

## **PMI Metrolina Chapter Board of Directors Meeting – May 14, 2013**

### ATTENDANCE:

President – Tonya Brown (excused)  
Past President – Craig Marek (present)  
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: Ray D. and someone else

### MEETING SUMMARY:

1) Professional Development Day (PDD) 2013 – Jennifer Baker gave an update on PDD. The agreement has been signed with CPCC and everything will be in one building this year. She has arranged for partners to sponsor each of the four tracks. Jennifer has negotiated with Anthony Reed to be keynote speaker. Arrangement includes purchase of 200 copies of his book at \$10.95 and an addition \$1,500 to cover travel, hotel and honorarium. The book will be given to all registered PDD attendees. Jennifer is looking into using a QR code on the name tags to track attendees at the event. Jennifer reported that since we are submitting the PDUs for the PDD for the attendee, we needed to make sure that we knew what sessions they attended.

2) Video Proposal – Jennifer Baker presented a proposal from CSRA Multimedia to record, edit and upload video of the monthly chapter meetings and the Professional Development Day. There was a discussion regarding the details of the proposal and the costs. Some of the key questions/concerns raised were:

- a) Obtaining a release from the speaker.
- b) Whether or not PowerPoint slides would be integrated in video.
- c) Would there be a cost to watch the video or would it be free.
- d) Should the video be downloaded to be viewed or should it be streaming.
- e) What controls must we put in place with regards to claiming PDUs for watching the video.

An action item was assigned to Communications to research costs associated with different options related to hosting video on the Internet so that members can view it.

3) Satellite Meeting Review – Jennifer Baker gave an update regarding the satellite meetings.

a) Southwest – Nancy Joubert has decided she does not want to lead. Joyce McGee has agreed to help but not lead. Jennifer is looking a new leader. After some discussion, Dwayne Chapital volunteered to lead that the Southwest satellite meetings.

b) Mint Hill – Bob Carter and John Hilgers are leading the Mint Hill satellite meetings. No issues.

c) Lake Norman West – Jennifer Baker is leading the Lake Norman West satellite meetings. No issues.

d) Lake Norman East – Timara Bolding is leading the Lake Norman East satellite meetings. No issues.

e) Boone – Carol Pollard is running the satellite meeting in conjunction with the Project Management club at Appalachian State University. The group is not meeting during the summer and will resume meeting in August. Mark Cichonski presented at their April meeting.

f) Concord – Todd Foulks is leading the Concord satellite meeting. No issues.

g) Asheville – Our contact in Asheville appears to have no interest in running a satellite meeting based on the fact they have been non-responsive to emails and phone calls. We are abandoning efforts to start a satellite in the Asheville area at this time.

h) Hickory – Frank Clemente and Gary Schmitz will be leading the Hickory satellite meeting. They plan to meet in the new community building on the CVCC campus. Their first meeting is scheduled for June.

5) PMP® Prep / PMI-ACP® Update – Vineet Makhija reported that there was a problem with one of the instructors during the Spring PMP® Prep Course. There were a couple of people reported a complaint about the teaching style of the instructor for the Time Management session. The instructor did not teach from the material and basically used the session to “experiment” with a new teaching style. Vineet has talked to the instructor and told them to “stick to the training material”. The Time Management session was re-taught for all attendees. 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. Without the materials they are not able to prepare to teach the course which covers the PMBOK® Guide—Fifth Edition. There was some discussion about issues related to moving someone’s registration from the Winter 2003 PMP® Prep Course to the Fall PMP® Prep Course. John Schneider reported that the Summer 2003 PMP® Prep Course and the Fall PMP® Prep Course were online and open for registration. John reported the Fall 2003 PMI-ACP® Prep Course was no online because he had no information on the course. Jennifer Baker stated that she would send John that information.

