

Venue: 6:00 p.m. to 7:30 p.m. at at the California Pacific Medical Center business office at 633 Folsom, SF, CA – phone-in 888-296-6500, 120311#

Officers in **bold** were in attendance

Officers (2008) Required	Position	Volunteers (Optional)	Position
Nathalie Udo Jennifer Russell Bobby Yarlagadda Tony Appleby Sonja Stewart - Acting Kimi Ziemski	President Past President CFO VP of Operations VP of Professional Development VP of Community Relations	Eoin O'Donoghue Robin Tuscano Rebecca Kim Sonja Stewart JP Zingmark Bill Dominguez Candace Thompson Cindy Muscio Richa Sharma Deborah Droz Christine Bachman	Deputy Director Communications Deputy Director Communications Director Membership Director Dinner Meetings Deputy CFO Deputy VP of Community Relations Deputy Director Membership Deputy Director Dinner Meetings Director Volunteer Services Administrative Assistant to the Board and President Advisory Board
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	Bill Dominguez LouAnn Conner Eoin O'Donoghue Candace Thompson Cindy Muscio Richa Sharma TBD TBD TBD Deborah Droz	Deputy VP of Community Relations Deputy VP of Operations Interim Director Communications / Newsletter Lead Director Membership Director Dinner Meetings Director Volunteers Deputy CFO Deputy VP Professional Development Deputy VP Operations Administrative Assistant to the Board and President

Report Format:

STATUS:

PLANS:

STRATEGIC/OPERATIONAL MILESTONES/CHANGES:

ISSUES, RISKS, & AGENDA ITEMS:

3.) EXPENSE highlights: the chapter experienced a net loss for the Feb.dinner meeting of \$4.4k due to the \$5.1k income received less the \$9.5k spent. , Santa Rosa/off-site (\$3k), & Yank Sing/R7 deposit (\$2.5k).

PLANS:

1.) Finance team turnover 3/31. Two key tasks:

* Revise BofA signature card (JP/Tony).

* Change online account logins/passwords (BofA, QuickBooks)

2.) Bobby Y. to review, sign, & submit 2008 tax forms.

3.) Expect remaining \$4.25k in 35th Anniv. sponsor/vendor income (Microsoft, Intersect, Global Knowledge, cPrime) to be received this month, as well as final expenses (photography, video, expense reports, & most notably Westin-SF).

STRATEGIC/OPERATIONAL MILESTONES/CHANGES:

1.) Purchased new HP laptop for Professional Development media presentations.

ISSUES, RISKS, & AGENDA ITEMS:

1.) PMI-HQ member dues collection/disbursement system issues have been resolved. Feb. dues income returned to 'normal' \$6.6k (from the Dec./Jan. low \$4.1k).

2.) Have adequate resources been provided for the venue (Westin-SFAirport) for the joint PMI-SFBAC/SV dinner meeting (e.g. final contract not submitted yet for review/signature)?

3.) 2009 Budget:

Dhiraj D. added \$2k in May for Volunteers, Tony A. added \$1k in Dec.

for Affiniscape user conference. JPZ corrected/increased member dues income to \$6k/mo. and added actual Feb. dinner mtg. expenses (\$9.5).

Budget is ready for final review/approval.

File ("2009 Budget Overview.xls") posted to BoD shared site:

Click [Here](#)

MINUTES:

Bobby – really nice to work with all of you. JP has transition plan in place, good budget is in place, good to see current cash position, good to meet budget this year, and sure we will next year. Thank you JP for being defacto CFO for the past 6 month.

JP – highlight on income: 30K online from Affiniscape for the 35th anniversary event. The hotel has not been paid yet, Bill will act on that. Status forthcoming. Expense, paid for Feb dinner meeting, 4k loss. Paid off Santa Rosa offsite and paid the \$2,500 deposit for the Region 7 conference dinner at Yank Sing restaurant (Sat. 4/18). An invoice for the balance due will be provided by the restaurant after the event.

