

Venue: TBD

Dial-in number: 877-783-2009; Passcode: 124985

<i>Officers in <b>bold</b> were in attendance</i>			
<b>Officers (2009) Required</b>	<b>Position</b>	<b>Volunteers (Optional)</b>	<b>Position</b>
Tony Appleby Nathalie Udo JP Zingmark Cindy Muscio Ray Ju Dhiraj Dogra	President Past President CFO VP Professional Development VP Community Relations VP Operations	Kiran Darsha Bill Dominguez LouAnn Conner Catherine Dupont Aisha Williams Candice Thompson Richa Sharma Natalia Boyadjiev Kimi Ziemski Elaine Law  Advisory Board  Deborah Droz	Deputy CFO Deputy VP of Community Relations Deputy VP of Operations Deputy VP of Professional Development Director of Dinner Meetings Director of Membership Director of Volunteers Director of Communications Director of Public Relations Director of Community Relations        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:**

**SCHEDULE: TBD at Meeting**

**Agenda by:** BoD/Deb Droz

**Timekeeper:** Tony Appleby

<b>Board Reports</b>	<b>Minutes</b>
<p><b>SECRETARY</b> <i>Dhiraj Dogra</i></p> <p><b>Agenda Items:</b></p> <p>1.</p>	<p><u><b>REPORT</b></u></p> <p><u>Approval of last month’s minutes</u></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>

	<b>MINUTES:</b>
<p><b>PRESIDENT</b> <i>Tony</i></p> <p><b>Agenda Items:</b></p> <p>1.</p>	<p><b><u>REPORT</u></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>FINANCE</b> <i>JP Zingmark</i></p> <p>1.</p>	<p><b><u>REPORT</u></b></p> <p><b>STATUS:</b></p> <p>1.) SUMMARY: With the heavy amount paid this month for LIM conference/travel fees, fees paid to Aileen Ellis (PMP prep.) and Chris Sims (CSM), and two dinner meeting venue fees, the chapter paid out \$28k more than it took in this month. Of course, the LIM had been budgeted for and the other fees were partially offset by positive September numbers.</p> <p>2.) FINANCIAL REPORTS:</p> <p>a. Oct 09 Profit &amp; Loss b. Oct 09 Balance Sheet c. Oct 09 Payment Download</p> <p>Report files (and other inputs) are posted to the BoD Finance shared site at this link: <a href="http://tinyurl.com/kukssv">http://tinyurl.com/kukssv</a>, then select the 10-oct folder.</p> <p>3.) INCOME - Highlights:</p> <p>a. Member dues collected \$5.1k. Prior month was \$6.9k.</p> <p>b.cPrime revenue share \$975. This was for PMP prep., &amp; Scrum courses. c. Oct. Dinner Meeting \$2.4k. Event net loss: \$2k. There were 63 attendees, 23 no-shows.</p> <p>4.) EXPENSE - Highlights:</p> <p>a. CSM - Chris Sims - Sept. '09 (\$11k).</p> <p>b. LIM Expenses (\$9k):</p> <ul style="list-style-type: none"> <li>• 20% of total amount paid in Sept. (mostly pre-registrations, some flights),</li> <li>• 70% of total amount paid in Oct. (flights, lodging, food/misc.),</li> <li>• 10% remaining (Kimi Z., Natalia B. are in process for Nov. payment).</li> </ul>

- c. AME Group - PMP prep. course (\$7.4k)
- d. SF Drake - Sept. Dinner Meeting (\$5.2k)
- e. Marriott Walnut Creek - Oct. Dinner Meeting (\$4.5k)

#### PLANS:

##### a. 2010 Budget Planning:

Recent group inputs (Dhiraj D., Ray J.) are being entered to the master budget and a few questions being generated. Other inputs based on 2009 results and CFO input will also be entered. Professional Development team inputs are TBD (get target date from Cindy M.). A budget review topic will be setup in Dec. and may begin off-line.

##### b. 2009 Charitable Donation:

Finance initiated BoD a proposal to distribute a portion of our surplus (amount over the 3 yr. recommended reserve). The BoD is finalizing the target recipient(s) list with the goal of choosing deserving, well run organizations who support project management or project managers.

##### c. 2009 Affiniscape Users Conference:

Finance is working with Operations Dir. of Communications to fund her attendance at the annual Affiniscape users conference. This is intended to enrich her knowledge of the product, and to help in long-term platform planning initiatives.

