



Memphis PMI Chapter Board Meeting Minutes

Date of meeting: October 15, 2012

Attendees: Sidd Kunche, Sherry Gray, Chandy Littlejohn, Mike Fulton, Alicia Miller, Karen Stewart, Tracy Lawson and Laura Beth Matson

Note: All action items from the meeting are also copied into an ongoing board member action-items Excel sheet to be tracked monthly for closure.

Chandy Littlejohn, President

General Business

- The meeting minutes provided by Laura Beth Matson were approved unanimously by the Board. The minutes will now be published on the PMI Memphis website.
- The recent By-Law changes were approved unanimously by the Chapter. The updated version will be published on the website.
- The next chapter meeting is currently scheduled for election day (11/5). The Board decided that we will reschedule the meeting for 11/14. Sedgwick will sponsor this meeting.
- Chandy also discussed the potential of having a Board Member At Large position to assist the Board.

Upcoming Conferences

- Chandy mentioned that the 2013 Regions meeting will be held in Augusta, GA.

Aimee Sufka, VP Membership

Membership Update

- Membership was up slightly in October.
- Aimee experienced some issues with CVENT membership meeting registrations.
- Aimee continues to work with the new membership program development. She is trying to engage new members.
- She also announced an upcoming lunch at First TN on the topic of "How to get your PMP?" which can be attended for PDU credit.

Alicia Miller, VP Publications

Newsletter

- Alicia requested that all updates for the November newsletter be submitted to her. Some ideas for the newsletter include:
 - A link to the posted by-laws
 - Meeting date change for November

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- A blurb on PDUs
- Survey results
- Updated financials
- Elections ballot

Karen Stewart, VP of Finance

Financial Reporting

- Karen sent the financial reports but is having issues with Quickbooks.
- She mentioned that we need to update our approved signers for the Regions accounts. She is trying to obtain the specifics regarding how we are charged at this bank.
- She has meetings scheduled with Smith & Smith as well as Fry Shelton for quotes on assisting our Chapter in performing our accounting function.
- The Board also discussed how to respond to individuals who did not show for the PDD but have requested a refund for the event. We wanted to make sure that the message for this was consistent.

Sidd Kunche, VP of Communications

PMI Memphis Website

- Sidd reviewed the matrix that he put together for the comparison of the products to potentially replace CVENT. He is still working on obtaining all of the information necessary to complete the comparison of each of the tools. His plans are to complete the comparison and take it to the technology session at LIM.
- Sidd also uploaded PDD event pictures to the website.

Mike Fulton, VP of Education

Education/Class Events

- The year-to-date financials have been reported as over \$51K gross for the PMP training.
- There are currently 23 students in the class (which is the last of 2012). The class is using the Velocity training materials.
- Volunteer Appreciation Event is scheduled for either 12/13 or 12/14.

Sherry Gray, VP of Special Events

Upcoming Events

- Sherry reported that we will have a positive cash flow to report from the 2012 PDD event.
- She has been asked to provide speaker recommendations for one or more of the speakers at the PDD.
- Sherry also discussed having a PR follow up release following the event.
- The Board also discussed allowing Platinum Edge to host an Agile class in the Jan/Feb timeframe.