Plans – pretty good turnover plan – sign a new sig sheet, sign off on taxes, handover of physical items (checks, etc.)

Strategic – purchase HP laptop, useful and helpful for 35th anniversary.

Risk – planning and signoff of contracts – joint meeting – still in negotiations, would prefer \$35 a member.

Changes to budget were made...ready for approval, may be revised from time to time for emergencies or unanticipated items.

Approvals to Budget: (Nathalie - will approve end of this week)(Tony - approved)(Kimi - approved) (Sonja - will work with Nathalie for approval on Prof.Dev. budget) (Ray – approved budget) (JP/Bobby - approved budget)

Photographer from 35th event sent link of proofs to look at online. JP can forward to BoD. Sent real images on disk to Jennifer. JP will coordinate getting another set for anyone who needs it.

JP – no check of PO box, need key to coordinate. Ray has key, picked up about 60 pieces of mail, some mailers sent back, and some expense reports, and a few checks.

<p>OPERATIONS Tony (2009 Dhiraj Dogra)</p> <p>1. Discussion with Greg (CEO - PMI) on membership dues.</p>	<p>Going forward, starting April 1, send expense receipts to PO box, use finance@pmi alias.</p> <p>REPORT STATUS: Please note this includes Membership (as well as Communications and Volunteers) PLANS: Defer to Dhiraj as incoming VP of Operations STRATEGIC/OPERATIONAL MILESTONES/CHANGES: Onboarding new Deputy VP of Operations; ramping up multiple committees and projects ISSUES, RISKS, & AGENDA ITEMS: Still need a Director of Communications; agenda item to discuss new Webmaster</p> <p>MINUTES: Tony - Dhiraj can reach out to Greg regarding membership dues: room to do something with PMI memberships fees, chapter fees only \$30. Dhiraj to discuss with Greg in detail – what is the input of the board? Christine – was a fund available for chapters to use if they needed assistance? Individual should contact PMI HQ for assistance. Nathalie – write down proposal we have in mind so that Greg can take it forward (one-page proposal to resolve problem of people who have lost their job and cannot afford their membership anymore). The following questions were raised: 1. Is this more appropriate to take to governing body. 2. Does PMI really want to establish this kind of precedent - Is there substantial response from other associations so we know what industry standards would be - Other chapters? (tie-in for Region 7?) (who made this point and what exactly was it). 3. This isn't forever; do we want to squander political collateral we've built? Rebecca – will be giving updates on chapter membership – increase from last year...will have to dig deep to justify people are not joining because of economy. People are joining. Tony – any plans for exit interviews and exit surveys? Rebecca – that is on list, are ramping up volunteers to do this.</p>
<p>COMMUNICATIONS Tony</p>	<p>REPORT STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS:</p> <p>MINUTES: Tony - Need communications director. Some people submitted requests to volunteer and no one ever answered. Volunteers are in database, Richa will call later and will do outreach to these. Richa putting together large team – doing great job. Jennifer – biggest gap is onboarding. Dhiraj – working with Richa to create an HR department working with recruiting mgrs. And board of directors – proposal for bod or mgrs will give requirements, hr will take directly or person will be interviewed. (Kimi) before we do this, we should get current process to work. Tony.- volunteer db is complicated and unwieldy...no notices sent to understand someone is waiting. Christine – need documentation to understand what needs to be done. Nathalie – don't want to solve symptom, need to solve problem Rebecca needs volunteers to on-board now – will Richa help with welcome letter, forms to sign, etc? Tony – yes.</p>