#### STRATEGIC/OPERATIONAL MILESTONES/CHANGES:

a. Finance initiated work with Myles Lawless to begin defining metrics for two items relative to the strategic plan. Two meetings have been held thus far, with 1-2 more to go before actual tracking begins.

#### ISSUES, RISKS, & AGENDA ITEMS:

a. What is the status of the **online collaboration tool**? Two Finance resources assigned to the project waited for a month for it to start, but had not been invited to a kick-off. I informed them this week it was cancelled after confirming with Natalia B.

b. Will the **PM Prep Cast** webinar series (a minor income generator that works without much overhead) return as an offering this year? It had previously been stalled due to the upgrade from audio format to a video podcast, the increase in cost from \$49 to \$99, and organizational changes.

#### MINUTES:

1. LIM Expenses for 2010 have been included in the draft budget.
2. Basecamp has been approved as the collaboration tool moving forward. Need a transition plan for moving historic material from SharePoint to Basecamp and a training program established to familiarize the Chapter's volunteers with the use of the new tool.
3. Discussion on the PMP Prep Cast tabled.
4. Availability of Adobe Connect as a free conference tool through GOC was noted as needing additional details. Natalia will distribute.
5. \$15k is excess Chapter funds to be disbursed to seven organizations. Details on the Chapter web site and in the December newsletter.

<p><b>OPERATIONS</b> <i>Dhiraj Dogra</i></p> <p>1.</p>	<p><u><b>REPORT</b></u></p> <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></p>
<p><b>COMMUNICATIONS</b> <i>Natalia</i></p>	<p><u><b>REPORT</b></u></p> <p><b>STATUS:</b> <b>E-mail blasts has been sent:</b> 10/04/09 PMI SFBAC Upcoming Events in October 10/08/09 PMI-SFBAC Newsletter Vol 3 Issue 8 October 2009 10/12/09 PMI-SFBAC October Dinner Meeting Early Bird Reminder 10/23/09 Early Bird reminder, TWO Great Seminars By John Stenbeck, PMP, CSM 10/31/09 PMI SFBAC and LCG join forces to bring you Newsletters PMI-SFBAC Newsletter Vol 3 Issue 8 October 2009 - first edition managed by new editor Drew Powers Document for PMI-SF NEWSLETTER PUBLICATION PROCESS has been created - <a href="https://pmisfbac.basecamphq.com/projects/3645559/files">https://pmisfbac.basecamphq.com/projects/3645559/files</a> Website: Project to identify website content owners for all pages has started - Rohini Patel PMO LIG webpage has been added to the website Assistance with web page for Sister Chp initiative has been provided. Pages are in building stage Social Media Reports on the Social media statistics and trends can be seen at <a href="https://pmisfbac.basecamphq.com/projects/3617242/files/cat/39954173">https://pmisfbac.basecamphq.com/projects/3617242/files/cat/39954173</a> Google Analytics Had first conf. call to identify metrics and goals</p> <p><b>PLANS:</b> Objective: Revise the current website 1.Compile a list of all Web Pages and links 2.Identify all Web Page content owners 3.Incorporate Google Analytics analysis to for every web page usage 3.Send email to all Web Page content owners and determine how the content can be improved 4.Meet with the various groups and determine what the immediate needs as well as long term requirements for the Website</p>

