

Board Meeting Minutes

Location: AvidXchange, room 5823

Date: 08/14/18

Attendees: John Rush, Nealand Lewis, Darlene Kinney, Branden Coleman. Julie Tettmar, Rich Sauser, Hampton Cobb, Rick Sabedra, Dani Beckman (phone)

Agenda

Welcome – John Rush

- **Call to Order**
 - VP's speak for 7 minutes per slide without interruption
 - 3 minutes per slide for Q & A, feedback
 - Rick Sabedra note taker
 - Nealand Lewis timekeeper
- **Operating Cadence**
 - Sept Quarterly Review
 - Focus should be on mapping out 2019
- **VOM Selection & Election Update**
 - Branden to send writeup to PMI Newsletter
 - Begin transition of new VP's
 - Nealand to continue as VP Admin & Gov
- **NA LIM**
 - BOD to fill out short write-ups on each session
 - Use PMI LIM Info Log template, previously distributed
- **Regional Update - Jennifer**
 - John provided updates
 - Region Meeting Mar 7 – 9 2019, Atlanta, GA
- **Approval of Previous Minutes**
 - Not done – should be done next meeting
 - BOD members attending community meetings, topic tabled from last meeting to be discussed at next/future BOD meeting

Department Reviews & Updates

Finance Report was provided by Hampton Cobb:

- General report is that we have ample funds on-hand
- Possibly uses for excess funds for
 - SkillFest at community level
 - PM's taking classes may be offered a free chapter meeting
 - Region Meeting Mar 7 – 9 2019, Atlanta, GA
- How do we review spend on programs at lower than BOD levels

Programs Report was provided by Darlene Kinney:

- StarChapter unable to schedule surveys for community meetings
 - It was suggested that we have X (TBD) number of days after a meeting to get the surveys out
 - Possibly leverage Metrolina App
 - John to consult with Dani
 - There is a limit on messages sent through StarChapter. Need to keep tabs on number of messages sent
 - Darlene to speak with Rhonda about sending messages through StarChapter
- Training of volunteers needs to be shown in acquisitions on Scorecard
- Darlene to follow up with Rhonda to determine where Military Liaison is needed.
- Speakers that don't charge (free) are needed at the community level
 - Suggestion – ask free speakers to speak on their topic at other local communities, incentives could be given (mileage, gift card, etc.)
 - Suggestion – ask community members to speak/present at their own or other local community. Speakers/presenters earn 1 PDU per hour for presenting and 1 PDU per hour for creating the presentation, earning possibly 2 – 5 PDU's
- PDU process not working well. Folks are not always getting timely credit.
- PMI Metrolina App is being used prematurely, need to follow up with Jerome.
- Tabled topic for next meeting – BOD to decide if it will pay for speakers at community meetings

Marketing Report was provided by Dani Beckman:

- Requests for email communications should go to Marketing department
 - Julie (VP Membership) will be the exception to this rule
 - Requests for email communications need to go to emailcoordinator@pmi.com (Not sure if this is the correct email address)
 - BOD agreed that permissions will be changed in StarChapter limiting those who can use email feature effective September 1.
 - Dani and Rich to fine tune Metrolina App and be prepared for Q & A
 - Sponsor, WCU decreased spend from last sponsored activity, question asked was “Do we survey sponsors after events like we do attendees” ?
 - Response was we do not. We use personal relationships with sponsors.
 - Believe decrease was due to new administration and no detail from last years spend or impact

Membership Report was provided by Julie Tettmar:

- 72 hours SLA for PDU processing
- New Volunteer Cynthia Spencer handling community events
- Rick (Military Liaison Director) asked that he be allowed to send out notes to veterans on Guest Passes as form letter didn't fit relationship he has built up with them
 - Julie and John have agreed to let Rick deviate from BOD Guest Pass process
 - Rick to request Veteran Guest Passes from guestpass@pmi-metrolina.com as needed
 - Veteran Guest Passes will be sent to Rick who will forward the discount code along with an appropriate note to the veteran
- As part of acquisition and retention, Thank You cards for volunteers could/should be included in shirts and other items that membership sends to volunteers being on-boarded

- VP's and/or Directors should draft the notes and send to Julie for inclusion, a form letter by Julie could also be used in absence of a VP's note.

Administration & Governance report was provided by Nealand Lewis:

- **PMIEF**
 - Need a new Chair for PMIEF
 - Need a volunteer for PMIEF
- **Chamber of Commerce**
 - Nealand would like to resurrect the Blue Diamond Award
- **Military**
 - Can we offer Military SkillFest' at the community level?
 - Need to get Military Mentors into VRMS
 - New Army Liaison Jesse Sessoms, on-boarded
 - Need business cards, Rick send request to Nealand

Professional Development Report was provided by Branden Coleman:

- **Training**
 - New opportunity - Propose to switch study materials from Andy Crowe Book and current vendor Velocity to PMP Master Prep. Price is the same for both vendors.
- **Mentorship**
 - Currently have more mentees than mentors
 - Need more mentors ASAP
 - Mentor Conference Call Aug. 15th.
- **PDD**
 - General status update from slides

Action Items

1. Branden - Send writeup to PMI Newsletter for VOM
2. Hampton – How do we review spend on programs at lower than BOD levels
3. John – Consult with Dani on use of Metrolina for surveys
4. Darlene – Determine where do on-line post meeting surveys come from, security is a concern
5. Darlene - Speak with Rhonda about sending messages through StarChapter
6. Darlene - Follow up with Rhonda to determine where Military Liaison is needed
7. John/Dani - PMI Metrolina App is being used prematurely, need to follow up with Jerome.
8. BOD to decide if it will pay for speakers at community meetings
9. Dani and Rich - Fine tune Metrolina App and be prepared for Q & A
10. Julie will provide a small block of Veteran Guest Passes to Rick
11. Rick – Add Military Mentors into VRMS