

AGENDA FOR PMI-SFBAC BOARD OF DIRECTORS MEETING – 1/7/09

Time: 6:00 p.m. – 7:30 p.m. (Pacific Time)

Venue: Marriott Courtyard, 299 Second St, SF, which is BART-accessible. [Directions / location](#). 888-296-6500, 120311#

Officers in **bold** were in attendance

| Officers (2008) | Position | Volunteers (Optional) | Position |
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| Nathalie Udo Jennifer Tharp Bobby Yarlagadda Tony Appleby Denise Harris Kimi Ziemski | President Past President CFO VP Operations VP Professional Development VP Community Relations | Eoin O'Donoghue Robin Tuscano Rebecca Kim Sonja Stewart JP Zingmark Birgit Rodstein Bill Dominguez Candace Thompson Cindy Muscio Richa Sharma Deborah Droz | Deputy Director Communications Deputy Director Communications Director Membership Director Dinner Meetings Deputy CFO Deputy VP Operations Director at Large Deputy Director Membership Deputy Director Dinner Meetings Director Volunteer Services Administrative Assistant to the Board and President |
| Officers (2009) | 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 Eoin O'Donoghue Candace Thompson Cindy Muscio Richa Sharma Robin Tuscano TBD TBD TBD TBD TBD TBD TBD Deborah Droz | Director at Large Interim Director Communications Director Membership Director Dinner Meetings Director Volunteers Deputy Director Communications Deputy CFO Deputy VP Professional Development Deputy VP Community Relations Deputy VP Operations Deputy VP of Operations Deputy Director of Membership Deputy Director of Dinner Meetings Administrative Assistant to the Board and President |

Agenda by: BoD/Deb Droz

Timekeeper: Deb Droz

| Board Reports | Minutes |
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| SECRETARY Tony 1. Minutes Approval and Corrections | 1. No Changes, approved |

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| <p>PRESIDENT <i>Nathalie</i></p> <ol style="list-style-type: none"> Schedule for 2009 2008 Annual Report January Strategic Meeting 2009 Chapter offerings crisis | <ol style="list-style-type: none"> Nathalie to send out 2009 schedule (Board Schedule, when and where, who is mandatory and optional). Schedule for 2009 will be put on Project Host. 2008 Annual Report – delegate to your directors, ie, events, attendance, survey (we will send 2007 Annual Report to everyone). Draft by February 15. Gets sent to SFBAC membership. 2009 Budget – draft needed before strategic mtg. January strategic meeting is coming up. Same format as last year. Highly recommend everyone be there. Strategy going forward based on current economy. Starts on Friday with a social dinner, 8am on Saturday for full day, and Sunday 8-12. Bill – location is The Fountain Grove Inn, north of Santa Rosa. Expected attendees - advisory, current sitting, key directors - Nathalie to send out email with details and needs confirmation by next week. 2009 Chapter offerings crisis - What value to be a member? Need to add to website...Board needs to step into Professional Development area and get a swat team together to make it happen NOW! Need information on Study groups - Silicon Valley has something that works. Mtgs, networking, and PDU's are most valued. Tony-Need a Director of Networking (facilitator). Bill (suggest) - Can we facilitate a networking event in January at no cost with coffee and tea – BART accessible. If you attend this event, you get a discount to the 35th anniversary. Kimi – get a meeting together and plan the year. Are we going into other companies (in peer mode) to get attendees, sell tables.... Nathalie – SWAT team, Prof. Dev.: Meet at Westin on Saturday at 10:30 – expected outcome list of offerings in coming weeks that immediately give value to our membership, and offerings out there early next week. Attending is Nathalie, Sonja, Candace, Bill, Tony. JANUARY 15, - Consensus is to Cancel – Postpone for something at the end of the month. |
| <p>35th Anniversary <i>Bill</i> (standing item until March)</p> <ol style="list-style-type: none"> Status | <ol style="list-style-type: none"> Have place, speakers (have room for one more speaker), website. Need to send out email blast. Need to promote with details. |
| <p>FINANCE <i>Bobby</i></p> <ol style="list-style-type: none"> Review 2008 Financials Review December '08 financials Update re: 2008 annual report prep. work: Statements of financial position, activities, & cash flows for '08 are complete. Bobby/JP to meet (TBD) to set an outline for the subsequent write-up.. Budget Schedule (calendar year vs. board election). Seeking an update re: 2nd PO Box key (Nathalie) discussed at last month's | <ol style="list-style-type: none"> 2008 Financials - See financial documents put up on ProjectHost. Have done slightly better than budget. Revenues higher because membership fee was higher. Held one event that didn't book revenue (profit contributed to budget), dinner meetings revenue better than budget, but lost a lot of money - \$7000, but have collections that will negate loss. (Need to follow-up with outstanding balances due). (Jennifer will follow-up with Federico). P&L compared to last year, 2007 was very profitable. Balance sheet 2008 vs. 2007, -\$7,800. JP – December 2008: 3 exhibits for 2008 Annual Report posted in document link: xxxx. Assets spot on - didn't have big revenue gainers, NorCal Symposium and International PM Day. Jennifer's written questions can be addressed offline – JP will respond to everyone. 2008 annual report prep work - Bobby's and JP's goals are to meet up and provide contextual info for numbers. Seeing a 30% drop in membership revenue. Need to build membership. Create budget schedule for calendar year, then do gap for 3 months and change to board year? Nathalie and Tony would like it to remain on a calendar year to have the new board not have to do the budget as they are coming in...great transition process, and a chief 'lessons learned.' The budget can be modified again in April after new board comes in. Will pull together draft budget and send to everyone, then modified draft before strategic meeting. Request for 2nd key in process Other - JP - Flurry of activity with contracts for the coming year during holiday madness time... Thanks to everyone that got locations for the year set up. Bill – Heads up - need contract for November and December in 2009. |

