

Venue & Dial-in Number: In-person only; San Francisco Public Library, Downtown SF

<i>Officers in bold were in attendance</i>			
Officers (2009) Required	Position	Leaders (Optional)	Position
Tony Appleby Nathalie Udo JP Zingmark Cindy Muscio Ray Ju Dhiraj Dogra Advisory Board	President Past President CFO VP Professional Development VP Community Relations VP Operations	Kiran Darsha Bill Dominguez LouAnn Conner Catherine Dupont Joe Lam Aisha Williams Kathleen Watson <i>Open</i> Candice Thompson Richa Sharma Natalia Boyadjiev Kimi Ziemski Elaine Law <i>Open</i>	Deputy CFO Deputy VP of Community Relations Deputy VP of Operations Deputy VP of Professional Development Controller Director of Dinner Meetings Director of Breakfast Roundtables Director of Professional Development 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:

Agenda by: BoD/Tony Appleby

Timekeeper: Tony Appleby

Board Reports	Minutes
SECRETARY <i>Dhiraj Dogra</i>	APPROVAL OF LAST MONTH'S MINUTES: Ray, Tony, JP, and Dhiraj vote Yes; vote passes. STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS: BOARD VOTES: MINUTES:

PRESIDENT
Tony Appleby

STATUS:
PLANS:
STRATEGIC/OPERATIONAL MILESTONES/CHANGES:

**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

FINANCE
JP Zingmark

STATUS:
PLANS:
STRATEGIC/OPERATIONAL MILESTONES/CHANGES:

**PROJECT
DUE DATE
STATUS**

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

ISSUES, RISKS, & AGENDA ITEMS:

	<p>BoD shall review and vote to approve (or modify) the 2010 budget. The 2010 budget overview file is attached to this agenda for review & comment. In sum, forecasting a \$10k loss on the year. The main assumptions are:</p> <ul style="list-style-type: none"> o approx. same income from PD events as '09, o 14 people attending Region 7*, o 12 people attending N/A LIM, o \$6k for team meetings (quarterly), o \$3.5k agreed upon procedures review, o \$3.5k for Website renovation, o 5k charitable donation. <p>*Note: Increasing the R7 event attendee list to 22 people would forecast to a loss of \$18k.</p> <p>MINUTES:</p> <ol style="list-style-type: none"> 1. The board discussed who should be considered for attendance at the Region 7 Summit in Phoenix and determined that the inclusion of any directors will be at the discretion of the VPs and subject to ratification by the board. For this year's conference, the following allotments were approved: <ol style="list-style-type: none"> a. President and Past President b. CFO plus one senior volunteer TBD c. CR VP plus the Director of Public Relations and the Director of Community Relations (Bill, Elaine, and Marlana) d. Operations VP plus one Deputy and the Directors of Membership, Volunteers, and Communications e. PD VP plus two deputies and the Directors of PD and Speakers. 2. The above constitutes 17 delegates and assumes that currently vacant seats can be properly staffed with volunteers who can adequately demonstrate viability to perform the functions over the course of the upcoming year. A final vote on attendees will be held at the next board meeting.
<p>OPERATIONS <i>Dhiraj Dogra</i></p>	<p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</p>

	<p>PROJECT DUE DATE STATUS</p> <p>Develop and implement mentoring program, and maintain it. 4Q 2009</p> <p>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>			
<p>COMMUNICATIONS <i>Natalia</i></p>	<p>ISSUES, RISKS, & AGENDA ITEMS:</p> <ul style="list-style-type: none"> • New volunteer status • Travel policy guideline finalization • Election process and policy guideline <p>MINUTES:</p> <ol style="list-style-type: none"> 1. See volunteer status notes below. 2. Election process is already documented and available in both the Chapter bylaws and the SharePoint directory. 	<p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS:</p>		

