

**AGENDA FOR PMI-SFBAC BOARD OF DIRECTORS MEETING – 8/12/09**

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

Venue: 6:15 p.m. to 7:15 p.m. at 2100 Franklin Street / 2101 Webster Street in Oakland (same structure; two entrances and addresses - Conference Room A on the 17<sup>th</sup> Floor) Dial-in number: 877-783-2009; Passcode: 124985

<i>Officers in <b>bold</b> were in attendance</i>			
<b>Officers (2009) Required</b>	<b>Position</b>	<b>Volunteers (Optional)</b>	<b>Position</b>
<b>Tony Appleby</b> <b>Nathalie Udo</b> <b>JP Zingmark</b> <b>Sonja C. Stewart</b> <b>Ray Ju</b> Dhiraj Dogra	President Past President CFO VP Professional Development VP Community Relations VP Operations	Kiran Darsha <b>Bill Dominguez</b> <b>LouAnn Conner</b> Cindy Muscio Aisha Williams <b>Candice Thompson</b> Richa Sharma Natalia Boyadjiev Kimi Ziemski Elaine Law  Advisory Board  <b>Deborah Droz</b>	Deputy CFO Deputy VP of Community Relations Deputy VP of Operations Deputy VP of Professional Development Director of Dinner Meetings 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/Deb Droz

**Timekeeper:** Deb Droz

<b>Board Reports</b>	<b>Minutes</b>
<b>SECRETARY</b> Dhiraj Dogra  <b>Agenda Items:</b>  1.	<p><u><b>REPORT</b></u></p> <p><u><b>Approval of last month’s minutes – online in June</b></u></p> <p><b>STATUS:</b></p> <p><b>PLANS:</b></p> <p><b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b></p> <p><b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b></p> <p><b>BOARD VOTES:</b> PMO LIG Charter – done electronically unanimously approved</p> <p><b>MINUTES:</b></p> <p>6:15 to 6:20 Roll call and Secretary’s report                      6:20 to 6:25 Review of open action items</p>

	<p>6:25 to 6:35 Finance report  6:35 to 6:45 Operations report  6:45 to 6:50 Professional Development report  6:50 to 7:00 Community Relations report  7:00 to 7:05 Past President's report  7:05 to 7:15 President's report</p> <p>Nathalie potentially updating bylaws, crafting that for approval of the board, and subsequently the membership. PMI GOC has to take a look at that also. Two items we captured last year on the collaboration site on the home page...they will be included in the update.</p> <p><b>Action Tony</b>– How we deal with volunteers who don't renew their membership</p>
<p><b>PRESIDENT</b>  <i>Tony</i></p> <p><b>Agenda Items:</b></p> <ol style="list-style-type: none"> <li>1. Requesting PDU's</li> <li>2. Event/Meeting Surveys</li> <li>3. Strategic Planning Meeting Date</li> <li>4. Discuss Dues Change</li> </ol>	<p><b><u>REPORT</u></b></p> <p><b>STATUS:</b>  <b>Document process, options and intended outcomes of group assessments and training:</b> No action at this point. Will happen late 4<sup>th</sup> qtr 2009 for next year's oncoming board.</p> <p><b>Develop education plan for teaching volunteer leaders strategic thinking:</b> Tony has identified an article that he sent out to the board "How to improve strategic planning" from the McKinsey's Quarterly. Would like to start a dialog and have everyone participate and comment on The Ten Things to Ask in Any Business Unit Review at the next Strategic Planning meeting, date TBD. Because the strategic planning meeting will have as one of its focuses the 2010 budget, full participation from VP's Deputy VP's and Directors is expected.</p> <p><b>Develop and manage a chapter resource plan, mapping operational committee work and projects to available volunteers:</b> Underway with Natalia.</p> <p><b>Determine which metrics are most critical for our our chapter's success:</b> Portfolio Management Activities underway with Natalie.</p> <p><b>Find a way to receive and, if possible, automate key metrics to help in decision making:</b> Part of and inclusive of Chapter Resource Plan and Portfolio Management.</p> <p><b>Develop ongoing award team and processes to submit chapter for awards and recognition:</b> No action at this point.</p> <p><b>Annual brainstorming day to generate new ideas:</b> Will discuss tonight re: appropriate format – interested chapter members? Key volunteers (directors and above)? Necessary at all?</p> <p><b>OTHER:</b>  Very productive tactical board session in July where we mapped out events and volunteer activities. Tony still owes the mapping graphics to the team.</p>