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| <p>meeting. 6. Other (as needed): Bobby/JP/Team.</p> | |
| <p>OPERATIONS <i>Tony</i> 1.</p> | <p>1. New director of volunteers Richa Sharma – this is a critical position. Thanks to Richa. Lonnie Sanders is potential director of Communications; should know by end of week , PMO LIG moving forward – board to review their prospective charter and have first quarterly meeting by end of Q2. Mentoring program has stalled. Vote item, Cvent survey software, can save \$1100 to \$1200 a year over SurveyMonkey and VoteNet. Need response by strategic planning meeting. Ops manual Christine Bachman, Birgit Rodstein and Tony continue to review. Portfolio mgmt. activities need to be put in place to track tactical and strategic plans – consolidated dash-board – general status.</p> |
| <p>COMMUNICATIONS <i>Tony, Eoin, Robin</i></p> | |
| <p>MEMBERSHIP UPDATE <i>Rebecca</i></p> | <p>1. 264 filled out membership survey (highest over past few years, 239 in 2006, 172 in 2004). Will be working with Ken to put together a more detailed presentation of survey responses. Overall experience with chapter was a 3 out of 4; networking, prof dev, then PDUs stated as top benefits of membership. Benefits actually used were stated as dinner meetings, training classes, and “other.” Preferred location SF, closely followed by Walnut Creek/Pleasanton. A detailed analysis will be ready in time for the Strategic Planning Meeting at the end of the month. (Nathalie requested that Rebecca please highlight nuggets on write in comments). 2. November Chapter numbers 2550, end of last year was 2610, waiting on December numbers.</p> |
| <p>VOLUNTEER SVCS <i>Richa</i></p> | |
| <p>COMMUNITY RELATIONS <i>Kimi</i> 1.</p> | <p>1. First official assoc. relationship – the SIM? organization, target CIO and C-1. Cannot put any cash to this. Breakfast to run about 2000 if goes as hoped, and 12 to 18 different firms. Encouraging people. Email blast to WIC group and SCI. SF is a pilot – other chapters will be there volunteering to learn and roll out across the country.</p> |
| <p>PROFESSIONAL DEVELOPMENT– <i>Denise</i> 1.</p> | <p>1.</p> |
| <p>DINNER MEETINGS <i>Sonja</i></p> | <p>1.</p> |

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| <p>PAST PRESIDENT <i>Jennifer</i></p> <ol style="list-style-type: none"> 1. Add new board members to BoD mailing list and officers and directors 2. DPC event Charter 3. Strategic planning meeting at end of January 4. Wally Kruse Award 5. VP of the year Award | <ol style="list-style-type: none"> 1. Board Member Mailing List - Deb and Nathalie to create list. DPC event Charter – Tom Havey, a member of our chapter very involved in design procurement construction, civil engineering and projects for construction, always feels like PMI focuses on IT industry. Would like to have events around DPC. Put together a charter to do quarterly events related to construction. Needs approval to go forward and look into getting team, location, etc. No request for money at this point. (yes, look at charter, and take it from there – good for our ‘crisis’ discussion, and have a pilot before going forward on a regular basis) 2. Strategic planning meeting at end of January See above (Nathalie) 3. Wally Kruse Award – founder of chapter, award given to someone who has given to the chapter over the years...selected recipient last year, but was never awarded. Margie Dean was selected – do we give to her or go through process again. Consensus to give to Margie Dean. 4. VP of year award (Nathalie to look at). |
| <p>MEETING EVALUATION / WRAP-UP – All</p> | <p>..</p> |

Next Meeting on February 11th from 6:00 p.m. to 7:30 p.m. at Jennifer Russel’s home, 403 main street, #118 San Francisco, CA