

Venue & Dial-in Number: In-person only; Café Claude, 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	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 Advisory Board <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 Dhiraj Dogra	APPROVAL OF LAST MONTH’S MINUTES: Ray, Tony, JP, and Dhiraj vote Yes; Cindy declines to vote as she had not had the opportunity to review; vote passes. STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS: BOARD VOTES: MINUTES:

PRESIDENT
Tony Appleby

STATUS:

Annual strategic planning session details mostly complete for 1/29-1/31 offsite meeting (Waterfront Hotel in Jack London Square, Oakland).

- Incoming and outgoing board meets for dinner Friday 7:00 p.m. and will sort through 2010 roles and responsibilities for each team. Limited hotel stays for long-distance volunteers.
- Saturday morning (8:00 a.m. start) begin strategic planning session. Agenda includes review of strategic thinking, examination of current strategic plan and potential revisions, and planning for 2010. Special dinner and fun team-building evening scheduled; all invitees may stay overnight at the hotel.
- Sunday morning (8:00 a.m. start) will review portfolio, metrics, and calendar. Depart before noon.
- New admin still to be onboarded.
- 2009 Charter renewal completed and under review by GOC.

PLANS:

- Identify additional PMO staff for portfolio management and metrics collection / reporting
- 5 Dynamic training this week
- Begin infrastructure access transition to Ray (leveraging the Key Systems List available on the SharePoint site)
- Convention attendance policy under development

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

ISSUES, RISKS, & AGENDA ITEMS:

1. How to improve 2010 board meetings
2. Strategic goals
3. 2010 Board Meeting locations
4. Annual Report heads-up
5. Deputy position descriptions

MINUTES:

	<ol style="list-style-type: none"> 1. Board meetings moving forward will <i>only</i> talk to strategic issues associated with issues, risks, action items, and planned agenda items. Tactical/operational conversations will occur offline. 2. Tony has included strategic projects within the monthly minutes as a prompt and to allow for review in advance of the annual strategic planning session later this month. 3. We will work offline to seek out new locations for the 2010 board meetings. Natalia might very well be able to provide a room at GGU; Cindy advised that Schwab was unlikely, as a financial institution, to be amenable to such. 4. The board was reminded that the call for details to include in the annual report will be going out soon. Rough timeframe is to have the materials ready in April, well in advance of the June Annual Membership Meeting. 5. The board was advised that, prior to the April board transition, deputy position descriptions will need to be crafted. 6. Tony also added that he distributed the raw data results from the annual membership survey to the board and subsets to the Communications Director, Newsletter Editor, and Social Media Manager. Board is requested to review in advance of the strategic planning session and the Director of Membership is working on a detailed analysis for future use. 7. Tony will have a poster crafted for the annual strategic planning session of the 5 Dynamics Strategy pages from Joyce's 5 Dynamics presentation and brief Mark Morgan on the results that he may incorporate such into his program for the annual strategic planning session.
<p>FINANCE <i>JP Zingmark</i></p>	<p>STATUS:</p> <ul style="list-style-type: none"> • Along with many operational and programmatic successes last year, 2009 was also a successful financial year with an increase in reserves of \$6k rather than the -\$15k loss that was projected. • The Jan. 20 dinner meeting agreement has been signed & submitted for the Embassy Suites. • The Jan. 29 strategic planning agreement has been signed & submitted for the Waterfront Hotel. • Finance requested attendance figures this past week for the three cPrime classes (held Nov. & Dec. '09) directly from Zubin Irani. In December, CR/Elaine L. reported that the responsibility for the account had moved to PD, and PD did not have the data available. TBD on Mr. Irani's response. <p>PLANS:</p> <ul style="list-style-type: none"> • Finance plans to invoice Chris Sims of Agile Learning Labs for \$500 within the next week to sponsor the chapter dinner meeting in February. • Finance team plans to work with Operations to facilitate telephony vendor switches once an Operations plan for meeting 2010 chapter communication needs (conference phone, webinar, etc.) is solidified. Operations & Finance plan to take advantage of possible discount offerings from Affiniscape per their Dec. & Jan. announced offerings. <p>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</p>