	<p>5. Conduct a cost/benefit analysis to determine whether it's more beneficial to remain with the existing Website application (Affiniscape) or purchase a new application</p> <p><b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b></p> <p><b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b></p> <ul style="list-style-type: none"> <li>- We would need a Board support in identifying content owners for all website pages. Rohini Patel Will be contacting you to be mapped to somebody on your team to work on the content</li> <li>- We want to launch a Facebook event to engage our fans to post comments. We would like to give away a free SFBAC chapter dinner meeting as a prize. The board has to agree on this expense.</li> <li>- We encourage the members of the board to post comments to our posts on Facebook, comment our tweets on Twitter or comment our LinkedIn discussions</li> <li>- Board's approval on Google Adwords (i.e. we can set campaign budgets as low as \$30 or \$50) and we can place the adds about our events at specific days/ times and we can specify that they will be only shown in the San Francisco/ Bay Area.</li> </ul> <p><b>MINUTES:</b></p> <ol style="list-style-type: none"> <li>1. Discussion on who exactly is on the Events distribution list and the DEP; we will have Cenk Ozer look into the details.</li> <li>2. Content ownership of each web page agreed as an approach.</li> <li>3. Board approves one free dinner per quarter for Facebook and LinkedIn prizes. Limitation is that the award would be for "the <u>next (upcoming)</u> dinner meeting."</li> <li>4. \$100 for an initial proof-of-concept for use of Google Adwords approved by the board.</li> </ol>
<p><b>MEMBERSHIP UPDATE</b> <i>Candice Thompson</i></p>	<p><b>REPORT</b></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>MINUTES:</b></p> <ol style="list-style-type: none"> <li>1. Annual Membership Survey staged to go out in early December. Board would like to see "Are you currently employed?" added as a question.</li> <li>2. New flyers being crafted (cf. those given out by R7) that provide members with detailed articulation of membership benefits, with an emphasis on freebies.</li> <li>3. Survey data to be provided to Myles Lawless for metrics retention and analysis.</li> </ol>
<p><b>VOLUNTEERS</b> <i>Richa Sharma</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>  <b>MINUTES:</b></p>
<p><b>Ops Manual –</b> Christine Bachman</p>	
<p><b>COMMUNITY RELATIONS</b>  <b>Ray Ju</b></p> <p>Agenda Items:  1. PMI SFBAC lapel pins</p>	<p><b>REPORT</b></p> <p><b>STATUS:</b>  The CR Directors met by phone in October to discuss ongoing programs, and projects. A few of the highlights of our meeting included:</p> <ul style="list-style-type: none"> <li>• Collaborating with Professional Development on the December, Career Fair event in SF in providing Recruiters and Organizations that are hiring to conduct interviews and serve as panelists.</li> <li>• In addition a comparable Educational event is being conceptualize with PD for academic and training partners in that sector for early 2010 since there will be no SIG featured dinner event due to their dissolution and startup of Communities of Practice.</li> <li>• Development of a new relationship with the Roeder group that we met at Orlando LIM will continue with Kimi. Cindy Muscio will be advised on the progress. Kimi is discussing potential NorCal PMI Chapters sharing in the revenue generation with Roeder training offerings.</li> <li>• The “Succession Planning” presentation delivered at LIM by Bill, Kimi and Ray was very well received by the component attendees.</li> </ul> <p><b>PLANS:</b></p> <ul style="list-style-type: none"> <li>• Elaine Law will continue working with cPrime on their advertisement and sponsorship contracts. She will collaborate and transition to a Professional Development representative (TBD) the cPrime training point of contact as the RFP for the training partners is being developed for the 2010 curriculum. If there are any proposed classes that are being offered before the RFP is ready, they will be referred to Cindy directly. PMP Prep class with cPrime marketing controlled as not to draw students away from prior scheduled courses.</li> <li>• Bill has begun discussions with Sales Force.com to be a recipient of their CRM application for a 30-day free trial which can then be turned into a frees ongoing service.</li> <li>• UCBX Program Director, Robert Judd was introduced to BAAPLN by Bill and through his facilitation an alliance is being made for these two organizations to offer Agile and CSM coursework in 2010.</li> <li>• Potential new partnership is being researched by Kimi to Kristen McClung, Technical Recruiter from Apex in San Bruno.</li> </ul> <p><b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b></p> <ul style="list-style-type: none"> <li>• Ray has made contact at the Orlando LIM with Craig Killough, from the GOC to officially put SFBAC as a host city for consideration of future North American Global Congress.</li> <li>• Natalia and Ray have started to review the SFBAC history files and gotten input from Tony on establishing a Forum Module and functionality. It will require a PM volunteer for content update.</li> <li>• Kimi is maintaining contact with Anne-Marie, formerly at Keller. She has left and is starting a new administrative position with the MBA program at the Presidio. Her replacement at Keller is, Narine Farajian and Kimi will reach out to her with</li> </ul>

