

AGENDA FOR PMI-SFBAC BOARD OF DIRECTORS MEETING – 6/15/09

Time: 6:15pm to 7:15pm (Pacific Time)

Venue: 6:15 p.m. to 7:15 p.m. for officers at at the California Pacific Medical Center business office at 633 Folsom, SF, CA
 All others, Dial-in number: 877-783-2009; Passcode: 124985

<i>Officers in bold were in attendance</i>			
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	Kiran Darsha Bill Dominguez LouAnn Conner Cindy Muscio Candice Thompson Richa Sharma Natalia Boyadjiev Victoria Thomas Elaine Law Michael Balsam Sharawn Connor Greg Rawls Aisha Williams Tim Salaver Christine Bachman Deborah Droz	Deputy CFO Deputy VP of Community Relations Deputy VP of Operations Deputy VP of Professional Development Director of Membership Director of Volunteers Director of Communications Director of Public Relations Director of Community Relations Speakers Series Career Development Director of Professional Speakers Series Director of Dinner Meetings Director Cerfications, etc. Advisor 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/Deb Droz

Timekeeper: Deb Droz

Board Reports	Minutes
SECRETARY <i>Dhiraj Dogra</i> Agenda Items: 1.	<u>REPORT</u> <u>Approval of last month's minutes?</u> Unanimously approved STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS: BOARD VOTES: PMO LIG Charter – done electronically unanimously approved MINUTES:
PRESIDENT	<u>REPORT</u>

<p>Tony</p> <p>Agenda Items:</p> <p>1.</p>	<p>STATUS: Scheduled annual mbr met for June 25, 6:30-7:30.. announcement went Saturday mgn via newsltr. Will continue to encourage part with events email blas. Tony will drive entire meeting using web conferencing service WebEx. the meeting will be recorded. Report will contain current initiatives within each of operational areas. The VPS are expected to attend that they may answer q's at the end of the meeting during the q&a session. The mtg. will also have a brief overview of where we are with the strategic plan.</p> <p>Of particular note, Jen Prest has moved from the finance area to begin the portfolio management and process improvement activities associated with the PMO. She is developing a status dashboard for all chapter activities.</p> <p>PLANS: There will be a July BOD, teleconference only.</p> <p>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</p> <p>ISSUES, RISKS, & AGENDA ITEMS:</p> <p>MINUTES: Annual Member Meeting coming up. What are your initiatives, what is progress on strategic plan. Tony will do presentation, but wants you there to hear and participate at the end. Allocating 20-25 minutes for Q&A. You will receive presentation in advance so you can approve adjustments.</p> <p>Please come to quarterly strategic plan meeting.</p> <p>Portfolio – Jen has worked on this to try to understand what the board does on an annualized basis and what is on the horizon, interdependencies, (locations, menu, etc.). Idea behind dashboard is to point out holes. Let's make sure we are on top of things. Will start flagging when something missing. Jen has started reach out process with this...lot of work, and early days, but very critical. Need to get our arms wrapped around. An aid for us to focus in meetings to focus on strategic and catalyst to get to Dec...that is thought process behind it. Need to address properly.</p> <p>Dhiraj, tool available for free. Like MS Project. How can we leverage an enterprise tool that is not expensive. Jen and Fabricio will be point of contact. Project Host? JP and I talked about that.</p>
<p>FINANCE</p> <p>JP Zingmark</p> <p>1.</p>	<p>REPORT</p> <p>STATUS:</p> <p>1.) FINANCIAL REPORTS:</p> <ul style="list-style-type: none"> a. May 09 Profit & Loss, b. May 09 Balance Sheet, & c. May 09 PaymentDownload <p>Report files posted to BoD shared site at this link: https://gamma80.mseponline.com/Sites3609/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fSites3609%2fShared%20Documents%2fFinancial%20Reports%2f2009%2f5-may&FolderCTID=&View={C2B00C19-A278-4901-803A-E94CD53F02EE}</p> <p>2.) INCOME - Highlights:</p> <ul style="list-style-type: none"> a. Affiniscape online registrations \$3.7k (May dinner meeting \$2k, PMP Exam Prep \$1k) b. Member dues \$5.5k (Note: \$2.5k less than prior month) <p>3.) EXPENSE - Highlights:</p>

a. Marriott - Walnut Creek \$5.5k (for the April dinner meeting)

* Net loss \$2.6k, with 86 attendees.

b. Sir Francis Drake \$5.4k (for the May dinner meeting)

* Net loss \$3.6k, with 67 attendees.