	<p>I want to make sure that all the VPs and deputies have signed up for the LIM and have made their hotel and airline reservations.</p> <p>Project of the Year: In our closed Officer Board Session, we will have a presenter from the Lawrence Livermore National Lab, the National Ignition Facility, presenting for the chapter's consideration of submitting them for the project of the year award. Tony will send out materials in advance. Results will be in the final minutes.</p> <p>Nathalie and Tony have talked about making adjustments to the makeup of the advisory council. We are adding corporate executives to provide a non-nonprofit point of view, and only the 2 past presidents will likely be on the Advisory Council starting TBD. Other past presidents will continue their mentor role with their respective teams, and we will look to supplement that with mentors from other chapters.</p> <p><b>PLANS:</b>  <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b>  <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b></p> <p><b>MINUTES:</b> We are scheduled to have a presentation by the LLNL National Ignition Facility (NIF) to have us consider submitting them to GOC for Project of the Year – no work entailed to support it, just preferred method to keep junk from getting into GOC's hand. We should have process surrounding future submissions and will use the NIF project as a "pilot."</p> <p>A reminder to submit requests for a PDU claim number to Deb Droz <i>before</i> the event occurs; she has a form that may be used for this. <b>ACTION: Sonja to send to Bill a checklist for his event including information on professional development processes.</b></p> <p>Update regarding criteria for applying for a hardship continuation of PMI membership (which includes continuation in up to two components) was distributed earlier in the week. Please extend the distribution as widely as possible to get the word out to as many of our folks as possible. Will have Eoin post in newsletter.</p> <p>Date for strategic planning session has been requested to be pushed out past Labor Day for maximum participation, VPs, the Board, Deputy VPs / CFOs, and all directors (including the Controller) are requested to be in attendance. We will be discussing next year's budget and all communications activities (including the website and social media). Team decided on Saturday the 12<sup>th</sup>, from 8-12; venue TBD. As the strategic session will include some tactical items, we will forego another tactical session until after the strategic planning meeting.</p>
<p><b>FINANCE</b>  <b>JP Zingmark</b></p> <p>1.</p>	<p><b><u>REPORT</u></b></p> <p><b>STATUS:</b></p> <p>1.) FINANCIAL REPORTS:</p> <ul style="list-style-type: none"> <li>a. July 09 Profit &amp; Loss, and July 09 Balance Sheet</li> <li>b. July 09 Payment Download</li> <li>c. July YTD Budget vs Actual (a mid-year summary)</li> </ul> <p>Report files are posted for your review to the BoD Finance shared site:  Select the <b>7-July</b> folder at this link: <a href="http://tinyurl.com/kukssv">http://tinyurl.com/kukssv</a></p>

**Note:** Reports for June were posted in July, though BoD postponed the meeting and did not discuss. Let me know if there are any questions.

2.) INCOME - Highlights:

- a. Affiniscape registrations \$23.3k (PMP Prep \$16.3k, misc. Prof. Dev. \$7k)
- b. Member dues \$6.5k
- c. Booked 2 web sponsors: UC Berkeley Extension \$2.6k / 12 mo., and cPrime \$1.2k / 6 mo.

3.) EXPENSE - Highlights:

- a. The Westin - SF Airport \$12.8k for 3 events: Joint dinner meeting, Managing Difficult People, & Positive Leadership.

\* Joint dinner meeting net loss only \$2.2k, with over 90 registrants, but 30 no-shows. We invoiced SV chapter for their portion of mtg. fees = \$3.5k (check tbd).

- b. Galleria Park Hotel \$1.4k for three June events.

**PLANS:**

- a. CFO to initiate budget planning, awaiting initial input (if any) from recent meeting of President and Past President.
- b. Procurement Manager position (*the 4th this year*) to be filled beginning 8/10/09 after the resignation of Catherine Knechtli. Jen Prest to train new person, Catherine Dupont.

**STRATEGIC/OPERATIONAL MILESTONES/CHANGES:**

- a. CFO received BoD approval for Financial Policy doc (Thank you!). Posted file to SharePoint to serve as a permanent reference.
- b. A high-level July YTD Budget vs. Actual analysis shows **favorable results**. In our conservative estimations, we budgeted for a **\$15k** loss by this point; however, we're actually **\$25k** ahead, primarily for three reasons:
  - i.) The 'unexpected' \$20k profit sharing check we received from SV earlier this year for the joint **2008** (prior year) meeting.
  - ii.) Stronger than expected sponsorships & member dues.
  - iii.) Affiniscape has not billed us the expected \$4k in career center charges (yet).

This result occurred despite slightly higher costs than anticipated for the 35th Anniv. Celebration & Region 7 events. Excellent job team!

**ISSUES, RISKS, & AGENDA ITEMS:**

- a. PM Prep Cast -> The Prof. Dev. web content analyst (Coline S.L.) gave mostly positive reviews for the new video podcast. Prof. Dev. VP to determine next steps. Recommend posting the course to chapter website for supplemental income and member training hours.

