

## **PMI Metrolina Chapter Board of Directors Meeting – April 9, 2013**

### ATTENDANCE:

President – Tonya Brown (present)  
Past President – Craig Marek (excused)  
VP of Communications – William Pierce (excused)  
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: None

### MEETING SUMMARY:

- 1) Chapter Meeting – Jennifer will create chapter meeting welcome and announcement agenda for the emcee with chapter meeting slides to match. She will have the person running the slide show make sure they display the slide that matches the topic the emcee is announcing. It was also suggested that we add the volunteer recognition slide to the slide show.
- 2) Professional Development Day (PDD) 2013 – Jennifer Baker gave an update on the PPD 2013 planning. Agreement with CPCC has been signed and everything will be in one building this year. There was some discussion of the keynote speaker, submitting PDUs for members and not creating PDD booklet this year. These discussions result in decisions that are listed below in the decision section.
- 3) Volunteer Opportunity - There was a discussion of the two volunteer activities for the Matthews Help Center. One is April 20th and the other is May 18th.
- 4) Satellite Meeting Review – Jennifer Baker gave an updated regarding the satellite meetings. She reported that the Lake Wylie satellite has two volunteer co-leaders (Nancy Joubert and Joyce McGee), is changing their name to Southwest Charlotte satellite and will be meeting in a new location at City Tavern in the Rivergate area. She reported that the Lake Norman Satellite has split into satellites – east and west. The East Lake Norman satellite will be meeting at Acropolis Café and Grille in Cornelius. The West Lake Norman satellite will be meeting at Midtown Sundries in Denver. She reported that she has two volunteer co-leaders (Bob Carter and John Hilgers). The Boone satellite will be meeting in conjunction with the Project Management club at Appalachian State. The Concord satellite meeting has a volunteer leader (Todd Foulks) will be meeting at Garofola's Italiano in Concord. She is also looking at starting satellite meetings in Asheville and Hickory. She has a co-leader (Annette Hobbs) for the Asheville satellite. Tonya Brown stated she had a name of another contact in Asheville. As for Hickory, the satellite meeting has a meeting location (new community building on CVCC campus.)
- 5) PMP Prep Update – Tonya Brown stated that she plans to attend part of the first class for each PMP Prep Course to observe and welcome the course attendees. John Schneider reported that as of this morning there were 22 people registered (17 members, 5 guests) and that the course has \$16,040 in

sales and has collected \$11,965. Vineet Makhija reported that 2 people will be retaking the course. Vineet informed everyone that security at the Newell-Rubbermaid Training Facility required the names of all people showing up to the course to be provided to them. He is going to add Tonya's name to the list. With regards to the Summer PMP Prep Course, Vineet reported that he had not received the one set of materials from Velociteach covering PMBOK® Guide—Fifth Edition. David Gadalla stated he would check into it. Vineet reported that the chapter is still committed to teaching one PMI-ACP (Agile) class in 2013. The class will be in the fall and will be held at Northeastern University – Charlotte. Jennifer Baker reminded Vineet that the class must start on September 28th, the same day as the PMP Prep Course. There was some discussion regarding the PMI-ACP (Agile) class related to the costs being in line with other chapters. Vineet reported that he would have a plan and would present it at the next BOD meeting.

6) Website Upgrade Status – John Schneider gave an update on the website upgrade efforts. A mock-up of the website's new home page was distributed to the BOD and communications team. John stated he got lots of good feedback from everyone. John reiterated that the objective of the upgrade project is to update the look and feel of the website, while improving organization and navigation to allow easier and faster access to information, for the benefit of our members and prospects. John discussed a few details of the plan, and reminded everyone this is not a full scale corporate website project, it is an upgrade being performed by volunteers with some visual/technical changes being made by StarChapter. There would not be a "test" site since it is out of scope and budget. Just about everything will be customizable – from the front page pictures to the menus to the content. The upgrade would be made in steps through 2-3 month period.

7) Chapter Meeting Place RFP – Tonya Brown led a discussion about beginning the RFP process for the 2014 chapter meeting location. There was some discussion as to whether we had signed a one year or a two year lease with Byron's South End. Jennifer Baker said that she would check the contract and report back to the BOD.

8) Chapter Reporting System (CRS) Update – John Schneider attended the March 29th CRS training and sent a link the training session and a copy of the slides to the BOD. John Schneider requested access to CRS for BOD, himself, Vickie Traynum and the new Data Analyst volunteer. Tonya Brown reported that she did not know how to grant access. After the meeting everyone looked at it, but they could not figure it out. Tonya was to contact Anne Jenemann at PMI to find out how to grant access.

9) Volunteer Openings – John Schneider shared what he learned from Anne Jenemann at PMI regarding virtual volunteers. Anne stated that the chapter can use volunteers outside of its area but should give preference to chapter members and local non-members. Anne told him that we need to be cautious with the Data Analysis person and recommended that they person be a local member or non-member that we trust. John stated that he and Anne also talked about PMI Insurance and that his understand was that all volunteers and the organization are covered by insurance with regards to volunteer performing chapter duties. But many times other insurance also comes into play. For example a volunteer who falls and injures themselves while performing their duties at Byron's would be covered by

PMI insurance as well as Byron's insurance and the person own insurance. Injury liability would come into play in this situation. With regards to virtual volunteers, there is no injury liability coverage, but the organization (PMI and PMI Metrolina) would have coverage protecting them from willful or accidental actions of a volunteer that results in litigation. Discussion move to Kim Kruzich and the possibility that she might apply and be approved for the Data Analyst position despite being a non-member. Since Kim would be applying for the position using VRMS, she would have created a PMI.org user id and would be bound by the Code of Ethics. Since she was a non-member, we could take the extra step of having her sign a privacy / non-disclosure statement. The BOD decided that as long as we present the opportunity and give preference to members, recruiting non-members, even remote virtual volunteers, for a volunteer position would be acceptable.

