



## PMI Metrolina Board Meeting Packet

<b>Meeting DATE/TIME:</b>	<b>June 12, 2012</b> 6:00 PM – 8:00 PM	<b>Meeting Description:</b>	Board Meeting		
<b>LOCATION:</b>	<b>UNC Charlotte Uptown Room 303</b>				
	<b>Name</b>		<b>Name</b>		
	<b>President</b> – Craig Marek		<b>VP Membership</b> – Dwayne Chapital		
	<b>Past President</b> – Randy Waymer		<b>VP Prof. Development</b> – Annette Johnson		
	<b>VP Communications</b> – William Pierce		<b>VP Finance</b> – Tonya Brown		
	<b>VP Programs</b> – Vineet Makhija				
Agenda Description			Lead	Start	Finish
Opening Remarks / Get Dinner			Craig	6:00	6:10
<ul style="list-style-type: none"> <li>• VOICE – need new Chair</li> <li>• Emcee for June chapter meeting - ?</li> <li>• PDD – 9/15 at CPCC uptown</li> <li>• VRMS</li> <li>• Volunteer Recognition – who is next?</li> <li>• SkillFest in August</li> <li>• Elections</li> <li>• Handbook</li> <li>• Action Item Review – all open items</li> </ul>			Craig	6:10	6:15
			All	6:20	6:25
			Craig	6:25	6:30
			Dwayne	6:30	6:35
			All	6:35	6:40
			Dwayne	6:40	6:45
			Randy	6:45	6:55
			Craig	6:55	7:05
			William		
Team Status – Review status reports and metrics			All	7:05	7:50
Closing Remarks			All	8:00	8:00

**ACTION ITEMS:**

- 1) Email BOD with email statistics for the survey email. (Communications) – OPEN
- 4) Follow-up with Orlando Cruz-Solano regarding Purchase Order for Northeast University. (Programs)
- 6) Check when Andy Crowe PMBOK 5 teaching material are scheduled to be available (Professional Development)
- 7) Develop plan/policy with regarding to handling returning students to PMP Prep class (Professional Development)
- 10) Develop proposal for cleanup of SharePoint site and future capabilities (Communications) – OPEN
- 12) Get accurate number of members and prospects in StarChapter (Communications) – OPEN

**Election of Officers (SUMMARY from Handbook)**

1. A **Nominating Committee** comprising of no less than two chapter members is created and approved by the Board in **June** each year. The Immediate Past President serves as the Chair of the Nominating Committee. No member of the Nominating Committee shall be running for office at the same time. In the event that the Immediate Past President is unable to chair this committee, the Board will appoint the Nomination Committee Chair from the chapter members.
2. **The Nominating Committee ensures the Chapter’s voting process is communicated in the June newsletter, on the website, and/or by other means.**
3. The Nominating Committee collects names of persons interested in chapter leadership. Candidates are actively solicited via the newsletter, website, chapter meetings, etc. **A “call for nominations” is communicated in the June newsletter, on the website, and/or by other means.**



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4. Each **nominee must submit a short biography (no more than 250 words for each statement) for publication in the July newsletter** and with the election ballot. Bios are to be submitted no later than the 3<sup>rd</sup> Friday in June. All candidates for election are subject to the same requirements.
5. The Nominating Committee Chairperson presents the **slate of officers at the July chapter** meeting and announces election balloting will be held in August. Members who wish to vote by mail can receive a mail in ballot by contacting the Chair of the Nominating Committee.
6. The final list of nominees is published on the Chapter Website and sent to all members via email or electronic voting form requesting members **vote during the August** voting period.
7. **The election results are presented to the membership in the September** newsletter and at the September Chapter meeting.
8. **The new officers are invited to attend the September, October and November Board** meetings and take responsibility beginning January 1 of the year following their election.