindy** – do we delay next week's recognition?

**Tony** – no, we should move forward but change and adjust as needed in the future

**Bill** – I know you and Ray have had talks about process of volunteering...are we on track with this?

**Dhiraj** – had conversation with Ray and thought all concerns were addressed

**Bill** – Let's walk through again offline

**Board will take a couple of weeks to review and provide feedback on the process.**

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**MINUTES:**

Recognition Officer is Cathy Zaini

**REPORT**

**COMMUNITY RELATIONS**

*Ray Ju*

1.

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**Bill** – Everything needing to discuss was talked about at the strategy meeting. Sonja, we will be meeting on R7 to work through the workflow. Elaine setting up mtg. with CIO of the Port of Oakland. Thanks Tony for the referral to Borland. Nathalie sent a name for logistics help. Need to have 35<sup>th</sup> anniversary retrospective...will welcome any recommendations on when to have it. How should we handle this as an action item. **Bill – throw out 3 dates and times and get together as soon as**

	<p>possible - coordinate</p>
<p><b>PROFESSIONAL DEVELOPMENT– Sonja Stewart</b></p> <p>1.</p>	<p><b>REPORT</b></p> <p><b>STATUS:</b> Building out 4 areas for Professional Development.  <b>PLANS:</b> Still building teams. 3 of 4 areas are moving along. Still need PMP Prep Person (initially, study group help). Plan to have Cindy move into Deputy position, Aisha move into Dinner meeting Director positions, Kaaren Walsh into Career Development Director role and Greg Rawls into General Professional Development Director role.  <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b> Building out 4 areas of Professional Development.  <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b> Not clear which area venue person reports to. No accountability. Classes have been cancelled because we couldn't communicate location in a timely manner. At one point I was told I was responsible for venues. When asked for contact information in order to make accommodations for classes I received no response from my emails and voicemail messages. If we continue to run project in crisis mode, should consider whether these are good Project Management behaviors.</p> <p>Need another set of equipment for classes in order to minimize chaos of getting equipment to various dinner meetings and other Professional Development events. One set for dinner meetings only, the other set for rest of group. Will start asking speakers to bring/use their own equipment when possible.</p> <p>Need surveys from all other professional development activities and financials.</p> <p><b>MINUTES:</b>  Main role needed was the PMP Prep Group support person and got an experienced candidate today, and he wants to build this out. Members come together, we provide a little structure....we are meeting in the morning. Still need an analyst for loading stuff on project host and helping with templates, etc., having a proven process that is consistent among everyone. Just need these tools flushed out for good transition. Want a fair and objective way to vet out speakers and let everyone know how the process is used.</p> <p><b>Tony</b> - Go to JP and keep him involved in loop for Venues</p>
<p><b>DINNER MEETINGS Cindy</b></p>	<p><b>REPORT</b></p> <p><b>February was last official dinner meeting. March was anniversary. We used a double header approach and attracted ~170 people to the dinner meeting. Largest number ever in Walnut Creek. 2 speakers and 2 PDUs for price of 1.</b></p> <p><b>STATUS:</b> Still need to flush out dinner meetings for the rest of year and post to web. I'd like to see dinner meetings posted at least 90 days prior to dinner meeting.</p> <p>May - Trying to get status (Crisis team wasn't able to get speaker). (Cindy working on)  June - Fun event -waiting for details  July - Silicon Valley is taking a while to respond. We may need to plan meeting without them. We're trying to develop a workshop with Frank Saladis around this meeting.  August - John Stenbeck speaker; to do a workshop next month.  September - Cindy - Who is Speaker for this month? John Stenbeck - workshop  October - ILL</p>

	<p>November – <b>Cindy Need Speaker information - Open</b>  December - Need to decide what want to do with holiday party (volunteer recognition). <b>Cindy will coordinate discussion about this topic</b></p> <p><b>PLANS:</b> In next month, plan to fill out all open slots and post to web  <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b>  <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b> So far still need May, August and November speakers. Need location for Frank Saladis's workshop (need to know who venue person is until new one –Jenn is up to speed). Need surveys back from February dinner meeting.  <b>STATUS:</b>  <b>PLANS:</b>  <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b>  <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b></p> <p><b>MINUTES:</b>  <b>Tony</b> - Need to get May June and July straightened out and process nailed down.  <b>Sonja will coordinate to have this session offline.</b></p> <p><b>Sonja</b> – need clarification on job center – does career center on web fall under me? <b>Tony</b>, Yes, Career center to your group. Tony and Sonja to speak about clarification of responsibility of career manager...</p> <p><b>Dhiraj</b> – Lot of jobs posted on website are stale...don't even exist anymore, but still keep showing with new date. <b>Tony</b> – This is a known bug that affiniscape is working on...</p>
<p><b>PAST PRESIDENT</b>  <i>Nathalie</i></p> <p>1.</p>	<p><b>REPORT</b>  <b>STATUS:</b>  <b>PLANS:</b>  <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b>  <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b>  <b>MINUTES:</b></p> <p>No further updates. Owe some info on portfolio. Will send out email about Web contact and procedures for getting things on the webstie. Talked about consistency with webmaster. Asked Cindy to make sure email blasts get out in a timely manner.</p> <p>Region 7 – we have 164 – big signup burst in Silicon Valley. There is another team meeting tomorrow for final details. Agenda is set – have 2 vendors to offset costs. Arranging latest items and will be putting out agenda with latest speakers.</p> <p><b>Tony</b> – all of us will be doing some volunteer work on this event - gophers, handing out surveys, attending to speaker's needs, etc.</p>
<p><b>MEETING EVALUATION / WRAP-UP – All</b></p>	<p><b>Tony</b> – any other issues? 7 days to 2008 report due date.  <b>Meeting adjourned at 7:22</b></p>

**Next Meeting on**

Wed., May 6: 6 – 7:30 pm

at the California Pacific Medical Center business office at  
633 Folsom, SF, CA –

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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

35<sup>th</sup> 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