- b. October LIM, Orlando -> Guidelines & key event links are posted to SharePoint (See home page "Announcement"). Has anyone (besides Ray) not registered or booked flights or accommodations yet?

**MINUTES:** It has been 2 months since last report. June report was posted on the Project Host site. Income maker in July was from the PMP Prep course. A lot spent on teacher, but we broke even at end of day.

**Sonja** - we were comping Aileen (speaker) up to 60% up to the last class. Since we give other people 50%, Aileen agreed for the PMP Prep course that comp could be 50/50, but asked that we increase the price of the class, so we did. We did not get as many attendees as we were hoping, but it ended up being a win-win for both of us.

**JP** – I would like to talk to you after the meeting to get more detail. Also, she has not yet sent us her invoice.

**JP** – Received \$6500 in dues last month – better than anticipated, but consistent with previous months'. Ray J. will speak about external sponsors in his update, so I won't go into it much here, but it's a nice thing to have. We secured two web-sponsors in July: 1.) UC Berkeley Extension for one year and 2.) C-Prime for 6 months. Their ads appear on our chapter website home page. We hadn't had any web-sponsors last year, or any until this point this year. Pretty cool that we have it.

The Affiniscape web platform doesn't provide a tracking mechanism to indicate how long an advertisement has been up on the site or when an advertisement should be taken down. Both the Communications team and Finance team will use manual processes to determine sponsor/ad end-dates and/or the time for Community Relations to renew sponsorship/ads with the vendor.

Expense side – We spent a lot at the Westin SF for 3 events, two classes and joint dinner meeting with PMI SV. We are still expecting big check from SV for \$3500 for their expenses. We lost \$2k at joint dinner meeting which is not so bad compared to most of our meetings, and it was extremely well attended. Part of the reason why we didn't lose so much is that we did have 3 or 4 sponsors for that event.

Plan from CFO to institute budget planning Tony, you mentioned we might talk about expectations...

**Tony** – This will tie in with our next Strategic Planning Session where we are planning to begin, at least, flushing out 2010 budget. I want to make sure that if you have needs of us in advance of that meeting, that they are articulated and that you knew we were planning on talking about this at the Strategic Planning meeting.

**Nathalie** – There is a document available with lessons learned from last 2 years – don't plan to make this the final, but we can start this budget planning at the upcoming meeting.

**JP** - Planning 2010 dinner meetings and other planning really helps shape the budget. Something that gets us at least 60% of the way there is to examine that last 2 – 3 years and plug in the things that I have pretty good confidence with. To tell you the truth, we are very consistent with all of our numbers, it's really the exceptions that we are trying to manage for, and any key changes in our decision making about conferences or offsite's and things like that that we really have a lot more control over. Given that we're talking high level and introduction, at this point I'll plan to bring a couple of things to the meeting and take it from there.

**Tony** – As we plan the meeting, we should ensure we have enough time for you to get what you require.

**JP** - Financial policies were approved...distributed about a month ago. Document is published on Project Host. Open to change, tweaking as we need.

	<p><b>Nathalie</b>– I’ve been talking to HQ about them working on career center, and they wanted to see what are chapters preparing to do because they would like to expand their career center (because they have it as well) integrate on a national level what the chapters are doing. He sent some info that I would like to float before the board and get your feedback on it, function and pricing and what our thoughts are. I told him the goal is to keep it free, the goal is that we wouldn’t lose resume postings, because that would be negative for our members. Don’t want to start charging for something that could be free on Monster, or someplace else.</p> <p><b>Tony</b> – We have had significant problems with the Career Center and will be considering other options as part of the Communications committee’s examination of the Chapter’s infrastructure strategy.</p> <p><b>JP</b> – Prep Cast Evaluation was done and distributed to Tony and Sonja. I don’t know what the decision was and whether you are going forward or not. It would be nice, because if people are signing up, it would mean extra income for the chapter.</p> <p><b>Sonja</b>, We need to go talk to them, because the evaluation was that it’s advertising something that it may not be. Colleen said that it was a good tool to study for the Pep, but that it was not rigorous enough to be a standalone item, was the bottom line. We don’t want members to pay \$99 for the course and then flunk the PMP. We need to check these, but caveat that ‘buyer beware.’ Sonja will take on the <b>ACTION ITEM</b> of getting feedback to the group and getting back in touch with the creator of the Prep Cast.</p>
<p><b>OPERATIONS</b> <i>Dhiraj Dogra</i></p> <p>1.</p>	<p><b>REPORT</b></p> <p><b>STATUS:</b> Sister Chapter charter approved PMO LIG charter was approved electronically last week. Mentoring Program Charter working on charter continues, have support person in place Operations Manual making satisfactory progress.</p> <p><b>PLANS:</b> Kick off Sister Chapter Initiative initially with DC Chapter, sign agreement with DC Chapter to secure PDUs for members Establish speaker program for webcasts Proceeding with purchase of Basecamp</p> <p><b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b> None</p> <p><b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b> 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> <p><b>MINUTES:</b></p> <p><b>LouAnn</b> - Continue to move forward on Operations Manual and making some good progress there. <b>Tony</b> – LouAnn and I chatted about sister-chapter initiative before the board meeting, ensure that we are going forward with a</p>