Unusually high number of no-shows (17), compared to only two walk-ins.

*Heads-up re: a large June expenditure: AME Group, Inc. \$10k (May PMP Prep. profit sharing, expenses). Note: PMI-SFBAC earned \$4.5k profit on this course.

PLANS:

a. CFO seeks BoD input re: Financial Policy (draft) by Mon. June 22. (Tony A. complete).

b. Procurement Manager position is vacant due to internal transfer (Jen P./chapter PMO). Teams needing venue assistance are asked to plan ahead, cover bases themselves, and communicate needs/gaps. Fabrizio R. may have a lead for a replacement (TBD).

STRATEGIC/OPERATIONAL MILESTONES/CHANGES:

a. Financial Policy doc to be submitted for BoD approval July 8th. Approved document will be posted to SharePoint and serve as a permanent reference.

b. Finance team conducted an Internal audit of the Affiniscape registration to chapter checking account for the May 1 to June 9th time-frame. All earned income is properly being accounted for. Despite the challenges of matching nightly batches with individual transactions, all revenue appeared to be flowing through as required. This activity was in response to a prior BoD agenda topic indicating some possible concerns about lost income.

c. The Board voted not to conduct a formal financial **review** (at a cost of \$1k) for 2008. It was deemed unnecessary. A **complete financial audit** (cost of \$15k) will also not be pursued this year for three reasons.

1.) A majority of chapter income (90%+) is deposited directly to the chapter's checking account (e.g. registrations from Affiniscape, and member dues collected from PMI-HQ). Income side controls are well established with little room for undue manipulation.

2.) Research into potential auditors revealed their very high costs, especially in the post-Enron era. Therefore, a complete audit is currently prohibitive both for reasons of cost (not formerly budgeted) and time (4-5 weeks of testing).

3.) The chapter is not required to perform an audit at this time by government or private entities.

However, the CFO has determined that a more suitable mechanism exists to ensure best-practice financial controls are considered and enacted. Specifically, an agreed upon procedures engagement will be sought later this year to review general financial policy controls and expense side controls, pending financial policy draft approval and 2009 strategic projects are carefully reviewed.

ISSUES, RISKS, & AGENDA ITEMS:

a. PM Prep Cast -> Finance coordinated the removal of the old audio Prep Cast, and research into new video Prep Cast for the PMBOK 4th ed. with Coline Son Lee of the PD group. This will occur late June or early July. No income expected from this source during the transition.

b. LIM -> Financial guidelines & key event links posted to SharePoint (See Announcement on home page). 9 of the 10 anticipated attendees are now confirmed.

- Community Relations: Ray Ju's status pending due to PMI national elections in the Fall. And, possible presentation decision pending.

	<ul style="list-style-type: none"> • Current budget is just under target at \$14.6k. • Chapter President to provide feedback re: accommodation recommendations. <p>C. Region 7 -> BoD received final feedback from Tricia H. Were there any key items for the BoD to consider?</p> <p>d. Possible SF chapter office -> Needs assessment discussion (TBD).</p> <p>MINUTES:</p> <p>JP's May report has been posted to Sharepoint for your reading pleasure. Dues and dinner meetings were big source of income...lost 1K last month, due to timing issue of two payments. Plan – financial policy draft: need feedback by 6/22, and submit to board for approval. (Tony encourages those board members who are on approval to read and approve asap).</p> <p>There was an internal audit on Affiniscap – 99.9% makes complete sense. There is no lost revenue between Affiniscap and our bank account. I can talk to them re: any issues you may have – let me know.</p> <p>Leadership institute meeting in October – 9 out of 10 who need to be there, will be there. Ray Ju is the only one who may not be there. People should sign up asap and get registrations behind them – can we recommend location yet?</p> <p>Tony – Not at this time. This will be limited to board and deputies. Need creative ways to keep cost down. Need to continue dialogue. TONY ACTION ITEM – move forward more quickly than not. JP will help out with discussion. A decision was reached 1-2 days later. Attendees may stay at the main conference venue but must register via www.QuikBook.com (which presented a 35% savings) for the lowest rate room. Consequently, hotel costs were capped at \$150 + applicable taxes/fees. And, individuals will be responsible for registering for the conference and for acquiring their own accommodations.</p> <p>Tony – Leadership Institute tickets should be booked asap, while rates are lower. Will pay as group for hotel.</p>
<p>OPERATIONS Dhiraj Dogra</p> <p>1.</p>	<p>REPORT</p> <p>STATUS: Sister Chapter Initiative charter awaiting formal board approval. PMO LIG charter was approved electronically last week. Mentoring Program Charter on the way Operations Manual making satisfactory progress. Need inputs from Richa, Candice, Natalia and Sonja</p> <p>PLANS: Kick off Sister Chapter Initiative with one Chapter from each Continent starting with Asia/Europe provided Board provides the necessary inputs/approval Need Board's ideas/inputs for these 4 new program's budget. How much can we allocate? Do we want to see the budget first and then comment or do we have a limit that budget should stay within? This question is important as we have not allocated any funds for these new programs while they were on the agenda for this year. New plans for communications are sent to the board via Deb which will be under execution if board approves</p> <p>STRATEGIC/OPERATIONAL MILESTONES/CHANGES: None</p> <p>ISSUES, RISKS, & AGENDA ITEMS: Teams need more support from Volunteer Team in fulfilling new positions. This may be a critical item with summer approaching fast - Need to generate a consolidated report on Chapter's systems, resources etc. – need help from various teams. A heads up.</p>