<p>MEMBERSHIP UPDATE <i>Rebecca</i> <i>(2009 Candice Thompson)</i></p>	<p>REPORT See reports at Project Host: 2009 SF-BAC Membership Statistics 2009 Component Monthly Stats 031809.xls click here. http://www.pmp.org/~/media/Project_Host/2009_SF-BAC_Membership_Statistics/2009_SF-BAC_Membership_Statistics.xls</p> <p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS & AGENDA ITEMS:</p> <p>MINUTES: Rebecca – as of end of February, current 2576 (up 40 members from end of last year), PMP has shot up 1522, 33 more since end of year. Retention is 95% from beginning of year, attrition is 5%. Have met GOC rec. of 70% retention since we are at 95%. Tony - how is webmaster working out? Nathalie: working quite well. Learning curve but is getting productive currently.</p>
<p>VOLUNTEERS <i>(2009 Richa Sharma)</i></p> <p>1. Volunteer Team-building and Recognition .</p>	<p>REPORT STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS:</p> <p>MINUTES: Planning volunteer team building recognition event in June.</p>
<p>COMMUNITY RELATIONS <i>Kimi</i> <i>(2009 Ray Ju)</i></p> <p>1. Premier Sponsorship Prospects 2. Succession</p>	<p>REPORT Numbers for the 35th Anniversary event will be provided by Bill Dominquez, PM for the event. Feedback on the event will be provided by Candice Thompson via Membership Transition wiki set up by Ray Ju and commitments to load documents in by Kimi Ziemski by end of March. Job titles are set for entire 2009 CR team – we are awaiting business cards and badges</p> <p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS:</p> <p>MINUTES: Candace is putting together feedback from membership – 1.where’s all this been, 2.where are our tools, 3.talk to our boss Moving to a more professional/strategic method. Documents are behind right now. (marketing info, assoc. docs, intro letters, original charter. Working with board to outline succession policies and threshold performance. Along with that...I’m begging..open rolodex, SAP, oracle, hp, primavera...enrich potential pool of premier sponsorship firms. Any ideas when you could have preliminary succession policies and roles and responsibilities by the 4th? There are standard</p>

	<p>forms, advisory board/Nathalie could pull together.(Nathalie will look for forms).</p> <p>Jennifer - On the new <u>Community Leadership Online Community</u> website there is a whole ton of templates and materials that PMI has made available and we should be using on a regular basis.</p> <p>Kimi – then each VP should have temp outline fairly soon.</p>
<p>PROFESSIONAL DEVELOPMENT– Sonja Stewart (2009 Sonja Stewart)</p> <p>1. Clear roles and responsibilities</p>	<p><u>REPORT</u></p> <p>STATUS: Monthly dinners scheduled At least next Three dinners listed on web (April, May and June fun event). Regarding May, I asked Nathalie for info on the speaker and workshop for IIL. I also reminded her about the next 3 month rule (all dinner meeting info for the next 3 months should be posted on the web). We talked again this morning. Need info regarding fun event and joint dinner meeting (still haven't heard back from Frank. I emailed him again). Regarding August with John Stenbeck, supposedly we receives really good reviews and lots of attendees when he speaks at the congress (600+ people) but I'm still asking Nathalie for info re: his topic for the dinner meeting and prof dev event in Sept.</p> <p>PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS: [Muscio, Cindy] Can board members not congregate at the back of the meeting room and talk during speaker presentation. This was feedback from one of our speakers in Feb.</p> <p>[Stewart, Sonja] Can we clarify who the point person is for requesting venues for Professional Development events? Also, can we clarify how equipment is expected to get from the various events, dinner meeting, professional dev events, Reg 7, etc....?</p> <p>MINUTES: Sonja – we need clear roles and responsibilities...too many emails, not going through Sonja. Need equipment for the different events going on...who handles equipment and location? Was logistics changed to finance? Yes, procurement. Need new volunteers in this area. Bill is filling in in this area.</p> <p>CR and DM need a mtg within the next 35 days to iron this out, offline. JP – doesn't think he needs to be involved.some high level needs to occur. Do we have a procurement person, yes, he is going to reach out to a couple of people to see if he can get assistance. Then consult with JP re: contract.</p> <p>Kimi was going to send out dates for a meeting</p>
<p>DINNER MEETINGS Sonja</p>	<p><u>REPORT</u></p> <p>STATUS: January Dinner Meeting cancelled due to lack of communications to members February dinner meeting turnout was 160 people, new location, 2 speakers, 2 PDUs; still awaiting survey feedback; Schedule - Currently planning remaining dates, Speaker submissions have been received and we are vetting. March dinner meeting cancelled for 35th Anniversary celebration April is on site and open for registration</p>