	<p>leveled approach and not just jumping in unduly. team has been in communication with the Washington DC Chapter, and we should publish to board as next step so that they could review it. I've had my questions answered. It would be a test chapter, at which point we'd get some lessons learned from our engagement with them, and then start trying to craft a roadmap for other chapters. And we talked about a number of different scenarios along those lines, and different timelines and that sort of thing. There is additional info coming out along those lines. We also talked about Honolulu being a sister chapter down the road.</p> <p><b>Ray</b> Question for LouAnn – are LIGs being recognized by GOC going forward...<b>Tony</b> – yes. May change.</p> <p><b>TONY ACTION</b> – follow-up w/Natalia regarding the GOOGLE analytics on our website traffic and I need an update from Candice on what they are doing presently to attract new members and retain current members.</p>
<p><b>COMMUNICATIONS</b> <i>Natalia</i></p>	<p><b><u>REPORT</u></b></p> <p><b>STATUS:</b></p> <ul style="list-style-type: none"> <li>• Team got 3 new volunteers, 4-th is on the way. <ul style="list-style-type: none"> <li>- Reagan Vincent - Deputy Director of Communications; will concentrate on documenting communications team business processes, newsletters managing in case Eoin decide to retire. After face-to-face meeting between Eoin, Natalia, and Reagan, Eoin has confirmed that he will stay as an advisor with the team till the end of the year. He was nominated and approved by the Board as a volunteer of the month. Reagan has committed to stay with the team till January 2010.</li> <li>- Stewart Belsham- Website manager- will be a big help in choosing a new website system and business analysis in efforts of improving the existing website to prepare it to migrate to the new system</li> <li>- Saghar Tamaddon - Google Analytics Manager; will create a strategy of improving website usability and event convergence by using Google analytics tools.</li> </ul> </li> <li>• Chapter presence at Twitter, Facebook has been created.</li> <li>• Website cleanup has been conducted. Home page - added search capability, links to social media sites, paid ads.</li> <li>• E-mail blasts were done according to the needs and requests.</li> <li>• In person meetings with Ingrid Lin, Social Media Director, - proposal for the collaborative tool - Basecamp has been chosen.</li> <li>• Number of Affiniscape system tickets has been created in attempt to resolve problems. Most important are in development with Affiniscape according to the tickets status.</li> </ul> <p><b>PLANS:</b>  Provide and coordinate schedule for the e-mail blasts  In case of Basecamp purchase improvement, introduce the tool to all volunteers for better collaboration  Send e-mail blast for the announcement of Chapter presence at social media websites sites  Will start using <a href="http://ping.fm">ping.fm</a> for our social media channels update  Start a Chapter blog, probably at <a href="http://www.blogger.com">www.blogger.com</a></p>

	<p>Create requirements for researching a new system to support Chapter activities based on the Affiniscape current system functionality Form a Governance Committee for the decisions making related to the choice of the new system and helping managing the change</p> <p><b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, &amp; AGENDA ITEMS:</b></p> <p><b>MINUTES:</b></p>
<p><b>MEMBERSHIP UPDATE</b> <i>Candice Thompson</i></p>	<p><b><u>REPORT</u></b></p> <p><b>STATUS:</b> Membership is continuing to decrease (see ppt report) <b>PLANS:</b> Work on plan to attract new members/retain current members <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS &amp; AGENDA ITEMS:</b> Briefly discuss monthly numbers and renewal letter.</p> <p><b>MINUTES:</b></p>
<p><b>VOLUNTEERS</b> <i>Richa Sharma</i></p>	<p><b><u>REPORT</u></b></p> <p><b>STATUS:</b> <b>PLANS:</b> <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES: ISSUES, RISKS, &amp; AGENDA ITEMS:</b> <b>MINUTES:</b></p>
<p><b>Ops Manual –</b> Christine Bachman</p>	<p style="text-align: center;">Operations Manual Update Project August 5, 2009 Status Report for August 12, 2009 Board Meeting</p> <p>The Chapter WBS was distributed in early July, feedback was received and the updates have been made. The WBS was redistributed the week of August 3 for final review. Included in the distribution are two business process work flow diagrams as an example of how the business process work flow will be documented and the Table of Contents of the Operations Manual. This will be reviewed to verify if there is a need to include additional information. The next step is to begin working with each area to document the business processes using a template that includes both a written description and the business process workflow diagram described above.</p>
<p><b>COMMUNITY RELATIONS</b> <i>Ray Ju</i></p> <p>1.</p>	<p><b><u>REPORT</u></b></p> <p><b>STATUS:</b> The CR Team has conducted two face-to-face meetings on the evenings of June 18<sup>th</sup> and July 23<sup>rd</sup> for further roles and responsibilities clarification and action steps. The Joint Dinner event on July 16<sup>th</sup> with Silicon Valley Chapter attendance exceeded expectations for number of attendees. Elaine added cPrime as a fourth sponsor last minute and they will continue advertising with SFBAC for a six-month term. UCBX has also renewed their advertising with us. Damian received high</p>

