

AGENDA FOR PMI-SFBAC BOARD OF DIRECTORS MEETING – 10-6-09

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

Venue: 6:15 p.m. to 7:15 at the California Pacific Medical Center business office at 633 Folsom, SF, CA
 (Please note meeting schedule below in red – Don’t forget to press ‘record’)

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 | President | Kiran Darsha | Deputy CFO |
| Nathalie Udo | Past President | Bill Dominguez | Deputy VP of Community Relations |
| JP Zingmark | CFO | LouAnn Conner | Deputy VP of Operations |
| Cindy Muscio | VP Professional Development | Catherine Dupont | Deputy VP of Professional Development |
| Ray Ju | VP Community Relations | Aisha Williams | Director of Dinner Meetings |
| Dhiraj Dogra | VP Operations | Candice Thompson | Director of Membership |
| | | Richa Sharma | Director of Volunteers |
| | | Natalia Boyadjiev | Director of Communications |
| | | Kimi Ziemski | Director of Public Relations |
| | | Elaine Law | Director of Community Relations |
| | | Advisory Board | |
| | | Deborah Droz | 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:

- 6:15 to 6:20 Roll call and Secretary’s report
- 6:20 to 6:25 Review of open action items
- 6:25 to 6:30 Professional Development report
- 6:30 to 6:40 President’s report
- 6:40 to 6:50 Past President’s report
- 6:50 to 7:00 Finance report
- 7:00 to 7:10 Operations report
- 7:10 to 7:15 Community Relations report
- Wrap up

Agenda by: BoD/Deb Droz

Timekeeper: Tony Appleby

| Board Reports | Minutes |
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| <p>SECRETARY <i>Dhiraj Dogra</i></p> <p>Agenda Items:</p> <p>1.</p> | <p>REPORT</p> <p>Approval of last month's minutes – online in June</p> <p>STATUS:</p> <p>PLANS:</p> <p>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</p> <p>ISSUES, RISKS, & AGENDA ITEMS:</p> <p>BOARD VOTES:</p> <p>MINUTES: It does not appear that Deb updated the minutes per Dhiraj's request so a remote vote will take place to approve the minutes after she makes the update.</p> |
| <p>PRESIDENT <i>Tony</i></p> <p>Agenda Items:</p> <p>1. Leadership Institute Meeting (LIM) in Orlando</p> | <p>REPORT</p> <p>STATUS:</p> <p>PLANS:</p> <p>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</p> <p>ISSUES, RISKS, & AGENDA ITEMS:</p> <p>MINUTES: The annual membership survey is coming out. Every area should solicit for info so you can be better serving your constituencies. Action Items: TBD one offline or next month. Miles Lawless should be reaching out to each of you regarding metrics. Expect that communication and please be responsive. We will use GPS for the annual membership survey.</p> <p>DHIRAJ – have to get minutes approved for last month, next month</p> <p>JP – LIM, Is the board getting together Thursday night? TONY – Nothing planned, you're on your own.</p> |
| <p>FINANCE <i>JP Zingmark</i></p> <p>1.</p> | <p>REPORT</p> <p>STATUS:</p> <p>1.) FINANCIAL REPORTS:</p> <ol style="list-style-type: none"> a. Sept 09 Profit & Loss b. Sept 09 Balance Sheet c. Sept 09 Payment Download <p>Report files (and other inputs) are posted to the BoD Finance shared site at this link: http://tinyurl.com/kukssv, then select the 9-Sept folder.</p> |

2.) INCOME - Highlights:

- a. Affiniscape registrations \$19.1k (Two PMP Prep. \$12k, Scrum Master \$4k).
- b. Member dues \$6.9k (+1k from prior month)
- c. Note: UCBEx paid their website sponsorship \$2.6k.