Charter for Sister Chapter Initiative, Communications plans and Budget for new programs need to be discussed

Operations Manual Update Project

Status Report for June 15 2009 Board Meeting – Christine Bachman

A business process list was received from three of the four areas. These were received in different formats and in one of the next steps these will be adjusted to have a consistent look.

The Chapter WBS will be distributed this week for the Board of Directors to review over the next two weeks. Updates are requested by June 30, 2009. After the WBS is updated, we'll be working with each area to document the business processes using a template that includes both a written description and a process workflow diagram.

The Operations Manual Table of Contents will also be distributed for feedback to verify if there is a need to include additional information.

MINUTES:

Need help on ops manual from Richard Candice Natalia Sonja – please provide document that Christine has requested.

Sonja has sent info to Christine.

Still have not approved – Dhiraj will resend.

We are in process of starting 4 new programs,

Mentoring (4 PROGRAM – TONY?) – no budget approved. Should present budget and get approved or get amount allocated and work to budget. (see above, Debbie) TONY – why is budget required. Mentoring should be done by volunteer, sister chapter same, pmo lig will be provided some support at some threshold. 4th (?) doesn't require anything. If committee feels need, need to know why.

Dhiraj – Cost associated with travel going out to meet volunteers, but a few \$'s to support volunteer expenses.

Need advice on Mentoring Program – minimum fee \$20 to ensure 'mentee' is committed to the program. Will less likely to be no-show.

Tony - will look at committee's recommendation. **RAY** – likes the idea because it puts value on it. Not treated as a freebie...

Dhiraj - Analytics from communications...is this helping?

Tony – needs more detailed. Background. **ACTION Tony** - examine analytics provided and get back to Dhiraj with anything needed.

Tony – shout out to Natalia

Richa – with summer coming up, we might want to wrap up volunteering effort

Tony – how do we craft attrition. Looking at not meeting goal. This is an area of some minor concern, ongoing area of interest.

Need to analyze what we can do to whittle away.

Richa – new people rejoin, greater than normal not rejoining. If they don't renew, why?

Tony – on the ball...thanks. Takes work and labor. Do you have enough volunteers?

Dhiraj - Introduce, Joseph, deputy director of membership, Andrew and zake ozar for ???? and Joe Pellham wants to step down but is willing to stay

CHRISTINE – business process lists that we receive a list from 3 out of 4 areas. In the next few days, I will be distributing chapter work rework structure - have changes and updates back to me by June 30. After website is updated, work with Jerry to document process using template. OPS manual TOC distributed for feedback to see if additional info needed.

Tony – anyone to help you? **Christine** – LouAnn.

Ray - Volunteer, PM, PMO, Project of the year....Need info? Lawrence Livermore Lab – prefers they work with us....started dialog with them.

COMMUNICATIONS
Natalia

REPORT

STATUS:

Communications Team Plan

- Build a team capable to carry changes
- Build a strategy for 4 areas of communications.