customer satisfaction marks from Frank Saladis in his new role as VIP Concierge. Bill has project managed two sold out successful events with the Bay Area Agile Professional Leadership Network (BAPLN), World Café on July 31<sup>st</sup> and Agile Project Management Aug 3-4 in support of response to our membership's interest in Agile and networking opportunities with the Agile Community. We are in the process of negotiating Scrum Master Certifications for our members at a reduced rate. Kimi Ziemski has officially assumed the Director of Public Relations role in July. Two volunteer positions remain open Communications Associate and Imagineer.

We successfully held two events in conjunction with BayAPLN in support of response to our membership's interest in Agile and networking opportunities with the Agile Community. The World Cafe and Agile for Project Manager workshops were sold out and great reviews by our membership were encountered.

We are in the process of negotiating Scrum Master Certifications for our members at a reduced rate.

**PLANS:** Bill Dominguez, Deputy VP is leading the planning efforts to hold a Certified Scrum Master training session in Q4 in conjunction with the BAPLN. Bill and Angeline, are brainstorming ideas of a Social Event possibly with LinkedIn as a co-sponsor. This will be coordinated with Ingrid Linn, Manager of Social Media.

Angeline Tan, Work Process Plumber continues in her interviews of CR Directors to document their respective workflows, processes and interdependencies. She has written a SFBAC Newsletter article about her World Café experiences.

Eric Borhis, Customer Advocate is working with a DEP download of member information to begin generating reports sorted by categories for specific data mining.

Paul Frias, Research Analyst is the keeper of our CR Project Portfolio focusing the team's efforts in coordinating and not over stepping ourselves as we contact various partners for follow ups, appointment and ventures.

Elaine Law, Director of CR has been busily screening potential sponsors and advertisers learning the ropes of who "stuff" gets done and who to go to in SFBAC. She has collaborated extensively with Natalia Boyadjiev, Director of Communications in the past 30-days. Metafuse has signed on as our September dinner meeting sponsor.

Kimi Ziemski, is expecting to hear back from Gil Marder of PMI GOC to the acceptance of the submittal for a panel presentation at the upcoming Orlando Leadership conference on what SFBAC has experienced in "Succession Planning." She continues to strengthen organizational partnerships with existing relationships and establishing new ones.

Ray has spoken with Bruce Marinace, Director of Sponsorship for SVC and Wine Country Chapters about collaborating on developing a NorCal sponsor rate sheet. Round table meeting between Chapters will happen in August.

**STRATEGIC/OPERATIONAL MILESTONE/CHANGES:** Pamela Smith, Phoenix Chapter President has requested for assistance in planning the 2010 Region 7 Conference and has scheduled a conference call with Ray and Tricia Hoekwater for August 10<sup>th</sup>.

Ray has scheduled a meeting on August 11<sup>th</sup> with Joel Bashevkin, Western Region Director of Taproot Foundation to renew the information on our SFBAC web site and relationship between organizations.

Alan Yue, President of Honolulu Chapter will be joining us for the Aug 19<sup>th</sup> dinner meeting. This would be an opportunity for

exchange of Board ideas and consideration for the “Sister City Chapter” that Dhiraj’s team is starting.

Elaine will be making a SFBAC presentation to Fred DePalm, CIO Thoratec in September. Ray did a similar presentation for him when he was at Port of Oakland.

Ray has submitted an article on “Ethics and Professional Conduct” that is going to be published in the Diversity SIG in Q3. This will be made available to SFBAC as well.

**ISSUES, RISKS & AGENDA ITEMS:** Should the panel presentation on “Succession Planning” be accepted for the Orlando Leadership Conference the CR Team would request that another person be permitted to attend at the Chapters expense besides Bill and Ray.