3.) EXPENSE - Highlights:

- a. Chris Sims - Agile PM course in early August (\$4.8k).
- b. PMP Exam prep course materials (text books), 4 consecutive Sat. course (\$1.3k)
- c. Credit card expenses from online registrations (\$1.3k).
- d. Note: LIM expenditures have already been reimbursed (e.g. airfare for most attendees, and registration fees). The remainder (e.g. hotel, parking) to be processed in October/November.

4. SUMMARY:

Sept. financial results were favorable with \$18.7k Net Income (\$31.6 income, and \$12.9 expenses); however, the result is somewhat misleading because of our cash basis accounting setup: two key expenses incurred in Sept. were paid in Oct. 1.) The Sept. dinner meeting payment to venue Sir Francis Drake (\$5.2k), and 2.) the PMP Exam Prep expense reimbursement and profit sharing to AME Group (\$7.1k).

PLANS:

2010 Budget Planning (four steps):

- a. VPs should have completed their 2010 activity plans by **Sat. 10/3** (*I didn't receive any, nor any updates*).
- b. Budget requests for those activities must be submitted by VPs to the CFO by **Sat. 10/24** for review/discussion. CFO will proceed to enter budget requests into the budget planning spreadsheet according to the chapter's Chart of Accounts by Sat. 10/31.
- c. The CFO's next task will be to enter all other annual, recurring, or predictable expenses to the planning budget by **Sat. Nov. 21**.
- d. Finally, the budget will be reviewed for approval by the BoD in Dec (*assuming that the budget inputs from all VP areas have been received*).

STRATEGIC/OPERATIONAL MILESTONES/CHANGES:

Catherine DuPont officially started as the chapter's (4th) Procurement Manager in August/Sept. She has since resigned that position and taken on the **Deputy VP of Professional Development** role!

Consequently, the VP of Prof. Dev. and CFO have jointly decided that the bulk of the procurement manager's tasks will be handled directly by the Professional Development team as they secure & plan 2010 events. Subsequent procurement resources will be considered as new needs are identified (TBD).

ISSUES, RISKS, & AGENDA ITEMS:

- a. Shall we keep the new Simple Toll Free, or switch back to the old SaveOn Conferences?
- b. Two finance resources (one new person) have agreed to participate in the collaboration tool review (Tao Jing, and new volunteer Kemi Paul-Taiwo).

MINUTES: Tony – everyone please take time on the flight tomorrow to detail your 2010 activity plans and get to JP. Ray delivered his on time, and Cindy had an exemption from meeting the 10/3 date...everyone else needs to get the information to

