

PMI Metrolina Chapter Board of Directors Meeting – September 10, 2013

ATTENDANCE:

President – Tonya Brown (present)
Past President – Craig Marek (present)
VP of Communications – William Pierce (not present)
VP of Communications (incoming) – John Schneider (present)
VP of Finance – David Gadalla (present)
VP of Membership – Dwayne Chapital (present)
VP of Professional Development – Vineet Makhija (not present)
VP of Professional Development – Joe Griffin (present)
VP of Program – Jennifer Baker (present)
Scribe – John Schneider (present)
Guests: none

MEETING SUMMARY:

1) Professional Development Day (PDD) 2013 Update – Jennifer Baker gave an update on the status of the PDD. Prior to the reminder email going out, 64 people had registered for the event. The chapter has not received a check from AXA yet. Volunteers have been recruited for the event. Unlike last year, the BOD will not be needed as volunteers. If the BOD wants to attend the event they will need to register. The chapter will be recording attendees for each session so that we can properly report PDUs. Jennifer asked if anyone had flash drives they could loan to the chapter for the PDD to bring them to the chapter meeting. John Schneider reminded Jennifer that Rich Sauser is available to help Todd Foulks tweet during the event if needed. Jennifer reported that prior to the reminder email being sent; only 64 people had registered for the PDD. There was some discussion regarding how the larger than normal number of events in September, October and November by the chapter and partners, probably had an impact on the number of people registering for the PDD. Craig Marek suggested that this topic be added to the agenda for next year's strategic planning. During the subsequent discussion of the prep courses, it was discussed and approved that we would offer a 15% registration discount for the PDD to individuals that register for the PDD during the September chapter meeting.

2) PMP Prep/ACP update – Joe Griffin reported that registration for the two prep courses was low. The PMP prep course should break even. The PMI-ACP prep course will probably lose money. It was discussed and approved that that we would offer a 15% discount for the PMP / PMI-ACP Prep Courses to individuals that register for either of the two prep courses during the September chapter meeting and at the PDD. The question was raised as to whether we would cancel the PMI-ACP class due to a lack of registrants. After some discussion it was decided that we would not cancel the course since holding the course would be a benefit to us in building credibility and history related to teaching Agile based certification training. There was a brief discussion regarding the possibility of offering virtual prep classes. It was decided that that this topic be added to the agenda for next year's strategic planning.

- 5) Marketing Update – John Schneider reported that he had talked with Vickie Traynum and realized that nothing significant had happened with regards to marketing. In talking with Vickie, it was apparent that this was a lack of direction given to marketing (Vickie) over the past year. John stated that he had already schedule a meeting with Vickie to get marketing back on its feet and a major focus for the communications team over the rest of the year and into 2014.
- 6) Survey update – Dwayne Chapital shared some initial analysis related to the chapter survey in the form of a printed set of graphs. The board requested that Dwayne fixing some issues in the charts in the initial analysis and then emailing the updated initial analysis, along with the raw survey data, to the BOD. The board also requested that Dwayne perform of full analysis of the chapter survey comparing it to the last year’s survey and the Chapter Reporting System. Dwayne also reported that he would draw a winner of the “participate in the chapter survey contest” during the September chapter meeting.
- 7) Volunteer openings – The open volunteer positions were reviewed by the BOD:
- a) Logistics, Membership (VRMS #1085) – still need more people more people for chapter meeting and satellite needs.
 - b) Writer/Researcher/Proofreader, Communications (VRMS #1743) – possibly a volunteer from a satellite meeting location.
 - c) Newsletter Editor, Communications (VRMS #1790) – possibly a volunteer from a satellite meeting location.
 - d) Chair, Professional Development (VRMS #NONE) – still needs a volunteer in this area.
- 8) LIM Registration – David Gadalla reported that everything was in good shape for the LIM. He will email the travel conformation information and make arrangements for ground transportation.
- 9) R5 Update – No update. Board needs to budget for expenses related to the R5.
- 10) Elections update – Craig Marek reported the election process was completed and published. The board congratulated incoming VP of Communications, John Schneider, and incoming VP of Professional Development, Joe Griffin.
- 11) Transition Planning – Tonya Brown reminded the non-returning board members (Communications and Professional Development) that transition planning should be well underway with transition completed no later than the board of director’s strategic planning session in November. The date for the strategic planning session was set for Saturday, November 23rd.
- 12) Volunteer Recognition Event –Dwayne Chapital has begun planning for the annual volunteer recognition event. It was agreed that the volunteer recognition event should include all “current” volunteers – outgoing, remaining and new. The board also felt it was important to also recognize the volunteers at the remote satellite locations. It was decided that a \$25 gift card would be sent to all remote satellite volunteers that could not make to the volunteer recognition event in Charlotte.
- 13) Academic Outreach Initiative – Tonya Brown discussed PMI’s Academic Outreach Initiative conference that she emailed to the BOD. Confirming the decision made in the email discussion, it was decided that Richard Rodberg would represent the chapter. The costs for travel and lodging for the event are being picked up by PMI. It was also suggested that Joe Griffin go to the event and represent