	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	
	<p>ISSUES, RISKS, & AGENDA ITEMS:</p> <ul style="list-style-type: none"> • Finance is waiting for updates from Operations re: porting SharePoint (or other repository) information to another platform (presumably Basecamp). Progress in this area will enable the chapter to theoretically decommission the ProjectHosts site (thereby eliminating the monthly SharePoint hosting fee). • A reminder that 2010 LIM attendance plans should be completed and submitted to Finance before the 2010 budget plan is submitted for BoD approval. Finance requests that LIM attendance plans be generated to validate (or modify) the current budget plan of 8 US, 2 Asia/Pac, & 2 EU attendees. If possible, attendance plans for Region 7 leadership conference (in Phoenix) should also be provided to validate (or modify) the current plan of 10 attendees. The LIM and R7 events cost more per head than most events primarily due to travel costs, accommodations, etc. and the general larger population of recommended leadership attendees. <p>MINUTES:</p> <ol style="list-style-type: none"> 1. It was noted, with kudos to the leadership team for making it happen, that the Chapter concluded 2009 \$21,000 ahead of the planned year-end results (even with the \$15,000 in donations). 2. Finance requested of the Comms team a plan for porting the records from Sharepoint to the Basecamp site. Natalia promised to craft something within the few weeks. Dhiraj expressed concern over the availability of volunteers to perform the work necessary; it was suggested that – as was done when we ported materials from Yahoo! Groups to SharePoint – the individual teams would be responsible for performing the transfer of their own materials. Natalia reassured the group that security / restrictions for the various areas could be established so that sensitive documents would not be accessible to those who should not have permissions. 3. JP will post a file for the board to review and comment as to who should be in attendance at the various conferences throughout the year. The board should review and finalize as soon as possible. Information should also be sent to Tony who is crafting a policy around such moving forward. 		
<p>OPERATIONS <i>Dhiraj Dogra</i></p>	<p>STATUS: A slow month due to holidays but still achieved strategic milestones.</p> <p>PLANS: Succession planning with Natalia and other open positions begun.</p>		

STRATEGIC/OPERATIONAL MILESTONES/CHANGES:

PROJECT	DUE DATE	STATUS
Develop and implement mentoring program, and maintain it.	4Q 2009	
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	

ISSUES, RISKS, & AGENDA ITEMS:

Lost 2 volunteers due to health issues and new job in different country. MUST get new volunteers to keep the programs intact. Dangerous situation of sustaining the programs in absence of volunteers.

MINUTES:

No discussion.

COMMUNICATIONS
Natalia

STATUS:

Affiniscape Conference - see attached report
Team conference call

E-mail blasts:

- 12/01/09 PMI SFBAC Upcoming Events in December
- 12/04/09 Last Chance to Register, PMI-SFBAC December Career/Networking

Event

- 12/11/09 cPrime Training Center and PMI-SPBAC have partnered to provide you this Special Offer!

Newsletter:

- Last for the year issue.

Social Media Channels:

- Adwords account has been created

Website:

- Timely support for the Career/Networking Event
- Created new pages/area:Chapter History Blog & Volunteer »
- HandsOn Bay Area
- Requirement gathering towards the Website redesign

PLANS:

- Create a weekly history blog posting
- Have a biweekly Communications team conference

STRATEGIC/OPERATIONAL MILESTONES/CHANGES:

