

Meeting Agenda

Board Meeting

9 July 2008 at 6:00pm ET

1 Attendance

- Facilitator: Sue Houston
- Invitees: Ray McIntyre, Mary Armijo, Rami Haddad, Mike Allman, Don Ellis, Amy Kentera, Marie Medenbach

2 Notes

- Roll call: Rami, Mary, Amy, Don, Michele, & Sue
- Approval of minutes from last meeting: approved
- President's message:
 - Sue resigned from the board due to new rules at her work. She will continue to be a member of the SIG and advise the board as needed, but she cannot vote or have input in to the SIG finances.
 - Mary will take the position of President
 - Rami will take the position of Vice President
 - Secretary position is open. Email will continue forward to Rami until the position is filled
 - Sue accepted the SIG's offer of presenting and training during the Fall retreat.
- Budget review: forecast versus actual
 - Mike submitted the latest comparison of budget versus actual: it looks in good standing and the overall actual is less than budget.
 - Some items appear to be over budget. Mostly, this is because of the allocation of actual figures in accounts different from the original budget.
- VCP: Mary & Rami are attending an update meeting with PMI in late July. Review with board any additional items to review and topics to discuss during that meeting.
 - PMI held a discussion earlier in the day regarding VCP that Rami & Sue attended.
 - PMI is looking into creating a "transition" account where the SIGs can deposit the remaining of their budget in it. The SIG, as part of the VCP, can then use that funding to complete transition. This is not confirmed yet and PMI lawyers are still looking into it.
 - The VCP appears to offer multiple technology solutions to improve collaboration among SIG members. PMI mentioned Microsoft SharePoint for document collaboration, and some technology for web seminars and podcasting.
- Board discussion items:
 - Marie requested SIG funding for her attendance to NAPHIT at end of August in Atlanta. She believes there is a benefit to support NAPHIT and promote PMI methodologies. Marie will submit a request to the Mary with a business case for attendance.
 - Member survey 2008: Rami published the survey to members and have had strong response so far. In about 24 hours, we had over 100 members participate. The input also seems useful with many descriptive comments from the participants.
- Global Congress:
 - Will starting announcing the member meeting at Global Congress in *HealthcareSpeaks*.

- Don is researching options to host the meeting.
- Look for a sponsor of drinks, possibly SolutionQ
- SolutionQ contract is up for renewal soon. We need to check into getting information about event participants and their feedback to the event. Amy will work with SolutionQ.
- Project management templates: to get a move on this objective for 2008, the board members will start by each submitting to Amy one template by end of July.