the chapter. Joe stated that he was already planning to attend the event as part of his job at NEU Charlotte. Since he would already be there, he would be glad to also represent the chapter. He went on to say, that since NEU Charlotte was paying for Joe's expenses related to the event, there would be no financial impact to the chapter.

14) Satellite Meeting Update – Jennifer Baker shared the initial analysis she performed on satellite meeting locations. She created a chart that showed whether or not satellite meeting attendance met the 5-10% of total member and prospects in the area. East Lake Norman, Mint Hill and Southwest Charlotte are below the 5-10% range. The rest of the locations are at or above the 5-10% range. Jennifer stated that Boone is mostly made up of Appalachian State students. She also stated Asheville, Fayetteville and Willington have outgrown their meeting space. There was some discussion and concern about closing a satellite location that has a health core group, even if they fall below the 5-10% range. More analysis and discussion needs to occur. It was suggested that satellite meetings be added to the agenda for the strategic planning meeting.

14) BOD Meeting Minutes Approval – The minutes from the August 13, 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.

13) Communications Team Status – Report in agenda. John Schneider verbally reminded everyone that they should be using their new individualized user id for the StarChapter administrative interface and that the old generic user ids would be deleted on September 18th.

14) Professional Development Team Status - Report in agenda.

15) Programs Team Status – Report in agenda.

16) Membership Team Status – Report in agenda.

DECISIONS:

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

2) Volunteer of the month will be Joe Griffin.

3) Approved 15% registration discount for the PDD to individuals that register for the PDD during the September chapter meeting.

4) Approved 15% registration discount for the PMP / PMI-ACP Prep Courses to individuals that register for either of the two prep courses during the September chapter meeting and PDD.

5) Approved a \$25 gift card to be sent to all remote satellite volunteers that could not make to the volunteer recognition event in Charlotte.

6) Approved Richard Rodberg and Joe Griffin would go to the PMI Academic Outreach Initiative conference representing the chapter.

ITEMS POSTPONED TO NEXT/LATER MEETING:

1) Review of Satellite Meetings and determination of their viable September.

2) Items suggested to be added to strategic planning agenda:

- a) How to better manage scheduling dates for chapter and partner training events so that we do not have too many events in any single month or three-month period.
- b) Determination as to whether we should be offering virtual prep course training.
- c) Determination as to whether to continue the satellite meeting program and if so, determine ongoing strategies for both "local" and "remote" satellites.

OPEN 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 together a DropBox type solution for sharing documents within BOD. (Communications)
- 3) (August) David Gadalla to make ground transportation arrangement for LIM. (Finance)
- 4) (August) Non-returning board members begin transition planning with their replacements. (Communications and Professional Development)
- 5) (August) 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)
- 6) (NEW) Dwayne Chapital to fix problems in charts he created as part of the initial analysis of the chapter survey analysis and then emailing the updated initial analysis, along with the raw survey data, to the BOD. (Membership)
- 7) (NEW) Dwayne Chapital to complete a full analysis of the chapter survey, compare it to last year's survey and to the Chapter Reporting System. (Membership)
- 8) (NEW) David Gadalla to email travel conformation information to the BOD. (Finance)