Website

- Investigate the possibility of replacing Affiniscape with contemporary and robust system with richer functionality, that will provide more vibrant and dynamic web presence for the Chapter (example: <http://www.yourmembership.com>)
- Create a clean Information Architecture for the web site based on the new strategy
- Create a new look and feel for the website
- Create a quality assurance process for the website/e-mails
- Use Google analytics to conduct analysis of the users behavior as a base for the improvements
- Build and adopt processes and policies for the content management
- Provide training for the editors from the different teams.

E-mails

- Create a strategy for e-mails blasts
 - Create a new look and feel of the templates for e-mails
- Brush, adopt and document processes and policies for the content submission.

Newsletters

- Create a strategy for newsletters
- Create a new look and feel of the templates for newsletters
- Brush, adopt and document processes and policies for the content submission.

Members ' , volunteers' communications

- Create a channels for members feedback to the Board of Directors to hear ideas about the chapter activities and improvements
- Build social media Chapter presence
- Improve the system of communications between volunteers teams
- Investigating SharePoint functionality and provide training for the users
- Look for the alternative tools for the collaboration.
- Introduce Skype for the conference/video calls
- Put the history of the Chapter online by building it in a collaborative way
- Create a Wikipedia presence for the Chapter
- Create a You Tube Presence with short videos from events promoting and attracting speakers.

PLANS:

STRATEGIC/OPERATIONAL MILESTONES/CHANGES:

ISSUES, RISKS, & AGENDA ITEMS:

	<p>MINUTES:</p>
<p>MEMBERSHIP UPDATE <i>Candice Thompson</i></p>	<p>REPORT</p> <p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS & AGENDA ITEMS: MINUTES:</p>
<p>1. VOLUNTEERS <i>Richa Sharma</i></p>	<p>REPORT</p> <p>STATUS: Member Appreciation Event – the volunteer app event has been scheduled for July 9, in the evening in downtown SF at the Francis Drake Hotel, and will consist of volunteer updates, networking, and games. Invitations to all volunteers were sent via email, please encourage your staff to attend – cost is free.</p> <p>1) Appreciation event:</p> <p>Event invite:</p> <ul style="list-style-type: none"> - Invitation sent for July 9th to the 70 active volunteers listed out with Tony's assistance - concern is that there may not be enough turn out for the event if invitation is being sent out to only 70 people - There are 197 approved and active volunteers in the database (clean up probably required) - Question: which of the 127 (197-70) volunteers should the invitation be sent out to? - Potential work around is to send out the invite to the 127 volunteers with a modified invitation message <p>Event setup</p> <ul style="list-style-type: none"> - Eric Asmar, Jason Brucker myself and Joanne Gore are assisting with the Event setup this month since Cathy is out of town. - This includes hotel contract, tables, coat checks, wine merchant for wine tasting, cost/budget, etc. - <u>Question on Mike and sound system:</u> These items are expensive via the hotel. Can SFBAC provide and do the setup for these items? - <u>Question on Wine tasting:</u> We have a merchant that is willing to sell us wine at cost but they don't have the availability to host the tasting? I know an external party that can host the tasting. Provided we purchase at cost, can we charge \$10/person for tasting or can we have free wine tasting? - Tony indicated that he will be out on July 9th. We wanted to get confirmation on who will be delivering the welcome message? Also, we're requesting that all VP's deliver an introduction message for their organizations. Please let me know if there is concern around this. - <u>Facilitator for the event:</u> Eric and I need to identify a facilitator for the event. Please let me know if there are any thoughts around this. <p>2) Process documentation and Clean up:</p> <p>Documenting current process:</p> <ul style="list-style-type: none"> - Gwen has completed 1st draft of process documentation and is reviewing it with Nancy. We'll be publishing this to the Board for review once it is internally reviewed with team. - Gwen is working on documenting the volunteer recognition process, recruitment process as well as administering the Vol2 database <p>Improvement of process</p> <ul style="list-style-type: none"> - not started at this time <p>3) Recognition:</p> <ul style="list-style-type: none"> - <u>Request to Board for monthly recognitions:</u> Please send myself and Cathy the nominee (name and recognition text) from your team for monthly recognition 3-4 weeks in advance of Dinner events to ensure successful processing of their recognition. <p>- Request to have a web page dedicated for the monthly winner has been received and is being reviewed by team.</p>