	<p>an introduction</p> <ul style="list-style-type: none"> <li>• Kimi has been invited to facilitate a succession planning session for the Orange County Chapter in November.</li> </ul> <p><b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b>  Volunteer positions for Communications Analyst and Imagineer remain open. These were not listed on the handout for volunteers at the Walnut Creek, October dinner meeting. How do we get them added for November dinner in SF</p> <p><b>MINUTES:</b></p> <ol style="list-style-type: none"> <li>1. SalesForce.com will not be happening as a free offering to the Chapter; we do not qualify.</li> <li>2. We ought to begin determining trends whereby we can provide the appropriate soft skills training opportunities to our membership.</li> </ol>
<p><b>PROFESSIONAL DEVELOPMENT–</b>  <i>Cindy Muscio</i></p> <p>1.</p>	<p><b>REPORT</b></p> <p><b>STATUS:</b> Team is nearly fully staffed, we have agreed our themes for Jan-April 2010 and are planning events around those themes now. Team get together was very beneficial and I am organizing the next event for December/January</p> <p><b>PLANS:</b> Work with each lead to ensure they have what is required to achieve their goals/deliverables. Working with Natalia for access to Basecamp as this will allow for better productivity.</p> <p>Documenting the PD Event process to assist with the onboarding of new volunteers, this is a work in progress.</p> <p><b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b>  <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b> Procurement position still needs to be staffed along with Breakfast meeting volunteer. This volunteer will be tasked with ensuring all Breakfast meeting information is feedback to the PD team.</p> <p><b>MINUTES:</b></p>
<p><b>SPEAKERS SERIES</b>  <i>Michael Balsam</i></p>	<p><b>REPORT</b></p> <p><b>STATUS:</b> Speaker series has dropped off the radar, I am currently looking for a lead. In the mean time Neal is helping me work on the PUC proposal that was received by Michael many months back to see if we can move this forward. I have a few volunteers willing to assist, but not lead. So Catherine &amp; I will be leading in the short term</p> <p><b>PLANS:</b> Understand PCU proposal and deliver it to our members. Plan 2010 Speaker Series events</p> <p><b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b>  <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b> Need a Director for this team.</p> <p><b>MINUTES:</b></p>
<p><b>CAREER DEVELOPMENT</b></p>	<p><b>REPORT</b></p>

<p><b>Sharawn Connor</b></p>	<p><b>STATUS:</b> Sharawn has taken the lead within this area now she understands the expectations. She has a volunteer interested in helping so is tasking them with fixing all the Career center website issues.</p> <p><b>PLANS:</b> There will be a Networking event in both SF and East bay each month, along with a career development event</p> <p><b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b></p> <p><b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b> Still need another 2 volunteers to help with events. Joseph Garza helped with Networking event in SF this year does anyone have his contact information?</p> <p><b>MINUTES:</b></p>
<p><b>DINNER MEETINGS</b> <i>Aisha Williams</i></p>	<p><b>REPORT</b></p> <p><b>STATUS:</b> November meeting ready for next week. December is just about finalized, just adjusting the agenda at the moment and getting the layout from the hotel. Awaiting recruitment firm names and then we can open registration.</p> <p><b>PLANS:</b> 2010 dates set, currently working on RFP for meeting locations, this should be available by 11/14 for DM team to review. 2010 themes have been set so DM team are currently working on locating highly acclaimed speakers for our 2010 dates.</p> <ul style="list-style-type: none"> <li>- Do we still want to do Joint DM in July with SV? Tony can you confirm date with SV so that we can start planning as this requires a lot of work on SFBAC behalf.</li> <li>- If December meeting is successful we may look at holding this type of event again in a couple of months, or when market conditions change.</li> </ul> <p><b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b></p> <p><b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b></p> <p><b>MINUTES:</b></p> <ol style="list-style-type: none"> <li>1. Tony to enquire of Aji Rajappan as to whether a joint dinner meeting with Silicon Valley will happen in 2010.</li> <li>2. Tony to also enquire of Dan Pengra for the Wine Country Chapter.</li> <li>3. Cindy would like to see the sponsorship packages developed by the Community Relations team.</li> </ol>
<p><b>PROFESSIONAL SPEAKERS SERIES</b> <i>Neal Cronin</i></p>	<p><b>REPORT</b></p> <p><b>STATUS:</b> Currently working on our 2010 schedule, we have reached out to a few recommended providers and are determining good fit:</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>MINUTES:</b></p>
<p><b>CERTIFICATIONS</b> <b>PMP, CAPM, PgMP, Risk, Scheduling</b> <i>Tim Salaver</i></p>	<p><b>REPORT</b></p> <p><b>STATUS:</b> RFP draft in progress, hope to complete within a week. Prep study group lead has joined and set immediate deliverables. We are now staffing volunteers sot that this can be achieved.</p> <p><b>PLANS:</b></p>

