

PMI Metrolina Chapter Board of Directors Meeting – August 13, 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 (not present)

Scribe – John Schneider (present)

Guests: Bob Carter, Ray Daines, Tianti Gardner, Todd Foulks, Joe Griffin, Cory Maddox, Carl Rongo, Richard Sauser

MEETING SUMMARY:

1) Professional Development Day (PDD) 2013 Update – Todd Foulks gave an update on PDD. Dave Violette cancelled his participation in the PDD. Jennifer Baker is looking for a replacement for the two sessions that assigned to him. All other speakers have confirmed. AXA wants to participate as a partner for the event including adding an additional track of speakers. As of today, a check has not been received from AXA. The chapter needs volunteers to help support the PDD. Recruitment of volunteers has begun. Jennifer to inform Communications Team as to communication needs for PDD.

2) PMP Prep/ACP update – Vineet Makhija was not present at the time this item was discussed. The Professional Development status report stated that six (6) people had registered for the Fall 2013 PMP® Prep Course and two (2) people had registered for the Fall 2013 PMI-ACP® Prep Course. There was a concern that the registrations were so low. It was commented that typically prep courses have low signups until the month of the event, at which time most people register. Vineet to inform Communications Team as to communication needs for both Prep Courses.

5) Meeting Place RFP – David Gadalla reported all questions had been answered by Byron's South End. The board approved recommendation to return to Byron's South End for the 2014 Chapter Meetings. David was directed to sign the contract with Byron's South End.

6) Survey update – Dwayne Chapital reported the survey was in progress. It is scheduled to end on August 31st. So far 33 people had participated in the survey. John Schneider reported that an email reminder to members about the survey was already scheduled to be sent out on August 15th. Dwayne stated that he would present the results of the survey to the board during the September BOD meeting.

7) Volunteer openings – The open volunteer positions were reviewed:

a) Logistics, Membership (VRMS #1085) – need 1-2 people more people – Todd Foulks, Ray Daines and Regina Thomas have all expressed interest in assisting in this area. They have been directed to go to VRMS and apply for the position.

b) Writer/Researcher/Proofreader, Communications (VRMS #1743)

c) Newsletter Editor, Communications (VRMS #1790)

d) Chair, Professional Development (VRMS #NONE) – Tianti Gardner expressed interest in assisting in this area. She was directed to go to VRMS and apply for the position. Volunteer position needs to be created in VRMS.

8) LIM Registration – David Gadalla reported that reported that airline and hotel arrangements have already been made. Craig Marek requested David also make ground transportation arrangements. Everyone scheduled to attend the LIM registered for the event before or during the board meeting.

9) R5 – Tonya Brown reported the agreement during the president’s meeting was to pre-register two (2) people for the R5 meeting in Richmond, VA in March 2014. This will provide the local chapter hosting the event seed money for expenses related to the event. Details regarding who will be attending and transportation to the event will be determined at a later date.

10) Elections update – Craig Marek reported the election of the Board of Directors was in progress. Results will finalize by September 1 and will be posted on the website and in the September newsletter.

11) Transition Planning – Tonya Brown discussed that transition planning for the non-returning board members (Communications and Professional Development) should be starting. The goal is to complete transition planning before the board of director’s strategic planning session in November. The dates and location of the strategic planning session will be determined at a later date.

12) Volunteer Recognition Event – Tonya Brown asked Dwayne Chapital to begin planning for the annual volunteer recognition event. Existing and incoming board members should make recommendations to Dwight regarding the event format and location.

13) Annual Insurance Review – Tonya Brown discussed the annual insurance review and then asked the board to approved it. The board approved the insurance plan. David Gadalla was directed to get in touch with Anne Jenemann, our PMI Chapter Administrator, with regards to how to make payment.

14) BOD Meeting Minutes Approval – The minutes from the July 9, 2013, Board of Directors Meeting were approved.