	<p>4) Volunteer Recruitment</p> <ul style="list-style-type: none"> - Nancy is working towards learning the process and Vol2 database - She has already started talking to volunteers and assigning/approving them to positions via the Vol2 database - Both Nancy and Gwen are working together the identify current process and identify improvements on process <p>5) Ambassadors</p> <ul style="list-style-type: none"> - Joanne and Jason are continuing to attend Breakfast and Dinner events and advertise volunteer positions to the community at SFBAC - Please send any positions you need filled asap to Nancy Slater, Joanne Gore, and Jason Brucker (myself cc'd) <p>Note: Some of the volunteers listed here have not received their welcome package. There information is in the Vol2 database for reference</p> <p>PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS: MINUTES:</p>
<p>COMMUNITY RELATIONS <i>Ray Ju</i></p> <p>1.</p>	<p>REPORT</p> <p>STATUS: Organized a dinner meeting 5/22 with Frank Saladis and his wife, and Tony, Cindy, Bill, Sonja and Ray to get to socialize and discuss the upcoming July joint SVC dinner meeting and training. New volunteer from May dinner meeting Angeline Tan, Work Process Plumber. No word back from Cindy Abbott another potential volunteer from dinner meeting. Two volunteer positions remain open Communications Associate and Imagineer. CR Team is planning a face-to-face meeting on the evening of June 18th.</p> <p>PLANS: Bill and Candice have met 5/29 with Pat Reed from GAP and BAPLN representatives Cesar Adrovo and Ainsley Nies to begin developing a joint Agile Scrum training with Chris Sims and the SFBAC for Q3-4. Ray has communicated this to Igor Kosoy, member on the SFBAC LinkedIn topic of discussion.</p> <p>Bill and Candice will be developing a SFBAC Networking Social event for later in the year, more to come as details are established. Ray spoke with Michael Balsam 6/01 to assist in providing information to PUC presenter on SFBAC organizational background and also connecting with Bill to identify a venue to kickoff the afternoon speaker series in San Francisco.</p> <p>Natalia Boyadjiev, Director of Communications, Susan Fong volunteer and Ray met on 6/05 to brainstorm on developing a SFBAC historical archive. Natalia will be producing an outline of the various ideas and framework to present to Board.</p> <p>Need to clarify with Dhiraj and Cindy the planned "Project of the Year Award." What will be the criteria, when will this happen, and who will take PM lead.</p> <p>STRATEGIC/OPERATIONAL MILESTONE/CHANGES: A joint Webinar was held with the Diversity SIG on 5/20 with Jennifer Russell making an encore presentation of her Region 7 topic on "Global Sustainability for Project Managers." Approximately 50 of the 80 attendees were from SFBAC.</p> <p>Kimi has started follow up 5/22 with Valerie Dow, UC Berkeley, Communications & Marketing Services for sponsorship and advertisement with SFBAC.</p> <p>Kimi has submitted a CR Team panel presentation on Succession Planning for the Component Leadership weekend session in Orlando,</p>

	<p>waiting to hear on acceptance.</p> <p>Bill will be reaching out to Lew Gedansky, Executive Director of PMI Education Foundation for additional information on PM training in the schools and Oracle Foundation contact.</p> <p>Ray presented 5/27 to Fred DePalm, CIO Port of Oakland and his staff on the SFBAC. A followup debriefing will occur on 6/17 for next steps.</p> <p>Elaine has established contact 6/10 with Marc Ferris, Global Knowledge and Mike Blandford of Project Insight 6/04 for dinner meeting corporate sponsorships.</p> <p>Forrest Scott, VP Finance Phoenix Chapter is requesting for 2010 Region 7 planning support from SFBAC. Ray is coordinating with Tricia Hoekwater to represent us on conference call.</p> <p>ISSUES, RISKS & AGENDA ITEMS: Due to workload issues, Victoria Thomas is going to step down from her Director of Public relations role. Kimi, Bill and Ray will be discussing coverage for her on 6/15.</p> <p>Ray has begun succession planning with Bill in the event that the Global Board nomination comes to fruition in August election. Term would officially begin in January 2010.</p> <p>Ray attended a lunch meeting hosted by the Association for Corporate Growth on 5/21, "Corporate Responsibility, Executive Volunteering Made Easy." Community organizations presenting included; Tipping Point Community, Pacific Community Ventures, Roberts Enterprise Development Fund and Inner City Advisors. ACG is global like PMI and the local chapter has focused their member volunteer efforts to these four organizations.</p> <p>MINUTES:</p> <p>Ray – Any questions? Tony – will talk w/ Jen Prest later on for portfolio.</p> <p>What is our current status of formal working relationship? Non-profit, etc., put together spreadsheet of these areas, primary contact, niche, who is referral within chapter (to contact as lead in) and use as a key performance indicator dashboard...green, yellow, red as status, and comments, will be updated regularly.</p> <p>Tony – thanks, because we know this is completely new. 1 doz existing, ½ dozen being developed.</p> <p>Bill – Bay area apln – july looking at networking event with the help of apln to hold a 'world café' at the westin...expect at least 40 people, specific to our chapter...4 pdu's.</p> <p>Ray – we listen to our members – Igor started a linked-in conversation</p>
<p>PROFESSIONAL DEVELOPMENT–</p>	<p>REPORT</p> <p>STATUS: Still working on building all areas of Professional Development. Directors are starting to take over projects in their areas. Cindy officially took over her role June 1.</p>