	<p>PROJECT DUE DATE STATUS</p> <p>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</p> <p>Develop rollout schedule of new communication mechanisms, including testing cycles, with a project manager for each. 4Q 2009</p> <p>Virtual forum effort launched as a project (with a project manager), and maintained. 3Q 2009</p> <p>Redesign website to facilitate better information sharing with and among members. 2Q 2009</p> <p>MINUTES:</p> <ol style="list-style-type: none"> 1. Requirements for the redesign of the Chapter's web site are being drafted and a conference call to discuss the particulars is planned for about three weeks from now. The cost for the redesign will be about \$2k and the additional newsletter module will be another \$1.5k. The team will submit up to three template design for the board's consideration. 2. The board suggests that the upcoming Roeder courses be the target of the Google Adwords campaign in future. Additional monitoring to continue to assess the success of the campaign will occur and be reported to the board. 			
<p>MEMBERSHIP UPDATE <i>Candice Thompson</i></p>	<p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS:</p>			

	<p>PROJECT DUE DATE STATUS</p> <p>Develop processes around trend analysis and reporting. 2Q 2009</p> <p>Develop and implement a robust membership attraction and retention plan. 3Q 2009</p>			
<p>VOLUNTEERS <i>Richa Sharma</i></p>	<p>MINUTES:</p> <p>1. The Director position for the 2010/2011 session has not been filled. Joseph Garza will remain Deputy Director.</p> <p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS:</p>			

**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:

1. The database of volunteers is not clean and the team is considering an alternative tool.
2. Richa / Ravi will set up a webinar to explain to the board the new volunteer engagement model being rolled out.

<p>OPERATIONS MANUAL <i>Christine Bachman</i></p>	<p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS: MINUTES:</p> <ol style="list-style-type: none">1. Dhiraj will be assisting with the manual team starting in April. Christine and Miriam are setting up teleconferences with each of the current board members.
<p>COMMUNITY RELATIONS <i>Ray Ju</i></p>	<p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</p>

**PROJECT
DUE DATE
STATUS**

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

ISSUES, RISKS, & AGENDA ITEMS:

	<ul style="list-style-type: none"> • Sponsorship Rate Sheet and Platinum year-long Sponsor program • Green Chapter Initiative • Partnership and Collaborative Opportunities • Bill is requesting for a volunteer that has CRM background to launch a tracking tool for managing our partner relationships throughout SFBAC. • Bill, Natalia and Ray met with Doc Dochtermann and Derek Loar of Microsoft on 2/08/10 to discuss future programs, partnership and sponsor opportunities. They would like to see a list of programs that they can participate financially in by the end of February for submittal to be considered for funding. • Kimi is available to lead the collaboration with PD for the Academic, Certification and Education (ACE) partner event. When and where? <p>MINUTES:</p> <ol style="list-style-type: none"> 1. A draft sponsorship rate sheet was presented to the board. Discussion surrounding the development of contracts to formalize sponsorships occurred with a reminder that a boilerplate template should be run by the Chapter's <i>pro bono</i> lawyer before it is employed. Metric details surrounding social media use, newsletter distribution, and web site traffic should be noted in the sponsor sheet as appropriate. The board voted to allow Elaine to continue forward. 2. There is an interest in crafting a Green Chapter Initiative that will establish a model for reducing negative environment impacts as the Chapter conducts its business. Bill is leading the effort with Marlena as the project lead. Additional details will be presented as the initiative develops. 3. There is an opportunity for Microsoft to be an "ultra" platinum sponsor. They would offer free software opportunities to the Chapter, host events at their Market Street offices, <i>et al</i>, and pay an added premium for the opportunity. Ray will coordinate crafting a list of special events that Microsoft can specifically assist with as part of their sponsorship and leverage the Deputy VPs to do so. 4. The new CRM tool will tie in to the Basecamp collaboration tool and Bill will continue to manage the effort. The team is still seeking a volunteer to manage the tool's implementation and use. 5. Kimi's ACE event will need to be on neutral ground to avoid the appearance of favoritism. It will be inclusive of all local REPs. 6. East Bay Career Fair is being headed up by Bill as PD does not have the current bandwidth to manage the event. Bill already has one speaker lined up and available.
<p>COMMUNITY RELATIONS <i>Elaine Law</i></p>	<p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS: MINUTES: No separate discussion.</p>
<p>PUBLIC RELATIONS <i>Kimi Ziemski</i></p>	<p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS: MINUTES: No separate discussion.</p>