The SFBAC Press Kit has gotten stuck in the mud with the changeover of PR Directors. More volunteer coordination efforts around getting existing collateral located and updated as well as new materials produced is a priority this month.

Non-campaigning must be strictly adhered to in the PMI Board elections starting this month. Only individual 1:1 discussions of Ray’s qualifications are permitted.

**MINUTES:**

**STATUS FROM BILL VIA EMAIL FOLLOWS:**

I’ve prepared a summary covering the proposed Scrum Master Certification September 12 and 13 support and value to PMI-SFBAC Membership

It must be noted that this is a SINGLE EVENT / POC for future “like” value adds to our membership

**Summary**

Scrum Master Certification - Saturday September 12 and Sunday September 13. Only weekend class offered pre October 1 testing deadline

Location - Redwood City

Sponsor/Provider - Agile Learning Labs

Instructor - Jeff McKenna, Scrum co-founder and Chris Sims

Cost - non PMI-SFBAC \$1,200

Via PMI-SFBAC.ORG \$ 950

# of seats available - 20 total for the class – first come first serve and does not guarantee any seats to slow-moving PMI-SFBAC members

THIS IS NOT A PMI-SFBAC EXCLUSIVE CLASS - IT IS OPEN TO THE PUBLIC AND WILL SELL OUT ONCE PUBLISHED BY Agile Learning Labs

PMI-SFBAC member interest 10 hard responses from eval sheets distributed at the WorldCafe and APM events (both sold out) + multiple reqs from members

### VALUE PROPOSITION

Our members have shown strong interest in acquiring the CSM

Discount to PMI-SFBAC members

Held on a weekend facilitating not missing work (this is huge)

Class not geared to developers (most are)

Positive response by our members to Chris Sims' sessions – known proven entity

NO COST or Liability to PMI-SFBAC

AGL will donate a \$950 seat at the August 19<sup>th</sup> dinner in return PMI-SFBAC will post on their web site and provide a vendor table at the dinner

### RAY - Highlights/lowlights – Bill will jump in

Bill helped spearhead Agile project leadership network. There was a world café session and also an Agile project mgmt. session. Both of those were sold out and we had very positive responses. Thanks to Bill. JP already touched upon additional dinner meeting for joint July that came in. SV did not have any sponsors, and that's when Cprime came in which has resulted in a 6-month extension. Elaine was able to secure sponsor for Sept. dinner meeting - Metafuse. JP also said we don't have anything on project financial spreadsheet that shows sponsorships as a revenue source, so now going forward that should be specifically attributed to Community Relations as a contribution to the chapter.

Roundtable we are doing is reaching out to SV to allow us to bring in a 4<sup>th</sup> sponsor, Bruce Marinace (doing similar functions for wine country) would like to collaborate with us and pull together a rate sheet for bay area sponsors for more consistency. Give a discount for a package (like 3 chapters), making it more attractive to sponsors and partners.

Elaine to go out externally to spread good word about the chapter. Initially this was with the Port Of Oakland – CIO – made presentation in May, CIO left in may and joined another company in June (Thoratech) which we got invited to make a presentation there. Was schedule for SEPT, but he is no longer with that company. Thoratech... **ACTION RAY Followup w/Sonja for another contact with the port and city of Oakland**

**Issues-** Public Relations director was changed, Kimi will help get public relations package together.

Fyi - No campaigning or electioneering policy. I need to adhere to this. One on one is ok, but that's the extent. I will find out mid September if I have been elected to the board.

Thanks to Natalia – turnaround in 6 hours to update website link re: Taproot foundation. It was done before midnight.

**Bill** – proposal for additional Agile program. (refers to email he sent earlier, documented above) summary we have an opportunity to support our members by offering the SCRUM Master Certification (read email, copied above....) Essentially, we

want to use this as a prototype. I would like to get go-ahead to support this particular event. Can get a \$950 rate instead of \$1200. It is first-come, first serve. This organization would like to donate a seat as our dinner as a give-away. In return, they would like to go ahead and have a table like they did the last time at the joint meeting. So if everybody agrees on that, it would be great to tell them it's a go...or not a go, depending on your agreement.

**Tony** – Did you chat about bringing rate down?

**Bill** – not appropriate. It involves more than him. Basically you're dealing with Jeff McKenna. Again, do we want to offer a discount? It's a war that's not really worth pushing.

**Tony**- My big concern is that we seem to be favoring Agile Learning Labs and there are a number of other entities that provide the same training...quite a few in the area...

**Bill** - The same equates to equating this particular type of a classroom as a commodity rather than something that is going to be more tailored to PM people rather than to developers.