<p>Sonja Stewart</p> <p>1.</p>	<p>PLANS: Still turning over projects and working on standardizing processes STRATEGIC/OPERATIONAL MILESTONES/CHANGES: Next month will have more info ISSUES, RISKS, & AGENDA ITEMS: None this month.</p> <p>MINUTES:</p> <p>Team is together – introduced everyone – Cindy deputy of Professional Development as of June 1. Have new Career Development Directory, Sharawn Connor to help with June 25 Career Development Seminar Introduced Aisha Williams – director of dinner meetings w/cindy Greg Rawls - Professional speaker series Tim Salaver – Certifications, PMP, CAPM, PgMP, Risk, Scheduling Mike Balsam – Speaker Series</p> <p>Tony – concern that we are selecting the things our membership wants – maybe followup with teleconference to identify the likely candidates. Sonja – agree important.</p> <p><i>UMT Consulting Group (www.umat.com) out of New York. They are currently signed-up to be sponsors (vendor table) for the joint dinner meeting in July.</i></p>
<p>SPEAKERS SERIES Michael Balsam</p>	<p>REPORT</p> <p>Status: green. Plans: currently making PUC topic suggested by Thomas Havey a priority. STRATEGIC/OPERATIONAL MILESTONES/CHANGES: awaiting response from request sent to PUC. Follow-up email to be sent next week if no reponse. Will work with Bill on locations as per Ray's suggestion once I have a better sense of PUC's status. ISSUES, RISKS, & AGENDA ITEMS: none at this time..</p> <p>MINUTES:</p>
<p>CAREER DEVELOPMENT T Sharawn Connor</p>	<p>REPORT</p> <p>STATUS: Sharawn Connors, a new volunteer, is picking up many of the Career Development activities. Kaaren Walsh and Joseph Garza continue to be intimately involved in the Career Development planning and activities. For the month of June, the team is focusing on developing a series of seminars on a bi-monthly basis for job seekers. In July the team will start discussions around planning the 2009 Career Day and will create a proposal for the Board.</p> <p>PLANS:</p> <ul style="list-style-type: none"> ▪ Start 2009 Career Development seminar series to be held bi-monthly. Topics include interview techniques, breaking into a PMO, PMP certification, networking, etc. There will always be a guest speaker/SME at the seminars. ▪ The first session, Resume Revival, will take place June 25. Three IT recruiters (Sharawn Connors (former IT recruiter), Chris Cosmo, and Aaron Burriesci) have volunteered to review resumes and provide feedback to PMI chapter members. This event is free of charge. The email invitation will go out to the chapter members no later than 6/12/09. ▪ Sharawn will hold a monthly meeting with the Career Development volunteers the third Sat. of each month for strategic planning