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| | <p>JP</p> <p>JP – I will enter the data into the planning budget once received from the VP’s (continued exemption to Cindy and her group) and I will have some homework to do for all the other things not budgeted for and will have that in middle to late November. Cindy and I have agreed for the current time, to let the PD group do a little bit more with procurement and not fill the financial. I’m a little shy about filling it because this is the 4th peak???. Of the year, and most of the things happen in the PD group anyway; and with Catherine there as the deputy, I think she’ll be having a good handle on what needs to get done in terms of planning and procurement of rooms and AV. So unless there are any major concerns for the time being, Cindy and I are very comfortable with this arrangement.</p> <p>TONY – I’m very comfortable with it myself. Do we have any written protocols surrounding procurement processes?</p> <p>JP - There are a couple of files that Jen Prest worked out with Catherine right at the beginning of her role as procurement mgr. They have been saved on Project Host. I don’t know the detail. maybe Catherine can help us out with some detail.</p> <p>CATHERINE – They were processes and procedures as to how the procurement manager should book hotel in advance and approvals that are needed. I was thinking along the lines of having a higher level like a procurement policy and then to fold the processes and procedures into that, but a policy would require the board to approve that, and that would just formalize the way procurement is to be done. I can create policies for this if people are welcome to the idea.</p> <p>CINDY – Is there anything currently in our operations manual around procurement?</p> <p>DHIRAJ – At this point, nothing. Still seeking feedback for Ops Manual.</p> <p>CINDY – Does it make sense to have something like this in the Ops Manual (yes from Tony and Dhiraj).</p> <p>I’m going to send an intro for Catherine to Christine Bachman working on the Ops Manual and I will include this in the subject.</p> <p>JP - It doesn’t appear that we have to switch back to SaveOn Conference for the time being since this call is going very well.</p> <p>TONY – I concur. It narrowed down to a cell phone issue the last time.</p> <p>TONY – One request/reminder. Will you be bringing the corporate checkbook and corporate credit card? I would suggest there is another need for a check beyond the Friday night dinner meeting providing \$50 per attendee to Richard.</p> <p>NATHALIE – Richard would be happy if we could bring a check and pay then.</p> <p>RAY – Did you get my home made mail dropped to you yet?</p> <p>JP – Yes, the reimbursement for miles is probably on it’s way.</p> <p>RAY – We did not have any incoming checks. Still an open item for the September sponsor? Did that get clarified?</p> <p>JP – Yes, it got clarified. We had already collected the month before. I didn’t know that because of a difference in email names.</p> <p>RAY – Thank you for furthering the relationship with CPrime. I appreciate everyone’s flexibility and willingness to work with CPrime.</p> |
| <p>OPERATIONS <i>Dhiraj Dogra</i></p> <p>1.</p> | <p><u>REPORT</u></p> <p>STATUS: All projects are making satisfactory progress including Sister Chapter, Mentoring program, Operations manual, PMO LIG. No new milestone was to hit, so nothing significant to report.</p> <p>PLANS: Expand the teams to expedite the work.</p> <p>STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS:</p> <p>MINUTES: Sister Chapter project has been approved from our side, but we are still waiting for their president. LouAnn was our central point of contact, and back from Ireland working on this. We have also started rolling out our PMO Symposium. We</p> |

have quite a few new people here – quick overview:
Sister Chapter Project, with that we are trying to bring global knowledge to our members doorsteps with webinars/conferences, connecting one chapter from each continent.
Mentoring Program that’s coming up. We have some very Sr. people who are in PM doing 20/25 years and you are beginning your career, you can learn from them.
 CINDY – could we push questions about starting in the field of Project Management to the mentors?
 DHIRAJ – very soon
Operations Manual – It was a little slow, but we have identified 2 people who are very good at documentation and we should be able to speed up the process.
PMO LIG – initially local, but Tony suggested a PMO Symposium. We are targeting early spring.
Component of the Year – not this year, but we will be able to do the groundwork, with a team, working to find a tool to help us achieve our goal.
 NATHALIE – this amount of work needs to go into the project portfolio – need overview of the project and tasks. When can you get me that?
 DHIRAJ – Ok, during the LIM

TONY – **Chenk Oser is** starting to do the GIS Mapping of membership. He will be mapping where all our members live and work (as well as perspective members and SV’s membership). We’ll be able to do mass mailing or campaign of some sort to jointly offer the value of being a member of a local chapter.

COMMUNICATIONS
Natalia

REPORT

STATUS:
 1 new volunteers has joined the team – Rohini Patel, Sr. Business Systems Analyst, to help with the website redesign.
 - current Followers at Twitter: around 70
 - current Fans on Facebook: around 81
 - current Members of LinkedIn Group: 919
 E-mail blasts has been sent:
 9/06/09 Last Chance to Save – PMI-SFBAC September Dinner Meeting
 9/16/09 TWO Great Seminars By John Stenbeck, PMP, CSM
 9/30/09 PMI-SFBAC and cPrime have teamed up to provide you this Special Offer!
 10/04/09 Upcoming Events
 Upcoming PMI events were published over Social Media Channels
 Web Master attended Affiniscape training. New Editor will be implemented on the website as a result of the system update.
 Prepared a comparison matrix for three collaboration tools. Basecamp, ProjectInsight, Epistree.
 Clarified PMI-SFBAC Mailing Lists