**Tony** – We can have anything custom tailored to what we want. There are people in training provider agencies out there that are hankering for work. We can negotiate well below \$750 a person. SCRUM Master after Oct. 1<sup>st</sup> requires exam. My take is \$950 is expensive, certainly people will have sales and training budgets available, but we could get a lot more people at \$550.

**Sonja** – as a CSM, the lowest price you can find in SF is \$1200.

**Natalia** – I think what we have here is adapting one of our processes because, for example, we do stuff with Brainstorm, and organization that they give us reduced rate, seat, etc. We create a contract with vendors or speakers which is a percentage on revenue. We have not done it where we don't do any work and they just give our membership a discounted rate. Could this be a pilot to create the profit around it? Just a suggestion.

**Tony** – I'm perfectly amenable to this. If we want a preferred partner with Agile...we could consider dialog along those lines.

**Bill** – intent is to have an opportunity to do something on a weekend, short term, and it's very difficult to get any seats, anywhere, between now and the end of September. We will be able to negotiate similar deals as we are doing with the prep classes with RFP or a query...we have a large membership and this is important to the membership. It's just a specific one-off that we can learn a lot from ...

**Tony** – Need vote now

**Ray** – Let Sonja, LouAnn, JP any questions before vote? **JP** – I would appreciate a contract to what we are paying for, etc.

**Bill** - SFBAC site where registration is – max number of students is 20.

Could our members be notified before the general public?

**Bill** – That is a negotiation piece that I could take back to them, because that's a win/win for all parties. If I can get a commitment of 5 days or a week (that's the 24<sup>th</sup> – really pushing it) but it makes sense to do that.

**Sonja** –how did we go about picking this provider?

**Bill** – We've been working with Chris Simms and AAPLN the last two events, which have been very successful for us. Chris donated one of his seats for the Agile Project Management Workshop, given away at the joint event. A lot of folks have indicated that they very much want to get their SCRUM Master Certification.

**VOTE** –

**JP** - in favor, members have first choice, write up in some contractual form, and as long as Tony's issue with price is closed.

**Ray** – in favor with clear understanding that this is a pilot proof of concept and doesn't lock us into continuing with the particular folks here, and we will re-evaluate when this is done.

**Sonja** – yes with parameters

**LouAnn** – in favor

<p><b>PROFESSIONAL DEVELOPMENT–</b> <i>Sonja Stewart</i></p> <p>1.</p>	<p><u>REPORT</u></p> <p><b>STATUS:</b> <b>PLANS:</b> <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b> <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b></p> <p><b>MINUTES:</b></p>
<p><b>SPEAKERS SERIES</b> <i>Michael Balsam</i></p>	<p><u>REPORT</u></p> <p><b>STATUS:</b> Working on next Speaker Series. Requested info to be posted to web and venue. <b>PLANS:</b> Awaiting approval of modified Speaker Engagement document for this new series. Sonja advised she has other speaker options for me. Requested and awaiting speaker docs from Paul Redden (abstract, etc). Need to setup location in Walnut Creek for Sept 9th meeting. <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b> Confirmed Paul Redden for Sept 9th. Have Harlan Kelly from PUC on deck for October. Anne-Marie from Keller has another speaker for Nov and possible Dec. A former President of the building inspection commission, he is a structural engineer who does a majority of the residential projects in SF. and he is willing to speak and invite those he knows (head of BART, etc) to talk about the private and public construction/development industry in SF. Perhaps give insight and concrete advice on employment possibilities, how-to's with the new stimulus package going towards public projects. Sonja has speakers for Jan. Sonja has identified target dates she wants for rest of '09 and '10. <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b> Considering offering a 2 hour Skills building event prior to dinner meetings. See if hotel would give us another room from 3-5pm. Charge same as dinner meeting but give free dinner meeting entrance</p> <p><b>MINUTES:</b> TONY ACTION – send speaker notes to Sonja for clarification on Speakers Series</p>
<p><b>CAREER DEVELOPMENT</b> <i>Sharawn Connor</i></p>	<p><u>REPORT</u></p> <p><b>STATUS:</b> <b>PLANS:</b> <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b> <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b></p> <p><b>MINUTES:</b></p>
<p><b>DINNER MEETINGS</b> <i>Cindy Muscio/ Aisha Williams</i></p>	<p><u>REPORT</u></p> <p><b>STATUS:</b> October &amp; December the only pending months. October speaker &amp; topic set, just waiting for write-up. December speaker checking availability before we poll.</p>