	<p>and execution. The first meeting will be held on 6/20 at 10 AM. Dial in number 877-411-9748 PC 2891676.</p> <p>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</p> <ul style="list-style-type: none"> ▪ The team will need to look into scoping the effort to clean up and maintain the job posting database. Sharawn to create a “task force” to take on this project by June 30, 2009. <p>To - Do:</p> <ul style="list-style-type: none"> ▪ Secure Facility to host June 25th Career Development Seminar – Resume Revival -- Assigned to Sharawn ▪ Request small donation as a gift to the Recruiters/Or purchase lunch for them (excluding Sharawn) – Assigned to Sonja <p>MINUTES:</p>
<p>DINNER MEETINGS <i>Cindy Muscio/ Aisha Williams</i></p>	<p>REPORT</p> <p>STATUS: June - Networking/Chocolate tasting Prepared/Registration Open July - Joint Dinner Meeting with SV, Prepared/Registration Open August - Prepared/registration Open September - Prepared/registration Open October - IIL to provide speaker, still awaiting confirmation November - Working with UMT on a topic December - Discussion still proceeding around meeting style. Current proposal 1 hour presentation from speaker and award for local projects. Discussing with Community Relations to determine if they wish to proceed with the award section.shara</p> <p>PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS: MINUTES:</p>
<p>PROFESSIONAL SPEAKERS SERIES <i>Greg Rawls</i></p>	<p>REPORT</p> <p>STATUS: Currently Scheduled:</p> <ul style="list-style-type: none"> Randy Englund- Powering Up Interactive Quotient, June 19 <ul style="list-style-type: none"> ▪ Rescheduled from previous cancellation due to low attendance ▪ Low attendance this time also ▪ Low expense exposure to PMI-SFBAC Frank Saladis- Managing Difficult People, July 16 <ul style="list-style-type: none"> ▪ Received promo materials ▪ Awaiting contract signoff (Saladis) ▪ Need to continue promos ▪ Need to track attendance Frank Saladis- Managing Positive Leadership, July 17 <ul style="list-style-type: none"> ▪ Same as above Clark Campbell- One PageProject Manager, Sept 09-10 <ul style="list-style-type: none"> ▪ Received promo materials

	<ul style="list-style-type: none"> ▪ Need to start promo ▪ Need to identify contract status <p>Lee Lambert- Leadership Conference, Nov 05</p> <ul style="list-style-type: none"> ▪ Received promo materials ▪ Need to identify contract status ▪ Currently in early-bird reg period (ends June 30) ▪ Need to continue promos <p>PLANS: Currently in process of taking more of this off Sonja's plate. To become more of a POC. To become more familiar with Chapter roles, responsibilities and resources,</p> <p>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</p> <p>ISSUES, RISKS, & AGENDA ITEMS: Need to better understand support contacts (Chapter "go-to" people) Class attendance appears to be a challenge Low attendance may discourage future potential speakers</p> <p>MINUTES:</p>
<p>CERTIFICATIONS PMP, CAPM, PgMP, Risk, Scheduling <i>Tim Salaver</i></p>	<p>REPORT</p> <p>STATUS: Taking over all areas of Certification starting with Becker's July 11th PMP Prep Class Working with Coline to check quality of PMP Prep Webinars before offering to our members. Coline found that one of the Free Mock PMP Prep test sites offered to us was nothing but spam. Working developing resources for members interested in preparing for PMP Working on developing social media for PMP prep groups Working on developing chapter ran PMP Prep course. Will submit proposal to board soon. Working on survey regarding certification needs for members</p> <p>PLANS: Still building out area and team</p> <p>STRATEGIC/OPERATIONAL MILESTONES/CHANGES: Still working on this</p> <p>ISSUES, RISKS, & AGENDA ITEMS: Still forming team and area</p> <p>MINUTES:</p>
<p>PAST PRESIDENT <i>Nathalie</i></p> <p>1. 2008 Annual Report</p>	<p>REPORT</p> <p>STATUS: Reached out to Fabricio and Jen to be advisor for setting up Chapter PMO. Will meet next week and discuss next step.</p> <p>PLANS:</p> <p>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</p> <p>ISSUES, RISKS, & AGENDA ITEMS:</p> <p>MINUTES: trying to put together for Wednesday...will present.</p>
<p>MEETING</p>	

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

Mon, Jun 15: 6:15 – 7:15pm
Wed, Jun 17: 5:30 – 8:00pm
Thur, June 25
Sat, Jun 27: 8am-12pm

BOD
Summer Fun event
Annual Membership Meeting (Virtual)
½ day Strategic planning mtg
(incl. Advisory board)

July

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

BOD (teleconference only)
Joint dinner mtg – Silicon Valley

August

Wed, Aug 12: 6:15 – 7:15pm
Wed, Aug 19
Sat, Aug 29: 8am-12pm

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

September

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

BOD (if needed)
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: 6:15 – 7:15pm
Thur, Nov 19

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