10) There was a discussion related to the effectiveness SkillFest. The comment was made that although the member / non-member attendance at SkillFest has increased due to the economy, the participation of companies recruiting individuals has decreased. The chapter meeting also seemed to be impacted by having SkillFest just before the chapter meeting since Byron's had to set up tables at the last minute due to space issues. It was agreed that we would proceed with the May SkillFest and then assess the program going forward – including changing to a different location/date than the chapter meeting; as well as possibly eliminating it altogether.

11) Finance Team Status – Report in agenda. No discussion.

12) Communications Team Status – Report in agenda. John Schneider reported that PMI fixed their problem where the Real-time downloaded DEP showed different certification designations for some members than the API downloaded DEP. John verified that the twenty users that were identified with the problem now had the correct designations.

13) Professional Development Team Status - Report in agenda. No Discussion.

14) Programs Team Status – Report in agenda. Jennifer Baker discussed the chapter meeting survey feedback. She has addressed a number of issues, the main ones being: Hors d'oeuvres / Appetizers to include: vegetables (Jennifer has talk with Byron's), no handicap ramp (actually is a lift, Dwayne Chapital to inform registration table, line up slides the speaker announcements (Jennifer making changes). Items still needing to be addressed include: better lighting for speaker (assigned to Jennifer Baker), larger or additional video screens (John Schneider looking at options).

15) Membership Team Status – Report in agenda. Dwayne Chapital will provide training on the StarChapter registration system to Gina Rowland so that she can use it to manage registrations for the PMP Prep Course. Dwayne Chapital to send updated Membership Expiration email letter to John Schneider. John will update the template in the StarChapter system. Dwayne requested an email reminder be sent out about the collection of needed goods for the Safe Alliance Domestic Violence Shelter at the chapter meeting.

#### DECISIONS:

1) Emcee for April Chapter Meeting will be Dwayne Chapital.

- 2) Volunteer of the month will be Sheetal Puri.
- 3) Approved Anthony Reed as keynote speaker for PDD 2013. Fee will be purchasing 200 copies of his book at \$10.95 and an additional \$1,500 to cover travel, hotel and honorarium.
- 4) The chapter will continue its practice of submitting PDUs for members attending meeting/training events sponsored by the chapter, including PDD 2013.
- 5) Approved recommendation to not to create PDD booklets with the agenda, speaker topic/bio information and a place to take notes. Instead the plan will be to print the agenda and speaker topic/bio information on paper; and include a partner provided notepad in goody bag. The money saved by not creating the PDD booklets will be used to purchase a trinket that will be placed in the goody bag.
- 6) Approved the use of non-member virtual volunteers to fill open volunteer positions. Open volunteer positions should be presented to chapter members and non-members through the newsletter and VRMS. When reviewing applicants, preference should be given to chapter members, then local non-members before remote virtual non-members.
- 7) All positions should be evaluated for access to sensitive information and the position restricted to a trusted member / local non-member bound by the Code of Ethics and a privacy / non-disclosure statement.
- 8) Approved leaving the PMI Metrolina Chapter screen at Bryon's South End for storage (and their usage for other events), should we develop a two projector solution for the chapter meetings.

#### ITEMS POSTPONED TO NEXT/LATER MEETING:

- 1) Discussion as to whether chairpersons should sign a privacy / non-disclosure statement such as the one William Pierce used with the communications team in 2012.
- 2) Discussion as to the effectiveness of SkillFest to be scheduled for the June BOD meeting, following the May SkillFest event.

#### 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~~ May newsletter what Communities of Practice is all about and how members can get involved. (Communications)
- 3) (NEW) Schedule time on the May Joint Board meeting agenda so that Ryan Fish can discuss the SharePoint site with the BOD. (President)
- 4) (NEW) Tonya Brown to send Jennifer Baker the name of the woman in Asheville that was interested in starting a PMI chapter in Asheville so that Jennifer can contact her about being a co-leader of the Asheville satellite. (President)
- 4) (NEW) Jennifer Baker to send information to David Gadalla regarding cutting a check to Appalachian State Project Management club to cover food costs for chapter members / non-members. (Programs)
- 5) (NEW) David Gadalla to check with Velociteach regarding the one packet of training material ordered for Vineet Makhija covering *PMBOK® Guide—Fifth Edition*. (Finance)
- 6) (NEW) Vineet Makhija to present plan for the Fall 2013 PMI-ACP (Agile) class to the BOD during its

May meeting. (Professional Development)

7) (NEW) Jennifer Baker to check the Byron's South End contract to determine if it was a one year or a two year contract and report back to the BOD. (Programs)

8) (NEW) Tonya Brown to contact Anne Jenemann at PMI to find out how to grant access to CRS for BOD, John Schneider, Vickie Traynum and the new data analysis volunteer.

9) (NEW) Tonya Brown directed all VPs to check their list of volunteers and identify the non-members. Non-members should not be in a chairperson position. Everyone should report back to Tonya before the next BOD meeting with names and positions of chairpersons that are not members. (BOD)

10) (NEW) John Schneider to create StarChapter user id for Gina Rowland, Sheetal Sareen and Kim Kruzich. (Communications)

11) (New) Dwayne Chapital to send updated Membership Expiration email letter to John Schneider. John will update the template in the StarChapter system. (Membership/Communications)

12) (New) Dwayne Chapital to have Carla Hamilton send content for reminder email regarding the collection for the Safe Alliance Domestic Violence Shelter at the chapter meeting to John Schneider. John will add the information to the top of the meeting so that it goes out with the scheduled email reminders. (Membership/Communications)