**PROFESSIONAL
DEVELOPME
NT–
Cindy Muscio**

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

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		

ISSUES, RISKS, & AGENDA ITEMS:

Upcoming Feb/March Event Updates

- Exploring Agile: PMI Open Space
- StratEx seminar to be postponed until March

- San Bruno Happy Hour
- March is Project Risk Management Month
- Dinner meeting next Wednesday -- need color flyers for Roeder & Agile event printed/distributed
 - IPM update
 - May Career Fair
 - Confirm Joint Meeting in July with PMI-Silicon Valley Chapter

MINUTES:

1. Reports on the above agenda items received and briefly discussed to answer any questions.

SPEAKERS SERIES

STATUS:

PLANS:

STRATEGIC/OPERATIONAL MILESTONES/CHANGES:

PROJECT	DUE DATE		
January Offering Identified	4Q 2009		
February Offering Identified	4Q 2009		
March Offering Identified	4Q 2009		
April Offering Identified	1Q 2010		

ISSUES, RISKS, & AGENDA ITEMS:

MINUTES:

1. No separate discussion.

STATUS:

**CAREER
DEVELOPMENT**
Sharawn Connor

PLANS:
STRATEGIC/OPERATIONAL MILESTONES/CHANGES:

PROJECT	DUE DATE		
January Offering Identified	4Q 2009		
February Offering Identified	4Q 2009		
March Offering Identified	4Q 2009		
April Offering Identified	1Q 2010		

ISSUES, RISKS, & AGENDA ITEMS:
MINUTES:

1. No separate discussion.

**PROFESSIONAL
DEVELOPMENT**
Open

STATUS:
PLANS:
STRATEGIC/OPERATIONAL MILESTONES/CHANGES:

	<p>PROJECT DUE DATE STATUS</p> <p>January Offering Identified 4Q 2009</p> <p>February Offering Identified 4Q 2009</p> <p>March Offering Identified 4Q 2009</p> <p>April Offering Identified 1Q 2010</p>			
<p>BREAKFAST ROUNDTABLES <i>Kathleen Watson</i></p>	<p>ISSUES, RISKS, & AGENDA ITEMS: MINUTES:</p> <p>1. No separate discussion.</p>			
<p>DINNER MEETINGS <i>Open</i></p>	<p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS: MINUTES:</p> <p>1. No separate discussion.</p>			

	<p>PROJECT DUE DATE STATUS</p> <p>January Offering Identified 4Q 2009</p> <p>February Offering Identified 4Q 2009</p> <p>March Offering Identified 4Q 2009</p> <p>April Offering Identified 1Q 2010</p>			
<p>CERTIFICATIONS PMP, CAPM, PgMP, Risk, Scheduling <i>Tim Salaver</i></p>	<p>ISSUES, RISKS, & AGENDA ITEMS: MINUTES:</p> <p>1. No separate discussion.</p>			
<p>PAST PRESIDENT <i>Nathalie</i></p>	<p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS: MINUTES:</p> <p>1. No separate discussion.</p>			
	<p>MINUTES:</p>			

MEETING EVALUATIO N / WRAP- UP – All	1. No separate discussion.
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Next BOD Meeting will be March 10, 2010, 6:15 p.m. to 7:45 p.m. (CPMC Offices)

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

PORTFOLIO OF UPCOMING ACTIVITIES: TBD