

## **PMI Metrolina Chapter Board of Directors Meeting October 9, 2012**

### DECISIONS:

- 1) Emcee for October Chapter Meeting will be Craig Marek.
- 2) Volunteer of the month will be Jennifer Baker.
- 3) 2013 Sponsorship Packet was approved at meeting, pending final review by email this week.
- 4) 2013 Sponsorship Breakfast tentatively scheduled for November 7<sup>th</sup> at Byron's.

### ITEMS POSTPONED TO NEXT/LATER MEETING:

- 1) Discussion of recommendations on chapter meeting registration fees, deadlines, how to handle chairs. (To be discussed at LIM.)
- 2) Official clarification whether ASU Funding for contests is funded/presented by PMIEF or Chapter. (To be discussed at LIM.)

### ACTION ITEMS:

- 1) (JUNE) Backup of all content off the SharePoint site. Develop proposal for cleanup or replacement of SharePoint site. (Communications) – COMPLETED (Backup, recommendation to follow).
- 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) – COMPLETED.
- 5) (NEW) Karen Marchese to send 2013 Sponsorship Packet to bod@pmi-metrolina.com and communication@pmi-metrolina.com for final review. (Programs) – COMPLETED.
- 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) – COMPLETED.
- 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) – COMPLETED.
- 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) – COMPLETED.