

PMI Metrolina Board Meeting Packet

Meeting	November 13, 2012	Meeting Description:	Board Meeting	
DATE/TIME:	6:00 PM – 8:00 PM			
LOCATION:	UNC Charlotte Uptown Room 303			
	Name		Name	
	President – Craig Marek		VP Membership – Dwayne Chapital	
	Past President – Randy Waymer		VP Prof. Development – Vacant	
	VP Communications – William Pierce		VP Finance – Tonya Brown	
	VP Programs – Vineet Makhija			
<i>Agenda Description</i>			<i>Lead</i>	<i>Start</i>
Opening Remarks/ Get Dinner			Tonya	6:00
• Emcee for Nov chapter meeting- ?			All	6:10
• Volunteer Recognition – who is next?			All	6:15
• Sponsorship 2013 update			Jennifer	6:20
• VOICE update			Dwayne	6:30
• Chapter Meeting Location 2013 & registration update			Dwayne	6:35
• Speakers for 2013			Jennifer	6:45
• PMP Prep 2013			Jennifer	6:45
• Skillfest volunteer			Vineet	6:55
• Volunteer Recognition Event			Vineet	7:00
• Marketing update			Dwayne	7:00
• LIM recap/R5			Dwayne	7:05
• Transition updates			Vickie	7:10
• Action Item Review – all open items			Tonya	7:20
Team Status – Review status reports and metrics			All	7:25
Closing Remarks			John	7:30
Team Status – Review status reports and metrics			All	7:35
Closing Remarks			All	7:55
Closing Remarks			All	8:00

ACTION ITEMS:

- 1) (JUNE) Backup of all content off the SharePoint site. Develop proposal for cleanup or replacement of SharePoint site. (Communications)
- 2) (AUGUST) Ensure that PMI Metrolina website and Facebook are PMI compliant. (Communications)
- 3) (SEPTEMBER) Elizabeth Apple to make minor adjustments to PMI Metrolina flyer and then proceed with printing. (Communications)
- 4) (NEW) Tonya Brown to get John Schneider access to SharePoint site so that he can backup content off SharePoint site. (Finance)
- 5) (NEW) Karen Marchese to send 2013 Sponsorship Packet to bod@pmi-metrolina.com and communication@pmi-metrolina.com for final review. (Programs)
- 6) (NEW) 2013 Sponsorship Packet to be reviewed and comments/concerns/changes, if any, should be communicated to Karen by Friday, October 12, 2012. (BOD, CIM&TM)
- 7) (NEW) Put instructions on website for members/prospects to follow to if they need to submit PDUs to PMI. (Communications)
- 8) (NEW) Jennifer Baker to submit official lessons learned document from PDD to board for review. (Programs)
- 9) (NEW) Craig Marek to send copy of Byron's contract to board. (President)
- 10) (NEW) David Gadalla to report if 2013 board meetings can be held in his office. (Finance)
- 11) (NEW) John Schneider to complete VRMS position description for Newsletter person. (Communications)
- 12) (NEW) 1st quarter chapter meetings to be created on StarChapter website by end October 31, 2012. Speakers, subjects and bios should all be listed for each meeting. (Programs)
- 13) (NEW) John Schneider to check with Star Chapter to see if New Member emails can be run daily instead of monthly. (Communications)