PLANS:
 - add a customized layout to our Twitter account
 - Revise all website pages
 - Identify content owners for all pages
 - Capture currently used by Chapter Affiniscape features as a base for the new website/provider requirements

STRATEGIC/OPERATIONAL MILESTONES/CHANGES:
 - next goal is to break the 100 Followers/Fans barrier with our Twitter/Facebook accounts and to have over 1000 members in

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| | <p>our LinkedIn Group</p> <ul style="list-style-type: none"> - We would need a Board support in identifying content owners for all website pages - Here are some metrics / numbers we want to reach with our social media initiative: <p>Twitter:</p> <ul style="list-style-type: none"> 25 followers after 2 months (reached) 50 followers after 4 months (reached) 100 followers after 6 months (planned) 200 followers after 8 months (planned) 500 followers after 10 months (planned) 1000 followers after 1 year (planned) <p>These numbers are based on the goal to double the number of followers every 2 months. We are right on track with these numbers so far.</p> <p>We also plan to increase our number of tweets. We tweet 2-4 times a week (several tweets) right now and plan to increase this number to 4-6 times a week (several tweets).</p> <p>Facebook:</p> <p>We are not sure yet how many fans we will be able to reach with our Facebook Page. The “Page” feature is relatively new to Facebook. Most of the numbers I found were based on Facebook Groups. In general we will try to achieve a similar number as shown above for Twitter. We will see if this is realistic. Our numbers so far are:</p> <ul style="list-style-type: none"> 25 fans after 2 months 77 fans after 4 months <p>Our next goal is 250 fans by the end of 2009.</p> <p>We are planning to post news every other day on our Facebook page.</p> <p>ISSUES, RISKS, & AGENDA ITEMS:</p> <p>MINUTES: Need to reschedule PMO Meeting due to Cindy not being able to attend and Tony could not be there. Apologies to Abby.</p> <p>CINDY – Seem to be website pages that don’t have clear navigation. Seems to be a page about training resources, but we have no idea when it was last updated. We need a website inventory.</p> <p>DHIRAJ – Update needed pages.</p> <p>NATHALIE – There used to be a page with all resources, but I pulled it because of no policy about updating it.</p> <p>CINDY – Somehow, CPrime found it. We need to actually pull the pages, because they can be found through google search.</p> <p>TONY – They are not active pages.</p> <p>CINDY – We need to put a one-line disclaimer at the top saying it is no longer actively maintained, or we need to pull it.</p> <p>NATHALIE – Bruce could archive them.</p> <p>DHIRAJ - Forwarded link re: open source to communications team. Open source for free – can table report next month.</p> |
| <p>MEMBERSHIP UPDATE <i>Candice Thompson</i></p> | <p>REPORT</p> <p>STATUS: Membership is continuing to decrease. Decrease of 61 members since December 2009.</p> <p>PLANS: PM has been assigned to PMI telemarketing renewal Campaign</p> <p>STRATEGIC/OPERATIONAL MILESTONES/CHANGES: Drafting 2009 Member Survey</p> <p>ISSUES, RISKS, & AGENDA ITEMS:</p> <p>MINUTES:</p> |