	<p><b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, &amp; AGENDA ITEMS:</b></p> <p><b>MINUTES:</b> 1. Tim will take the lead on crafting social media messages regarding the RFP to be released for the 2010 certifications training courses.</p>
<p><b>PAST PRESIDENT Nathalie</b></p> <p>1.</p>	<p><b>REPORT</b></p> <p><b>STATUS:</b> <b>PLANS:</b> <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, &amp; AGENDA ITEMS: MINUTES:</b></p>
<p><b>MEETING EVALUATION / WRAP-UP – All</b></p>	

**Next BOD Meeting on** December 2, 2009 6:15-7:15 BOD + BOD & key Directors holiday get together  
Location - TBD

## PMI SFBAC 2009 Schedule

### Teleconference call for all component leaders -

To accommodate requests from several chapters, the monthly teleconference call for all component leaders has been changed to the 4<sup>th</sup> Monday of each month (except where noted \*\*)

All calls will be held at 7:00 p.m. (Pacific Time). Call-in info will be sent out at least a week prior to the meeting date.

Also, shown is the focus area of topic that will be discussed each month.

Month	Date	Day	Time	Focus Discussion Topic	Call-in info will be sent out at least a week prior to the meeting date.
May	26th	Tuesday**	7:00 p.m. (PST)	Professional Development & Education	
June	22nd	Monday	7:00 p.m. (PST)	Programs	
July	27th	Monday	7:00 p.m. (PST)	Finance	
August	25th	Tuesday**	7:00 p.m. (PST)	Webinar: Member Retention (led by PMI Staff)	

September	28th	Monday	7:00 p.m. (PST)	Senior Leadership/Presidents set agenda for October Meeting	
October	--	--	--	No call (North American Leadership Institute Meeting in Orlando)	
November	23rd	Monday	7:00 p.m. (PST)	TBD	
December	--	--	7:00 p.m. (PST)	No Call	

## January

Wed, Jan 7: 6:00 – 7:30pm BOD  
 Thur, Jan 15 Dinner mtg, SF  
 Fri, Jan 30/Sun, Feb 1 Strategic planning mtg off-site with new BOD  
 (incl. Advisory board & key Directors)

## February

Fri – Sun, Feb 6 – 8 APAC LIM (just FYI)  
 Mon – Wed, Feb 9 – 11 APAC Congress (just FYI)  
 Wed, Feb 11: 6:00 – 7:30pm BOD  
 Wed, Feb 18 Dinner mtg, Walnut Creek (WC)

## March

Fri, Mar 6 35<sup>th</sup> anniversary event/celebration  
 Wed, Mar 16: 6:00 – 7:30pm BOD

## April

Sat, Apr 4: 8am-12pm ½ day Strategic planning mtg (official handover)  
 (incl. Advisory board & outgoing board)  
 Wed, Apr 8: 6:00 – 7:30pm BOD (if needed)  
 Fri-Sun, Apr 10-12 Region 7 Summit, SF  
 (BOD + key directors are expected to attend)  
 Wed, Apr 15 Dinner mtg, WC

## May

Wed, May 6: 6:00 – 7:30pm BOD  
 Fri-Sun, May 15-17 EMEA LIM (just FYI)  
 Mon-Wed, May 18-20 EMEA Congress (just FYI)  
 Thur, May 21 Dinner mtg, SF

## June

Mon, Jun 15: 6:15 – 7:15pm BOD  
 Wed, Jun 17: 5:30 – 8:00pm Summer Fun event  
 Thur, June 25 Annual Membership Meeting (Virtual)  
 Sat, Jun 27: 8am-12pm ½ day Strategic planning mtg  
 (incl. Advisory board)

## July

Wed, Jul 8: 6:15 – 7:15pm  
Thur, Jul 16

BOD ( cancelled )  
Joint dinner mtg – Silicon Valley

## August

Wed, Aug 12: 6:15 – 7:15pm  
Wed, Aug 19  
Sat, Sept. 12: 8am-12pm

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

## September

Wed, Sep 9: 6:15 – 7:15pm  
Thur, Sep 17

BOD  
Dinner mtg, SF

## October

Tues-Oct 6: 6:15 – 7:15pm  
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: 8-12pm  
Thur, Nov 19

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

## December

Wed, Dec 2: 6:15 – 7:15pm  
Wed, Dec 9

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