

PMI Metrolina Chapter Board of Directors Meeting – October 8, 2013

ATTENDANCE:

President – Tonya Brown (present)
Past President – Craig Marek (present)
VP of Communications – William Pierce (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 (not present)
VP of Program – Jennifer Baker (present)
Scribe – John Schneider (present as noted above)
Guests: none

MEETING SUMMARY:

- 1) Professional Development Day (PDD) 2013 Follow-up – Jennifer Baker gave a report on the PDD. She reported that comments were mostly positive, but some were not. There were a lot of comments regarding the closed roads and limited access to parking. Jennifer informed that BOD that she had already talked to CPCC about the closed roads. There was a concern raised about handicap access to the classrooms. Jennifer agreed that signage could have been better directing people to the correct elevators for access to the third floor. Jennifer reported there were some presentation problems where some presenters presented the wrong material. She already has plans to address that issue in next year's contract with the presenters. There was also some conflict between some of our partners. Jennifer stated that she would be discussing it with those partners in order to resolve the problem.
- 2) PMP Prep/ACP update – Vineet Makhija and Joe Griffin was not in attendance at the meeting. Both the PMP Prep and PMI-ACP Prep courses started as scheduled. The board is looking forward to an update as to how the courses went at the next board meeting. John Schneider commented that he was looking for some positive comments to use in marketing material. Jennifer Baker stated that she would send out a survey to the attendees to facilitate comments.
- 3) Volunteer openings – The open volunteer positions were reviewed by the BOD:
 - a) Logistics, Programs (VRMS #1085) – still need more people for chapter meeting and satellite needs.
 - b) Speaker Chairs, Programs (VRMS #NONE) – needs to replace volunteer in this area.
 - c) 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. (John reported that he extended an offer to Dan Travieso from the Fayetteville satellite location.)
 - d) Website Administrator, Communications (VRMS #NONE) – looking for someone to fill this position

that was vacated early in 2013. (John Schneider was filling this position as an additional duty.)

e) Chair, Professional Development (VRMS #NONE) – still needs a volunteer in this area.

John Schneider brought up a concern that he had with regards to the VRMS system not working as effectively networking and publishing openings in the newsletter. He proposed:

a) Open volunteer positions in VRMS for a 12 month period of time so that they don't close. This way, if the recruiting process takes a long time, the position will not close on us.

b) Return to listing email address in newsletter advertising for volunteer positions. When we are contacted by someone that is interested in the position, we can have them complete the VRMS application process.

The board discussed the matter and approved the approach provided that volunteers did complete a VRMS application before being officially "hired" for a volunteer position.

4) LIM Registration – David Gadalla reported that everything was set for the LIM. He still needs to firm up the ground transportation to the hotel.

5) President's Call Recap – Tonya Brown gave an update from the Chapter Presidents call. The main topic discussed was the R5, which is addressed in the next time.

6) R5 Update - PMI Metrolina Chapter was being asked to advance register two (2) people at a total cost of \$400. The board approved paying the advance registration fee. It was decided that the board would make decisions how many people to send to R5 sometime in the new year.

7) Strategic Planning – Tonya Brown reminded the returning board members that the Strategic Planning session was planned for Saturday, November 23rd, at the Duke Mansion. Dwayne Chapital and Joe Griffin (via a phone call) reported that they were not able to attend the Strategic Planning session on the date originally planned. After some discussion, it was agreed that the new date for the strategic planning session was set for Saturday, November 23rd. Tonya directed the board to send their topics for the strategic planning meeting to bod@pmi-metrolina.com. John Schneider was already compiling a list of items to be discussed that could potentially be covered at the meeting from comments made at the last two board meetings. The items are listed below:

- SkillFest planning (should not occurring before chapter meeting)
- PDD planning (location change)
- Certification Training (what to we offer beyond PMP, how often, collaboration with other chapters, should prep classes be offered in other locations)
- Restructuring BOD and teams (PMI recommended volunteer positions and chapter study)
- Community Volunteering Program (central Charlotte and satellite efforts)
- Financial Balance (what to do with the excess funds)
- Member Retention (understand why people join/leave chapter, develop plan to address)

8) 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.

9) BOD Meeting Minutes Approval – The minutes from the September 10, 2013, Board of Directors Meeting were approved.

10) 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.

11) Finance Team Status – Report in agenda.

12) Communications Team Status – Report in agenda. Volunteer recruiting proposal was approved earlier in the meeting. John Schneider gave an update on the Dell SharePoint Services invoice stating that he had not heard back from the Dell SharePoint Services manager, Jennifer Martinez, but he was expecting to hear back from her when she returned from vacation on October 14th. John also reported that he had extended an offer to Daniel Travieso to work on the Newsletter Team and will have him complete a VRMS application.

14) Professional Development Team Status - Report in agenda.

15) Programs Team Status – Report in agenda. Jennifer Baker reported that she potentially was planning a partnership breakfast in December.

16) Membership Team Status – Report in agenda. Dwayne Chapital requested permission to purchase two (2) tablet computers to aid in the check-in process at chapter meetings. The request was approved by the board.

DECISIONS:

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

2) Volunteer of the month will be Heidi Schaffer.

3) Approved volunteer recruitment plan proposed by John Schneider to open volunteer positions in VRMS for up to a 12 month period of time so that they don't close and return to listing email address in newsletter advertising for volunteer positions provided that volunteers did complete a VRMS application before being officially "hired" for a volunteer position.

4) Approved request from PMI Region 5 to advance register two (2) people for the 2014 PMI Region 5 Leadership Institute Meeting at a total cost of \$400 in order to provide seed money for the chapter hosting the event.

5) Approved request from Dwayne Chapital to purchase two (2) tablet computers to aid in the check-in process at chapter meetings.

ITEMS POSTPONED TO NEXT/LATER MEETING:

None.

OPEN ACTION ITEMS:

1) (June) John Schneider to put together a DropBox type solution for sharing documents within BOD. (Communications)

2) (August) David Gadalla to make ground transportation arrangement for LIM. (Finance)

- 3) (September) 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)
- 4) (September) 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)
- 5) (NEW) Jennifer Baker to assist Joe Griffin in getting statements from PMI-ACP Prep Course to be used for marketing.