	<p>May - awaiting speaker name from Nathalie June - Fun event started planning options July - Confirmed date with Silicon valley, hotel negotiations under way and speaker negotiations under way August - Aligning with a PD event so awaiting speaker confirmation September - Speaker slotted October - in addition to needing speaker need info for Wally xxx award November - Need speaker December - Need to know if we're doing a holiday party and /or volunteer recognition</p> <p>PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS:</p> <p>MINUTES: Cindy? Need Frank to confirm joint dinner meeting in July. Have next 3 months on the web. April done. Is May done? John Stenbeck?</p>
<p>PAST PRESIDENT <i>Jennifer</i> <i>(2009 Nathalie)</i></p> <p>1.</p>	<p>REPORT STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS:</p>
<p>MEETING EVALUATION / WRAP-UP – All</p>	

Next Meeting on

Sat, Apr 4: 8am-12pm

½ day Strategic planning mtg (official handover)

(incl. Advisory board & outgoing board) **at the California Pacific Medical Center business office at 633 Folsom, SF, CA – Mandatory in-person attendance for 2008 and 2009 Board and Advisory Board.**

Wed, Apr 8: 6:00 – 7:30pm

BOD (if needed)

Report Format:

STATUS:

PLANS:

STRATEGIC/OPERATIONAL MILESTONES/CHANGES:

ISSUES, RISKS, & AGENDA ITEMS:

PMI SFBAC 2009 Schedule

January

Wed, Jan 7: 6:00 – 7:30pm
Thur, Jan 15
Fri, Jan 30/Sun, Feb 1

BOD
Dinner mtg, SF
Strategic planning mtg off-site with new BOD
(incl. Advisory board & key Directors)

February

Fri – Sun, Feb 6 – 8
Mon – Wed, Feb 9 – 11
Wed, Feb 11: 6:00 – 7:30pm
Wed, Feb 18

APAC LIM (just FYI)
APAC Congress (just FYI)
BOD
Dinner mtg, Walnut Creek (WC)

March

Fri, Mar 6
Wed, Mar 16: 6:00 – 7:30pm

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

Wed, Jun 10: 6:00 – 7:30pm
TBD
Sat, Jun 27: 8am-12pm

BOD
Summer Fun event
½ day Strategic planning mtg
(incl. Advisory board)

July

Wed, Jul 8: 6:00 – 7:30pm
Thur, Jul 16

BOD (if needed)
Joint dinner mtg – Silicon Valley

August

Wed, Aug 12: 6:00 – 7:30pm
Wed, Aug 19
Sat, Aug 29: 8am-12pm

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

September

Wed, Sep 9: 6:00 – 7:30pm

BOD (if needed)

Thur, Sep 17

Dinner mtg, SF

October

Tues-Oct 6: 6:00 – 7:30pm

Thu-Sat, Oct 8-10

Sun-Wed, Oct 11-14

Wed, Oct 21

BOD

NA LIM (BOD + key directors are expected to attend)

NA Congress (just FYI)

Dinner mtg, WC

November

Sat, Nov 14: 8am-12pm

Thur, Nov 19

½ day Strategic planning mtg (incl. Advisory board)

Dinner mtg, SF

December

Wed, Dec 2: 6:00 – 7:30pm

Wed, Dec 9

BOD + BOD & key Directors holiday get together

Dinner mtg - Holiday Party!, SF