6) Website Upgrade Status – John Schneider gave an update on the website upgrade effort. As requested, he checked with StarChapter with regards to the possibility of have a test site to view the changes before they went live. He reported that StarChapter stated it was possible, but since it was out of scope there would be costs associated with setting up the second site. StarChapter has performed a number of in-place upgrades and they have all gone very smooth. John stated that StarChapter has provided us with a mockup of the website home page and it is basically the same as the one John created. He also stated that the site is extremely customizable and the menus and content can be changed without StarChapter’s involvement. John discussed the plan to go live on the new site. He would schedule the upgrade to occur on Friday or Monday following the chapter meeting. He planned to take the day off from work in order to configure the site following the upgrade. Due to the time constraints related to John’s full time job, it would probably take two weeks to get all the content back on the site. John stated that he would notify the BOD once the site is upgraded. Overall, the BOD direction was to make the website upgrade as smooth as possible by ensuring that users can painlessly find the information they are looking for on the site. They also recommended that the information regarding the website upgrade be included in the June newsletter.

7) SharePoint Update Status – William Pierce reported that Ryan Fish is creating user ids and passwords for all the VPs and Chairs on the SharePoint site. Ryan Fish recently got a job, but is still planning to work on this effort. Craig Marek reminded William that part of the clean-up effort was to reorganize the site and get rid of old content that is no longer needed.

8) Chapter Meeting Place RFP – David Gadalla reported that he was updating the RFP and planned to submit it by the end of May. He was planning on getting responses back so that the BOD could vote on the proposals during the July BOD meeting. Jennifer Baker reminded everyone that our contract with Byron's was for one year and she suggested that we should let Byron's know we might be interested in meeting there next year.

9) Volunteer Openings – The BOD discussed the two open positions. Programs had the first open volunteer position and was looking for some Logistics volunteers to support the chapter meetings and satellite meetings. Communications had the second open volunteer position and was looking for a Writer/Researcher/Proofreader volunteer. Any new needs for volunteers should be submitted to Dwayne Chapital in Membership.

10) Survey – Dwayne Chapital reported that he was working with his team and with Vickie Traynum related to the chapter survey. Included in the BOD meeting packet was a list of questions. Please email all your comments to Dyane. Dwayne suggested having a drawing amongst everyone that completes the survey. The prize could be a free one-year pass to all chapter meetings and satellite meetings.

11) PMI Gift – Dwayne Chapital reported that PMI has given a \$500 gift to the chapter to help support members in need. Although we could use it however see fit to help members in need, PMI prefers to have it used in a way that allows members to earn PDUs. Dwayne reported that he was going to develop a proposal to be presented to the board for approval.

12) Action Items Review – John quickly reviewed the open action items with members of the BOD provided updates on what was completed or still in progress.

13) Finance Team Status – Report in agenda. No additional discussion.

14) Communications Team Status – Report in agenda. No additional discussion.

15) Professional Development Team Status - Report in agenda. No additional discussion.

16) Programs Team Status – Report in agenda. No additional discussion.

17) Membership Team Status – Report in agenda. No additional discussion.

#### DECISIONS:

1) Emcee for May Chapter Meeting will be Jennifer Baker.

2) Volunteer of the month will be Vickie Traynum.

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.

#### 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) (NEW) Schedule time on the ~~May~~ July Joint Board meeting agenda so that Ryan Fish can discuss the SharePoint site with the BOD. (President)
- 5) (NEW) David Gadalla to check with Velociteach regarding the one packet of training material ordered for Vineet Makhija covering *PMBOK® Guide—Fifth Edition*. Update: Will be available in June (Finance)
- 6) (NEW) Vineet Makhija to present plan for the Fall 2013 PMI-ACP (Agile) class to the BOD during its May meeting. Update: Jennifer Baker to identify instructors/schedule/pricing with Vineet. (Programs / Professional Development)
- 7) (NEW) John Schneider to create StarChapter user id for Gina Rowland and Sheetal Sareen. (Communications)
- 8) (New) Jennifer Baker to send John Schneider the information for the Fall 2003 PMI-ACP® Prep Course so that he can create the meeting in StarChapter and open the meeting for registration. (Programs)
- 9) (New) John Schneider to research costs associated with different options related to hosting video on the Internet so that members can view it. (Communications)
- 10) (New) John Schneider to coordinate the efforts of StarChapter to upgrade the website. He would ensure important information was live on the site within 24 hours and would target getting the rest of the content on the site within 2 weeks of the upgrade. (Communications)