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| <p>VOLUNTEERS <i>Richa Sharma</i></p> | <p><u>REPORT</u></p> <p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS: MINUTES: Tony - Some issues with volunteers are being resolved offline and we will report</p> |
| <p>Ops Manual – Christine Bachman</p> | |
| <p>COMMUNITY RELATIONS <i>Ray Ju</i></p> <ol style="list-style-type: none"> 1. PMI SFBAC lapel pins 2. Region 7 Conference attendance and participation 3. Deputy VP bios and photos | <p><u>REPORT</u></p> <p>STATUS: The CR Directors met 9/26 to discuss ongoing programs, projects and the second half of our term for the next six months. The weekend prior to that Ray met with Cindy Muscio to brainstorm joint events and the ongoing interdependency between Professional Development and Community Relations. A few of the highlights of our initial meeting included:</p> <ul style="list-style-type: none"> • PMP Prep class with cPrime marketing controlled as not to draw students away from prior scheduled courses • October dinner meeting in Walnut Creek may have VIP Concierge called upon for assisting with presenter • Future Agile offerings to be planned out for 2010 schedule based on high membership interest • Dinner meetings specific to PM Educational providers and Talent Recruiters in DEC and JAN • Lunch and Learn sessions hosted at partner facilities and speakers drawn from their staff and instructors • Designing a big Professional Development event around 2010 International Project Management Day • Submitting SF as the host city for 2011 North American Global Congress • Establishing an engagement and transition process of partners and sponsors between CR and PD teams • Keeping each other informed on each other's calendars and portfolio of contacts <p>PLANS: Bill has begun partnership discussions with:</p> <ul style="list-style-type: none"> • Sylvia Leong, Carnegie Mellon Director of External Relations to share event information between organizations. With the assistance of Natalia a process for adding them onto a non-member mailing list and submitting for posting information onto our Website for educational opportunities • Claudia Girrbach, Senior IT PM for the Gap on green and sustainability projects. A potential OCT Lunch and Learn speaker. <p>Kimi is approaching Keller for future sponsorship at SFBAC events and to see about the use of their facilities in the East Bay.</p> <p>Elaine Law, has followed up in contacting Cathy Flight, Program Director at SF State to provide her advertising rates. Completing the cPrime contracts with JP and Tony for the offering of discounted PMP and Certified Scrum Master training for SFBAC members in OCT-NOV.</p> <p>Angeline is nearly complete of her SWOT interviews with the CR Team and then she will transcribe the information into work process flow diagrams. She took advantage of an email from Tony for discounted ITIL training in Las Vegas and is now certified as an ITIL Foundation Certified practitioner.</p> |

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| | <p>Ray has shared Social Media information with Monterey and Honolulu Chapters introducing them to our programs and Ingrid Linn. Received Chapter historical documents from Marjorie Dean.</p> <p>STRATEGIC/OPERATIONAL MILESTONES/CHANGES: Global Congress LIM panel presentation on “Board Succession Planning” will be presented in a 90-minute slot, 10:30am on Friday, OCT 09 by Kimi, Bill and Ray.</p> <p>ISSUES, RISKS, & AGENDA ITEMS: Volunteer positions for Communications Analyst and Imagineer remain open. Two potential referrals from Jason Bruckner were followed up on without any positive results</p> <p>MINUTES: TONY – Nathalie has been provided the opportunity to be a member of the Leadership Institute Advisory Group. Congratulations Nathalie!</p> <p>DHIRAJ – Is 2010 Global Congress already finalized? RAY – 2010 will be announced that at the Congress this weekend. NATHALIE – in general, they schedule them about 2 years out. 2012 is probably realistic for SF.</p> <p>CINDY – I have a concern with publicizing events outside of our chapter – an overwhelming number of events that could appear and detract from SFBAC event attendance and revenue. DHIRAJ – Our leading way of communication to our members to get all these revenue producing events is our newsletter and our social media, however when we are not making revenue, we can send out tweets and facebook and not put in our newsletter. CINDY – I would hate to flood those avenues. I’ve noticed when I tweet or use other social media to communicate about an event, we get a surge in registrations. It’s my selfish nature. I don’t want to take away from our events. BILL – I totally agree with your concern. It won’t be random and we won’t inundate the world. CINDY – Kimi approaching Keller – She only wants to speak with one person. Let’s not break that relationship. Have Kimi work with Catherine re: the relationship.</p> <p>AGENDA ITEM – RAY – Talked to Tony about going to LIM this weekend, we should have something we can give to our colleagues and peers to make a lasting impression. This is from many years ago, I designed a lapel pin for men and women. We have 500 waiting for us in the hotel in Orlando. Good for thank you’s and recognition. DHIRAJ – We do have shirts. CATHERINE – How do the test vendors provide scholarships to the community? BILL – We have give-aways that we raffle away at the end of the dinner. RAY – Cprime provides a couple of seats to sit in and audit before we send members their way. CATHERINE – Lunch and learn – Can we make these series more cost effective by doing webinars? BILL – That could be an option. CINDY – We are looking at that for the speaker series.</p> |
| <p>PROFESSIONAL DEVELOPMENT– Cindy Muscio</p> <p>1.</p> | <p>REPORT</p> <p>STATUS: Individual team objectives defined with a 3 month goal set.</p> <p>PLANS: Team to get together on 10/24 to review goals and objectives</p> <p>STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS:Need more volunteers</p> |