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

15) Finance Team Status – Report in agenda. David Gadalla explained the \$4,064.01 expense for teaching materials was related to the fall certification courses. There was also a question raised about the \$399.54 for satellite meals. Part of this was food and travel expenses for Jennifer Baker related to satellite meetings, but there was also some other food expenses related to a “cheese wheel” and other hors d'oeuvres for some initial satellite meetings. Expenses of this type will be better explained during the September review of the satellite meetings and determination of their viable.

13) Communications Team Status – Report in agenda. John Schneider discussed the volunteer needs and how he has not gotten any response to the open positions via VRMS. He requested some assistance from the board in recruiting for these positions. John also discussed in detail the SSO problem and what the chapter, PMI and StarChapter have done and plan to do about the problem. In short, the problem will exist until StarChapter works to modify the way that they handle SSO login using third party cookies.

In the meantime, Communications is helping individual members work around the SSO issues. Rich Sauser provided a social media update.

14) Professional Development Team Status - Report in agenda. There was a discussion and concern with regards to providing a PMP prep class for McKesson Corporation in January/March. Vineet Makhija and Joe Griffin will talk more with McKesson Corporation and report back to the board via email. Christy Spears from Bank of America has about 300 project managers in her group and is interested in partnering with the chapter. She requested some member statistical information to justify her request internally at Bank of America. Vineet and Joe were advised that the chapter could provide statistical, non-member specific, information; but cautioned the information was only as accurate as the member or non-member initially provided and updated on the PMI website (members) or PMI Metrolina Chapter website (non-members).

15) Programs Team Status – Report in agenda. The request for a projector and screen for the Asheville satellite meeting was questions, especially since no other satellites had requested one. The board requested that the programs team get more information related to this request. There was a questions asked by a member regarding purchasing multiple chapter/satellite meetings with one credit card transaction. John Schneider stated that he did not think that was possible, but he would check. There was a request for a weekday PMP prep course, a RMP prep course and a PgMP prep course. The programs team was asked to send this information to Professional Development.

16) Membership Team Status – Report in agenda. Dwayne Chapital to

DECISIONS:

- 1) Emcee for August Chapter Meeting will be Tonya Brown.
- 2) Volunteer of the month will be Carl Rongo.
- 3) BOD approved recommendation to return to Byron's South End for the 2014 Chapter Meetings.
- 4) BOD approved annual insurance.

ITEMS POSTPONED TO NEXT/LATER MEETING:

- 1) Review of Satellite Meetings and determination of their viable September.
- 2) Marketing Report in September.

ACTION ITEMS:

- 1) (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)
- 2) (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)
- 3) (June) John Schneider to put together a DropBox type solution for sharing documents within BOD. (Communications)
- 4) (NEW) Jennifer Baker to inform Communications Team as to communication needs for PDD.

(Programs)

- 5) (NEW) Vineet Makhija to inform Communications Team as to communication needs for both Prep Courses. (Professional Development)
- 6) (NEW) David Gadalla directed to sign contract with Byron's South End for hosting 2014 Chapter Meetings. (Finance)
- 7) (NEW) David Chapital to present results of chapter survey to board during the September BOD meeting. (Membership)
- 8) (NEW) Tonya Brown to emphasis volunteer needs in communications while emceeing at next chapter meeting. (President)
- 9) (NEW) Vineet Makhija to send request to Dwayne Chapital to create volunteer position VRMS for Professional Development Chair. (Professional Development)
- 10) (NEW) David Gadalla to make ground transportation arrangement for LIM. (Finance)
- 11) (NEW) Non-returning board members begin transition planning with their replacements. (Communications and Professional Development)
- 12) (NEW) Dwight Chapital to begin planning for the volunteer recognition event. Existing and incoming board members should make recommendations to Dwight regarding the event format and location. (Membership, BOD)
- 13) (NEW) David Gadalla to get in touch with Anne Jenemann, our PMI Chapter Administrator, with regards to how to make payment for the annual insurance. (Finance)
- 14) (NEW) John Schneider to confirm whether purchases of multiple chapter/satellite meetings was possible within one credit card transaction. (Communications)
- 15) (NEW) Jennifer Baker to transfer information related to the requests for a weekday PMP prep course, as well as a RMP prep course and a PgMP prep course to Professional Development for their review and consideration. (Programs)