	<p><b>PLANS:</b> Starting to plan 2010 calendar</p> <p><b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b>  <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b> October Steve White Award awaiting for response from Nathalie so agenda can be planned.  December had floated idea of Project Management awards is CR or Operations responsible for this and still willing to do this?</p> <p><b>MINUTES:</b></p> <p>Offer a skills developing meeting (2 hours) before the dinner meeting. Price it so that member would pay amount to cover dinner meeting, but pay for skills, get dinner free.</p> <p>Sonja –ACTION ITEM Tony wants to know what is going on with self-study groups, and needs to be added to the report next time.</p>
<p><b>PROFESSIONAL SPEAKERS SERIES</b>  <i>Greg Rawls</i></p>	<p><b>REPORT</b></p> <p><b>STATUS:</b> Moving Neal into Greg</p> <p>Currently Scheduled:</p> <p>Clark Campbell- One PageProject Manager, Sept 09-10</p> <ul style="list-style-type: none"> <li>▪ Received promo materials</li> <li>▪ Need to start promo</li> <li>▪ Need to identify contract status</li> </ul> <p>John Stenbeck</p> <ul style="list-style-type: none"> <li>• Scheduled for Oct. 3-4</li> <li>• Turn-key; John will coordinate and we will advertise in exchange for a fee</li> </ul> <p>Lee Lambert- Leadership Conference, Nov 05</p> <ul style="list-style-type: none"> <li>▪ Received promo materials</li> <li>▪ Need to identify contract status</li> <li>▪ Currently in early-bird reg period (ends June 30)</li> <li>▪ Need to continue promos</li> </ul> <p>PG&amp;E &amp; PMI-SFBAC</p> <ul style="list-style-type: none"> <li>•PG&amp;E has agreed to take lead in offering a workshop geared towards Procurement and vendor relations – Looking at Jan 09; still in initial stages of planning</li> </ul> <p><b>PLANS:</b> Adding remaining events to web, emailblasts and newsletter</p> <p><b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b></p> <p><b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b> 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><b>MINUTES:</b></p>
<p><b>CERTIFICATIONS</b> PMP, CAPM, PgMP, Risk, Scheduling <i>Tim Salaver</i></p>	<p><b>REPORT</b></p> <p><b>STATUS:</b> Building out schedule for remainder of year to include AMES, Becker and possible RME Project Management as providers of PMP Prep Exam course.</p> <p><b>PLANS:</b> <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b> <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b> <b>MINUTES:</b></p>
<p><b>PAST PRESIDENT</b> <i>Nathalie</i></p> <ol style="list-style-type: none"> <li>1. Are there bylaw changes to be submitted to Nathalie ?</li> <li>2. Career Center – cooperation with PMI Global</li> </ol>	<p><b>REPORT</b></p> <p><b>STATUS:</b></p> <p><b>Elections:</b> Putting together a nomination committee and a qualification overview for the different board positions. I will also document the election process.</p> <p>Working on bylaws and changing the nomination process in preparation for next year's officers (2009 election for 2010 Board).</p> <p><b>Advisory Board:</b> Working on the changes to the makeup of the advisory board. Our intention is to add corporate executive. To do so, expectation of advisory board responsibilities must be clear.</p> <p><b>Portfolio Management:</b> Full overview of all known strategic and operational projects will be put into MS Project. The intention is to have this done in the next few weeks.</p> <p><b>Bylaw Changes:</b> Needs to be on ballot for people to vote on it.</p> <p><b>PLANS:</b> <b>STRATEGIC/OPERATIONAL MILESTONES/CHANGES:</b> <b>ISSUES, RISKS, &amp; AGENDA ITEMS:</b> <b>MINUTES:</b></p> <p><b>ACTION – Nathalie send out career center info from PMI global – due date this Friday, 8/14. Come out with ByLaws</b></p> <p>Portfolio Manaement – meeting over phone to discuss intention w/Jen – my highest priority to get this up to date before next meeting so Tony can use this as a tool. Bylaws will be priority 2 Elections will run behind that.</p> <p><b>Sonja</b> – Wally Cruise presentation to explain or giving the award – normally happens in October</p> <p><b>ACTION Tony / Nathalie – Steven white award followup. Who is giving presentation for Wally Cruise?</b></p>

	<p>Next week is presentation on Wally Cruise.</p> <p>Who is working on October? Nathalie (it's on action list)</p>
<b>MEETING EVALUATION / WRAP-UP – All</b>	

**Next BOD Meeting on**

Wed., Sept. 9, 6:15 – 7:15 pm

## 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 4<sup>th</sup> 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

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

APAC LIM (just FYI)

APAC Congress (just FYI)

Wed, Feb 11: 6:00 – 7:30pm  
Wed, Feb 18

BOD  
Dinner mtg, Walnut Creek (WC)

## March

Fri, Mar 6  
Wed, Mar 16: 6:00 – 7:30pm

35<sup>th</sup> 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  
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