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| | <p>MINUTES: In summary, there has been a lot going on in PD, and I've been working with Tony in setting up goals, or setting up the team in general. As you are all aware, we need more volunteers. Key items – we are putting together a team of directors of Speakers maintaining a database of speakers, vetting them and providing feedback on the speakers so that when we can share with other chapters in the area as well. All the chapters have been talking about at Region 7 this year.</p> <p>In the past we have had raffle items of books, etc. Reviewing these books – does this fall in CR or PD. I don't want it to fall in PD. BILL – Not in CR. RAY – It would be situational. TONY – As we on-board sponsors or the lunch and learn people get exposure for free...if they have a seat in a class or a product to sell, whatever we can throw that way – food for thought.</p> |
| <p>SPEAKERS SERIES <i>Michael Balsam</i></p> | <p>REPORT</p> <p>STATUS:</p> <p>PLANS: Working with Ray Ju for an October speaker and lining up with CPU in SF at Mechanics Bldg for November</p> <p>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</p> <p>ISSUES, RISKS, & AGENDA ITEMS: Complete a charter to ensure all are in agreement with 2010 direction.</p> <p>MINUTES:</p> |
| <p>CAREER DEVELOPMENT <i>Sharawn Connor</i></p> | <p>REPORT</p> <p>STATUS:</p> <p>PLANS: Focus on developing a series of seminars on a monthly basis in 2010 for job seekers. Topics include interview techniques, breaking into a PMO, PMP certification, networking, etc. There will always be a guest speaker/SME at the seminars.</p> <p>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</p> <p>ISSUES, RISKS, & AGENDA ITEMS: Need an additional 2 volunteers for this area, with more based on need.</p> <p>MINUTES: Job board does fall under Sharawn.</p> |
| <p>DINNER MEETINGS <i>Aisha Williams</i></p> | <p>REPORT</p> <p>STATUS: 2009 fully booked except December</p> <p>PLANS: Agree December & January format at this meeting and approval for 2010 calendar. Once 2010 calendar is approved work with procurement to discuss location options/negotiations.</p> <p>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</p> |

ISSUES, RISKS, & AGENDA ITEMS:

2010 schedule:

3rd Wed 1/20 WC
3rd Thur 2/18 SF
3rd Thur 3/18 WC
3rd Wed 4/21 SF
3rd Wed 5/19 WC
3rd Thur 6/17 SF
3rd Thur 7/15 WC
3rd Wed 8/18 SF
3rd Wed 9/15 WC
3rd Thur 10/21 SF
3rd Thur 11/18 WC
2nd Wed 12/9 SF

December Dinner format: Focus on job opportunities

Title – Contracting in today’s environment, the value of social networking & What firms are looking for.

Concept - Two panelist so far to speak on the following: Connie Yaeger - Contracting in Today's Environment; Carlos Hernandez - The Value of Social Networking (such as Twitter/Facebook/Linked In); having a couple recruiters speak on project management in the fields of health care, technology and general project mgmt would potential give the job seeks insight into what firms are really looking for

Researching to find the following:

Recruiters who specialize in Healthcare, Technology, and General Project Mgmt-----Connie has contacts but we can also seek names of others

January Dinner format: Focus on education opportunities

Instead of SIGS have local education providers attend, topics still to be determined.

