

PMI Metrolina Chapter Board of Directors Meeting – July 9, 2013

ATTENDANCE:

President – Tonya Brown (present)
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 (not present)
Guests: none

MEETING SUMMARY:

1) Professional Development Day (PDD) 2013 Update – Jennifer Baker gave an update on PDD. A budget for the PDD was included in the Programs Report. Jennifer went over the expected expenses and revenue. Jennifer also went over the tentative schedule that was also included in the Programs Report.

2) Meeting video update – In the Communication Report, John Schneider reported that there were a lot of companies and options for website hosting of meeting videos. His report detailed the factors that should be considered when selecting a video hosting solution as well as a long list of companies whose solutions were reviewed. After analyzing all the options he presented three different recommended types of solutions:

- a) YouTube – a free solution that would allow anyone to view the videos for free.
- b) Vimeo Pro – a \$199 per year solution which included video on demand (pay to view) capability.
- c) Video and PowerPoint “side-by-side” – an option to consider in the future.

In John’s absence, the board discussed the need to recover the costs of both recording and video and hosting it on the Internet. They decided that more discussion would be required before proceeding. Then after some more discussion, they scrapped the idea for the chapter meetings.

3) Satellite meeting review/PDUs – Jennifer Baker gave a brief update on the Satellite Meetings.

- a) Lake Wylie - Dwayne Chapital is still working on getting an additional volunteer. Vineet Makhija and he are trading off leading meeting. No meeting in July. There is an event scheduled on July 13 for McKee Rd. Elementary School.
- b) Mint Hill - Attendance has dropped in this area. Will monitor to see if this is an ongoing trend.
- c) Lake Norman East/West - The Land and Lake Poker Run benefitting Relay for Life/America Cancer Society will be on July 20.
- d) Boone Satellite - Meetings will resume in August. Pending dates from Carol Pollard.
- e) Concord – Todd Foulks is leading meetings.
- f) The Hickory satellite meeting had its first meeting on June 27th.
- g) Asheville’s first meeting will be on July 15th. Have a speaker scheduled for October at this venue.

Have contact WCU and UNCA to provide info. Meetings on website until November.

h) Fayetteville's first meeting is scheduled on July 20th at K3 Enterprises. Meetings on website until November.

i) Planning on a Wilmington meeting at the end of August would also like to contact UNCW.

Tonya Brown had a concern about controls around handling and tracking money collected during satellite meeting "at the door" registrations. After some discussion, it was decided that a money collection sheet would be used at each meeting to track the money collected "at the door" during registrations. The new process would begin on July 11, 2013, at the satellite meeting in Denver. Collected funds and the money collection sheet would be turned into David Gadalla.

4) PMP Prep/ACP update – Registration for both certification training events is open.

5) Meeting Place RFP – David Gadalla distributed the RFP Response Packet to the board on July 9th. The responses were reviewed and discussed during the meeting. Byron's South End looked to be the best option. The board asked David to get back in touch with Byron's South End to answer some questions prior to making the final decision.

6) Survey update – Survey was reviewed and approved. John Schneider will be contacted to help Dwayne activate the survey and send out an email regarding the survey. The survey will be closed on August 17th.

7) Volunteer openings – The open volunteer positions were reviewed. Dwayne Chapital was going to contact John Schneider to see if there was still a need for the volunteer position in Communications.

8) LIM Registration – David Gadalla is handling the LIM registration and travel arrangements.

9) R5 – Tonya Brown reported that there was a potential cost of \$200 per person to attend R5. After some discussion it was decided that we would go ahead and register two people for this year's conference. Tonya cautioned that because of the cost of the conference and travel, we would be limited in the number of people that we send.

10) Elections update – Craig Marek provided an update with regards to the 2014 Board of Directors election process. All the information has been turned into PMI. Voting will be online using Votenet Solutions. Emails from Votenet should be received by our members on August 5th. Members will have until August 30th to vote.

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

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

13) Communications Team Status – Report in agenda. There was some discussion regarding the SSO issue. Each month some new members experience the problem. John Schneider should give an update at the next meeting.

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

15) Programs Team Status – Report in agenda. Jennifer Baker would like to use StarChapter Blogging for the question and response aspect of the Mentoring Minute. Jennifer will coordinate with John Schneider regarding testing that functionality.

16) Membership Team Status – Report in agenda. Dwayne Chapital reported that he was getting some old *PMBOK® Guide* —Fourth Edition books from Vineet Makhija. He is planning to give them away at the next chapter meeting.

DECISIONS:

- 1) Emcee for July Chapter Meeting will be Craig Marek.
- 2) Volunteer of the month will be Cory Maddox.
- 3) Being using money collection sheet for satellite meeting “at the door” registrations starting with the July 11, 2013, satellite meeting in Denver.

ITEMS POSTPONED TO NEXT/LATER MEETING:

- 1) Determination in Satellite Meetings are viable in 2014.
- 2) Marketing Report in September.

ACTION ITEMS:

- 1) (June) John Schneider to created StarChapter user id for all users needing access to Star Chapter. (Communications)
- 2) (June) Board of Directors to review the website and provide feedback as to what to add, what to change and what to remove to Communications. (BOD)
- 3) (June) John Schneider to put documents that can be shared with the chapter members on the StarChapter website. This includes documents such as BOD Agenda (not team reports), BOD Minutes, Chapter Handbook and By-laws. (Communications)
- 4) (June) John Schneider to put together a DropBox type solution for sharing documents within BOD. (Communications)
- 5) (New) David Gadalla to follow up with Byron’s South End with questions from BOD regarding the Meeting Place RFP. (Finance)
- 6) (New) Dwayne Chapital to contact John Schneider requesting assistance activate the chapter survey and send out a notification of the survey to all members. (Membership)
- 7) (New) Dwayne Chapital to contact John Schneider requesting email reminder for VOICE School Tools Drive. (Membership)