

PMI Metrolina Chapter Board of Directors Meeting – March 12, 2013

ATTENDANCE:

President – Tonya Brown (present)
Past President – Craig Marek (excused)
VP of Communications – William Pierce (present)
VP of Finance – David Gadalla (present)
VP of Membership – Dwayne Chapital (present)
VP of Professional Development – Vineet Makhija (present)
VP of Program – Jennifer Baker (present)
Scribe – John Schneider (present)
Guests: Vickie Traynum (Marketing)

MEETING SUMMARY:

- 1) Chapter Awards – Tonya Brown to work with Vickie Traynum to figure out plan for next year.
- 2) New Roeder Contract – BOD Approved, Tonya Brown to sign contract.
- 3) Satellite Meeting Review – Jennifer Baker identifying leaders to run meetings, discussion of splitting up Lake Norman site to two locations with one in Denver and the other at Newell Rubbermaid, also looking at new satellite location in Northeast/Concord area, need to make sure at least one board member at each meeting.
- 4) Marketing Update – Vickie Traynum updated BOD on marketing plan. Discussion about what is “engaged” member. Dwayne Chapital to work with Vickie Traynum regarding defining “engaged” member. Data will be pulled from StarChapter website to create baselines.
- 5) Corporate Discounts – Vineet Makhija and Jennifer Baker discussed corporate discounts for training events like the PMP® Prep Course. Jennifer is talking with TIAA-CREF on this since it came into her area as a potential partnership relationship. Vineet and Jennifer will communicate with the BOD when they have developed a proposed plan. This should also be incorporated into our marketing plan.
- 6) Volunteer Openings – The board discussed open volunteer positions – Logistics (for meetings/events), Training Coordinators (for PMP® Prep Course) and Analyst (for membership baseline and statistical analysis).
- 7) Quarterly Review – Tonya Brown lead a discussion with all the VPs regarding BOD 2013 Requested Tasks that were developed at LIM. There will be four reviews in 2013. Next review will be in June.
- 8) VP Positions – Tonya Brown lead a discussion regarding a possible change in the VP positions for the chapter. Some new positions were discussed. Jennifer Baker will send email to BOD with regards to some proposals.

DECISIONS:

- 1) Emcee for March Chapter Meeting will be William Pierce.
- 2) Volunteer of the month will be Gina Rowland.

- 3) Approved Roeder Contract.
- 4) Approved John Schneider to be added to the BOD email distribution.

ITEMS POSTPONED TO NEXT/LATER MEETING:

- 1) None.

ACTION ITEMS:

- 1) (JANUARY) BOD to send their organizational chart updates to Tonya Brown who will update chart in BOD Packet for the next meeting. (BOD)
- 2) (February) Newsletter team to communicate in April newsletter what Communities of Practice is all about and how members can get involved. (Communications)
- 3) (NEW) Tonya Brown to sign new Roeder contract. (President)
- 4) (NEW) Jennifer Baker to develop schedule for BOD to ensure at least one BOD member is in attendance at each satellite meeting. (Programs)
- 5) (NEW) William Pierce to communicate with photographer regarding getting pictures from events to Jennifer Baker. (Communications)
- 6) (NEW) Schedule time on the May Joint Board meeting agenda so that Ryan Fish can discuss the SharePoint site with the BOD. (President)
- 7) (NEW) Vineet Makhija to bring the PMP® books that he has in his possession to next chapter meeting so they can be given out as freebies. (Professional Development)
- 8) (NEW) Jennifer Baker to re-email the proposed new VP structure to BOD (Programs)
- 9) (NEW) John Schneider to send new member welcome letter to Dwayne Chapital for review and updates. (Communications) - COMPLETE
- 10) (NEW) Jennifer Baker to bring the two netbooks that she has in her possession to chapter meeting and permanently give them to Dwayne Chapital for use by membership at check-in. (Programs)
- 11) (NEW) Jennifer Baker and John Schneider to develop plan which would allow students to preregister for chapter meeting at a \$12 student rate. (Programs/Communications)
- 12) (NEW) David Gadalla to order one set of the new Andy Crowe PMP® material covering *PMBOK® Guide—Fifth Edition* for Vineet Makhija to give to the PMP® Prep Course instructors.