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<p>MEMBERSHIP UPDATE Candice Thompson</p>	<p>ISSUES, RISKS, & AGENDA ITEMS:</p> <ul style="list-style-type: none"> • Need to decide which event will be advertised through Adwords • Need to decide who will be managing History Blog • Approval for the Affiniscape offer for GotoMeeting • Approval of the Project New eNewsletters Module • Approval of the Project Website redesign <p>MINUTES:</p> <ol style="list-style-type: none"> 1. The Communications team requests that the Professional Development team advise which event will be used to test the efficacy of the Adwords account, which has been established and is ready to go. PD will advise once they have identified an appropriate event. 2. The Communications team would like to know if the Community Relations team will take ownership of the Chapter History site moving forward. Response was? 3. The social media team will have a timeline prepared before the end of the month for blogging / posting of content. 4. The free webinar conferencing system offered by GOC is too burdensome for use on a routine basis but <i>should</i> be used for large webinars / conferences. As for use of the GotoMeeting module, the board is requested to email issues or concerns with our tele- and web-conferencing system that she may craft a proposal for the board's review that identifies what tool set(s) we should use moving forward. 5. Communications will likewise provide proposals for the board to review offline regarding the \$1500 purchase of the Affiniscape eNewsletters module and the project website redesign. Natalia will set up a web conference so the board can review the eNewsletters module and Rohini will be working with Ray and Tony on the overall Chapter web site look and feel. 6. The board acknowledged that the work performed by the Communications team in 2009 was exceptionally remarkable and <u>very</u> much appreciated. 																	
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<p>VOLUNTEERS Richa Sharma</p>	<p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS:</p> <table border="1" data-bbox="380 313 1869 724"> <thead> <tr> <th data-bbox="380 313 1444 354">PROJECT</th> <th data-bbox="1444 313 1646 354">DUE DATE</th> <th data-bbox="1646 313 1869 354">STATUS</th> </tr> </thead> <tbody> <tr> <td data-bbox="380 354 1444 402">Create a volunteer recognition plan including processes.</td> <td data-bbox="1444 354 1646 402">2Q 2009</td> <td data-bbox="1646 354 1869 402"></td> </tr> <tr> <td data-bbox="380 402 1444 467">Identify key metrics, such as retention, number of volunteers, and volunteer satisfaction, and begin regular measurement and trend analysis.</td> <td data-bbox="1444 402 1646 467">3Q 2009</td> <td data-bbox="1646 402 1869 467"></td> </tr> <tr> <td data-bbox="380 467 1444 548">Develop proposed volunteer career paths for those interested in advancement through volunteer roles.</td> <td data-bbox="1444 467 1646 548">3Q 2009</td> <td data-bbox="1646 467 1869 548"></td> </tr> <tr> <td data-bbox="380 548 1444 589">Create volunteer handbook, and distribute to all new volunteers.</td> <td data-bbox="1444 548 1646 589">4Q 2009</td> <td data-bbox="1646 548 1869 589"></td> </tr> <tr> <td data-bbox="380 589 1444 654">Develop routine process to identify new volunteer requirements, and associate them with members interested in volunteering.</td> <td data-bbox="1444 589 1646 654">1Q 2009</td> <td data-bbox="1646 589 1869 654"></td> </tr> <tr> <td data-bbox="380 654 1444 719">Develop criteria and process for volunteer assessment and review against established criteria.</td> <td data-bbox="1444 654 1646 719">2Q 2009</td> <td data-bbox="1646 654 1869 719"></td> </tr> </tbody> </table> <p>MINUTES: Professional development has an <i>immediate</i> need for another Deputy VP. Richa is having a volunteer meeting later in the week and Tony will ensure that Cindy's need is brought forward.</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	
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<p>OPERATIONS MANUAL Christine Bachman</p>	<p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS: MINUTES:</p> <p>The board recognizes that Christine has been working on the manual of and on for several years but also recognizes that not very much has been accomplished. Kimi will work to request Christine to step aside that new leadership may be brought to this effort. The Chapter's bylaws reference the manual and it would be optimal to have <i>something</i> available before the board transition in April.</p>																					
<p>COMMUNITY RELATIONS Ray Ju</p>	<p>STATUS:</p> <ul data-bbox="428 1195 1919 1446" style="list-style-type: none"> December, Career Fair feedback from the participating partners has been very positive. They were impressed at the quality of candidates and some have follow up interviews for job placement. Ray and Tony met with Lou Reda and Sabrin Qutb of HandsOn Bay Area one of the seven charitable organizations that the SFBAC donated funds to in November. They will be featured in an article in the February issue of PMI Today. Ray has met and continues to support the Volunteer Team in active discussions with Richa on upcoming 2010 recognition events and engagement process. Similar forward looking discussions are occurring with Dhiraj and Nathalia for Ops and Communications. The CR Directors will be meeting in person on 1/14 in Pleasanton. <p>PLANS:</p>																					

- Bill has completed the contract negotiations with the Waterfront Hotel for our upcoming JAN 29-31, Board Strategic Planning retreat.
- Bill has met with Neal and Catherine to begin planning event in FEB with Agile Open Space theme.
- Elaine has been working with cPrime to develop a “Sponsorship Package” that will allow them to participate in a variety of marketing, promotion and joint venture activities with SFBAC for one set fee.
- Brainstorming 2010 session is planned with Aisha and PD for 1/14 to discuss dinner themes, speakers and sponsors to integrate events and foster collaboration between SFBAC teams.

STRATEGIC/OPERATIONAL MILESTONES/CHANGES:

- Kimi is engaged with Nathalie, Tony and Ray to finalize the Professional Development RFP Certification partner selection process.
- The transition has started and is ongoing with the CR Team for the 2010 roles of President between Tony and Ray, VP Bill and Ray, and Deputy VP Bill and Elaine.
- Marlena Hanlon has accepted a CR Public Relations position and Candice Thompson for Community Outreach.

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:

- Lessons Learned for December Career Fair event has not yet confirmed to happen from PD. Tentatively scheduled for the evening of 1/18. Nathalie has volunteered her home for the session and to facilitate. Essential to conduct this as we plan for the next East Bay Career Fair.
- Zubin Irani, Principal at cPrime has provided the details to the negative affects having the wrong coding for courses advertised by SFBAC has had. We need to develop corrective actions as a Board to improve on.
- UC Berkeley Extension and Agile Learning Labs did not respond to Certification RFP. We need to look at them and other partners that we’ve built relationships with to include them with ongoing training and sponsorship opportunities.
- Review, discuss and ratify LIM Attendance Policy Melbourne FEB, Milan MAY, Washington DC OCT and Region 7 APR. Who gets to go and what are the selection criteria?
- Finalize January 29-31, 2010 Board Retreat: Agenda setting, attendee list and team building ideas.

