

PMI Metrolina Chapter Board of Directors Meeting September 11, 2012

DECISIONS:

- 1) Emcee for September Chapter Meeting will be Craig Marek.
- 2) Volunteer of the month will be Karen Marchese.
- 3) Approved communications plan with regards to chapter meeting location change to Byron's South End on January 15, 2013.
- 4) VP of Membership (Dwayne Chapital) will be at Sheraton Charlotte Airport Hotel during January 15, 2013 chapter meeting to redirect people to new meeting location at Byron's South End.
- 5) Volunteer recognition event in December will be held at Rock Bottom in uptown Charlotte.

ITEMS POSTPONED TO NEXT/LATER MEETING:

Discussion of recommendations on chapter meeting registration fees, deadlines, how to handle chairs postponed until October meeting.

ACTION ITEMS:

- 1) (MAY) Official clarification whether ASU Funding for contests is funded/presented by PMIEF or Chapter. (Professional Development / PMIEF)
- 2) (JUNE) Provide a list of Agile training providers and instructor training cost to BOD for review. (Professional Development)
- 3) (JUNE) Backup of all content off the SharePoint site. Develop proposal for cleanup or replacement of SharePoint site. (Communications)
- 4) (AUGUST) Evilyn Potter create and send communications an article on Skillfest for the newsletter. (Programs)
- 5) (AUGUST) Ensure that PMI Metrolina website and Facebook are PMI compliant. (Communications)
- 6) (AUGUST) Vineet Makhija and Jennifer Baker to discuss chapter meeting registration fees, deadlines, and how to handle chairs for presentation to Board of Directors at next board meeting. (Programs)
- 7) (AUGUST) Finalize communications plan regarding change in chapter meeting location to Byron's. (Communications)
- 8) (NEW) Dwayne Chapital to create business card for move to Byron's. PMI Metrolina's name and website, comment about chapter meeting location with Byron's name and address on the front. List all 2013 chapter meetings on the back. (Membership)
- 9) (NEW) Karen Marchese to communicate with each sponsor regarding chapter meeting location change to Byron's South End on January 15, 2013. Communication can be done at the same time the 2013 Sponsorship Packet is sent to sponsors. (Programs)
- 10) (NEW) Karen Marchese to send out updated copy of 2012 Sponsorship Packet to Board of Directors for final review. A copy should also be sent to communication@pmi-metrolina.com for review for possible website related communications issues and concerns. (Programs)
- 11) (NEW) Elizabeth Apple to make minor adjustments to PMI Metrolina flyer and then proceed with printing. (Communications)
- 12) (NEW) John Schneider should research PMI trademark policy and then communicate that information with Board of Directors and all chairs. (Communications) – COMPLETED.
- 13) (NEW) Board of Directors to review the 2013 organizational chart and report changes back to president@pmi-

metrolina.com. (BOD)