MINUTES: CINDY - I need board assistance. Format for December and January meeting. Need approval for schedule so that we can start negotiations with venues for 2010. We are rotating days for Walnut Creek and San Francisco. Any issues with this schedule?

Various - No.

CINDY - December Dinner format - focus on job opportunities instead of volunteer recognition. We've been working with Connie Yager a little bit on this. We are thinking of having two speakers, sound bites – Contracting in Today's Environment and the Value of Social Networking and What Firms are Looking For. Having the 2 sound bites as well as getting some recruiters in so that we have recruiters for our membership – end of year drive. The CR Team will help us pull in some recruiters. In the past December has been Volunteer Recognition, and not really providing value to our membership. We wanted something of value to give to our membership in December – not just volunteer recognition.

DHIRAJ – I want one event for our volunteers.

TONY – International Volunteer Appreciation Day is December 5.

CINDY – Is the new December format ok with everyone?

January format used to be SIG's, but no longer. We could work with Education providers we have relationships with in the bay area like Berkeley, UCSF, C??? (pinnacle in our relationship) – different certifications, education on PMI and Project Management and have education providers have stalls.

TONY – Can we do that in concert with a speaker?

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| <p>PROFESSIONAL SPEAKERS SERIES <i>Neal Cronin</i></p> | <p><u>REPORT</u></p> <p>STATUS: Rescheduled John Stenbeck's classes to 11/13 & 11/14</p> <p>PLANS: Structuring to team to review opportunities for 2010, trying to align topics.</p> <p>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</p> <p>ISSUES, RISKS, & AGENDA ITEMS: Neal to follow-up on Sonja's comments from last month - Career Dev workshop in December before the dinner meeting (with former President of Bldg Inspector Commission). He wants to talk about possible employment possibilities due to stimulus package. PG&E would like to help with a workshop in January geared towards Procurement and supplier management.</p> <p>MINUTES:</p> |
| <p>CERTIFICATIONS PMP, CAPM, PgMP, Risk, Scheduling <i>Tim Salaver</i></p> | <p><u>REPORT</u></p> <p>STATUS:</p> <p>PLANS: Develop an RFP process for certification classes and provide to board for approval, end objective is for chapter to be able to provide Prep classes.</p> <p>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</p> <p>ISSUES, RISKS, & AGENDA ITEMS:</p> <p>MINUTES:</p> |
| <p>PAST PRESIDENT <i>Nathalie</i></p> <p>1.</p> | <p><u>REPORT</u></p> <p>STATUS:</p> <p>Bylaws – Completed and approved by PMI. Will be part of the election to ask membership approval.</p> <p>Elections – Nomination period has ended. Candidates are being interviewed this week and next. Final list will be created by October 7th. With requests for bios and pictures going to the candidates. Currently elections to open at October 19th for a four week period.</p> <p>Portfolio – Please find the latest portfolio attached. It still needs work and I will work with my colleague Michael to get the right dates in there for 2009 and 2010 but it would be good to start using it.</p> <p>PLANS:</p> <p>Advisory board redesign – On hold until after Nomination process is complete.</p> <p>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</p> <p>ISSUES, RISKS, & AGENDA ITEMS:</p> <p>MINUTES:</p> |

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| MEETING EVALUATION / WRAP-UP – All | |
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Next BOD Meeting on Sat, Nov 14 as part of Strategic Planning Meeting
8-12pm, BOD ½ day Strategic planning mtg (incl. Advisory board)

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 4th 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 | |
|-----------|------|-----------|-----------------|---|--|
| May | 26th | Tuesday** | 7:00 p.m. (PST) | Professional Development & Education | Call-in info will be sent out at least a week prior to the meeting date. |
| 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
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

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 (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

BOD

Thu-Sat, Oct 8-10
Sun-Wed, Oct 11-14
Wed, Oct 21

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