MINUTES:

1. The lessons learned event will occur as planned and Cindy will represent the Professional Development team even if Aisha is not available.
2. Zubin’s comments regarding the problems experienced last year are duly noted and will be incorporated in our Lessons Learned that we absolutely do not repeat them next year. The responsibility of the action item for addressing the Lessons

	<p>Learned is the Professional Development team.</p> <ol style="list-style-type: none"> 3. Similarly, there are extensive lessons learned from the RFP process that need to be captured. The selection committee will document these after the process has been concluded. 4. The conference attendance criteria is being drafted by Tony for review by the board. 5. The Annual Strategic Planning Session items will be addressed offline. 																		
<p>COMMUNITY RELATIONS <i>Elaine Law</i></p>	<p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS: MINUTES: No discussion.</p>																		
<p>PUBLIC RELATIONS <i>Kimi Ziemski</i></p>	<p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS: MINUTES: No discussion.</p>																		
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CAREER DEVELOPMENT <i>Sharawn Connor</i>	<p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</p> <table border="1"> <thead> <tr> <th>PROJECT</th> <th>DUE DATE</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>January Offering Identified</td> <td>4Q 2009</td> <td></td> </tr> <tr> <td>February Offering Identified</td> <td>4Q 2009</td> <td></td> </tr> <tr> <td>March Offering Identified</td> <td>4Q 2009</td> <td></td> </tr> <tr> <td>April Offering Identified</td> <td>1Q 2010</td> <td></td> </tr> </tbody> </table> <p>ISSUES, RISKS, & AGENDA ITEMS: MINUTES: The team is currently working on improving problems associated with the Career Center site. Laura has a teleconference scheduled with the Association Career Network folks this Friday.</p>	PROJECT	DUE DATE	STATUS	January Offering Identified	4Q 2009		February Offering Identified	4Q 2009		March Offering Identified	4Q 2009		April Offering Identified	1Q 2010			
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<p>BREAKFAST ROUNDTABLES <i>Kathleen Watson</i></p>	<p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS: MINUTES:</p> <ol style="list-style-type: none"> 2010 dates have been completed for the Chapter web site. The San Bruno breakfast roundtable has been experiencing attendance issues and the format has been changed to a Happy Hour event. It will continue to be managed by Kathleen Watson as part of the roundtables. 															
<p>DINNER MEETINGS <i>Aisha Williams</i></p>	<p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</p> <table border="1" data-bbox="380 485 1869 703"> <thead> <tr> <th>PROJECT</th> <th>DUE DATE</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>January Offering Identified</td> <td>4Q 2009</td> <td></td> </tr> <tr> <td>February Offering Identified</td> <td>4Q 2009</td> <td></td> </tr> <tr> <td>March Offering Identified</td> <td>4Q 2009</td> <td></td> </tr> <tr> <td>April Offering Identified</td> <td>1Q 2010</td> <td></td> </tr> </tbody> </table> <p>ISSUES, RISKS, & AGENDA ITEMS: MINUTES:</p> <p>Aisha-Lorraine Williams has resigned as Director of Dinner Meetings and there is an urgent need to find an immediate replacement. It is unclear to what extent she will be available for transition activities to the new director.</p>	PROJECT	DUE DATE	STATUS	January Offering Identified	4Q 2009		February Offering Identified	4Q 2009		March Offering Identified	4Q 2009		April Offering Identified	1Q 2010	
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<p>CERTIFICATIONS PMP, CAPM, PgMP, Risk, Scheduling <i>Tim Salaver</i></p>	<p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS: MINUTES:</p> <p>RFP issues are being resolved. There have been some potential issues / risks with our established relationships with Agile Learning Labs and UCBX not having been aware of or considered for the RFP which will need to be managed. The Professional Development team is looking for advice from the Community Relations team on how best to mitigate these concerns.</p>															
<p>PAST PRESIDENT <i>Nathalie</i></p>	<p>STATUS: PLANS: STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, & AGENDA ITEMS: MINUTES:</p> <ol style="list-style-type: none"> The portfolio for 2010 is nearly complete and will be provided to Tony before the end of the week. Next activity is to change the composition of the advisory board to include some corporate entities. 															
<p>MEETING EVALUATION / WRAP-</p>	<p>MINUTES:</p> <p>Kudos were offered to the volunteers' spouses and families for enabling and supporting the volunteers' time over the past year.</p>															

UP – All	
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Next BOD Meeting will be February 10, 2010, 6:15 p.m. to 7:45 p.m. (location TBD)

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

PORTFOLIO OF UPCOMING ACTIVITIES: TBD