

PMI Metrolina Chapter Board of Directors Meeting – November 12, 2013

ATTENDANCE:

President – Tonya Brown (present)
Past President – Craig Marek (not 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 as noted above)
Guests: none

MEETING SUMMARY:

- 1) Volunteer Recognition Event –Dwayne Chapital gave an update regarding the volunteer recognition event. It would be held at Rock Bottom Brewery – Uptown on December 10th, 2013 from 6-8:00 PM. Dwayne stated that parking would be free and he sent out directions to the board. He requested that the board members give him their final head count for their team by Friday, November 15th. As previously decided, the board would send a \$25 gift card to all remote satellite volunteers that served last year but could not make to the volunteer recognition event in Charlotte.
 - 2) PMP Prep Update (winter session) – Initially planning on having prep course at Pfeiffer University, but have not heard back from them with confirmation. The team is starting to look at other possible locations to host prep class in January, but location must be secured before establishing dates.
 - 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) Email Coordinator, Communications (VRMS #NONE) – looking for additional volunteers in this area.
 - d) Marketing Assistant, Communications (VRMS #NONE) – looking for additional volunteers in this area.
 - e) Newsletter Editor, Communications (VRMS #NONE) – looking for additional volunteers in this area.
 - f) Social Media Coordinator, Communications (VRMS #NONE) – looking for additional volunteers in this area.
 - g) Website Administrator, Communications (VRMS #NONE) – looking for additional volunteers in this area.
 - h) Writer/ Proofreader, Communications (VRMS #NONE) – looking for additional volunteers in this area.
 - i) Chair, Professional Development (VRMS #NONE) – still needs a volunteer in this area.
- The board was reminded that last month it decided that volunteer positions can be advertised with applicants responding directly to VP instead of having to go through VRMS. When a volunteer applicant

completes the interview process and has been offered a position, they will need to complete a VRMS application to be officially assigned the volunteer position.

4) Strategic Planning Session – The strategic planning session is scheduled for December 7th at the Duke Mansion. Jennifer Baker is working out the details for meals and accommodations. John Schneider went through the list of agenda items for the meeting that have been suggested to date. Tonya Brown requested that any additional topics be emailed to John so that he can compile the list of suggested topics for the planning session. Tonya Brown will finalize the agenda. Below is the list of suggested items to be discussed at the strategic planning session to date:

- 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 to continue the satellite meeting program and if so, determine ongoing strategies for both “local” and “remote” satellites.
- c) Review SkillFest planning for the next year including discussion on how event should not occur before chapter meeting.
- d) Review Professional Development Day PDD planning for the next year including possible change in event location.
- e) Develop plan to better organize and communicate community involvement volunteer events sponsored by the chapter and satellites and ensuring focus on both central Charlotte and remote locations.
- f) Review Certification Training planning for the next year including what certification training should be offered beyond PMP, collaboration with other chapters and should prep classes be offered in other locations, including remote locations and should we begin offering virtual training.
- g) Restructuring the Board of Directors and volunteer teams to better align with PMI recommended volunteer positions and chapter study as well as changing chapter needs.
- h) Discussion of marketing initiatives for next year.
- i) Review of finances status. Begin reporting of finance status to chapter members. Determine what to do with excess funds.
- j) Review existing member retention program, understand why people join/leave chapter and develop plan to improve member retention.

5) R5 Update – Tonya Brown reported that we paid \$400 to register two people for the Region 5 Leadership Institute Meeting as approved last month by the board. In January, the board will discuss who will be going to the R5 and make additional registrations for those people.

6) Financial Update to Chapter – Tonya Brown requested that David Gadalla put together a financial update to be sent to the chapter members as part of the December newsletter. The report should include information about beginning and ending account balance, how membership dues are being used, meeting fee analysis and a partnership (sponsor) breakdown.

7) BOD Meeting Place for 2014 – With David Gadalla moving to Wilmington, the board need to find a new location to meet for next year. Jennifer Baker volunteered to research and make recommendations

on restaurants where the board could hold its regular meetings for 2014. If the location can also support a joint board/chairperson meeting, that is great. If not, she will recommend a second location for those meetings. There was some discussion regarding how to support a board member that needed to call into the meeting. No decision was made with regards to how to handle that situation, but Jennifer will check to see in any locations had conference phone capabilities.

8) BOD Meeting Minutes Approval – The minutes from the October 8, 2013, Board of Directors Meeting were not available and as a result not approved.

9) 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. David Gadalla noted that one of the October credits listed in the report was incorrectly labeled. The Winter Prep credit should have been labeled Fall Prep.

12) Communications Team Status – Report in agenda. John Schneider commented that the biggest takeaway he got from the LIM was to use stories to communicate marketing strategies. John stated that the communications team was planning its first marketing story in December with a story focused on volunteering. He asked the board to be on the looking for good stories regarding volunteers and to let him know if they found one. Finally he asked the board to email him if they had any open volunteer positions coming up and if so communicate that with him.

14) Professional Development Team Status - Report in agenda. Joe Griffin commented that he was planning on have three or four free training classes in 2014 to be held approximately once a quarter. The classes would be half day and worth three (3) PDUs.

15) Programs Team Status – Report in agenda. Jennifer Baker reported that she would like to set up pages on the website for each satellite location. John Schneider stated that his team would set that up when she was ready. There was also some discussion about the leaders for satellite meetings and Jennifer commented that she was asking all her leaders to commit to serve throughout the 2014 year.

16) Membership Team Status – Report in agenda. He also made a comment about a satellite volunteer event listed on the website and confirmed the community volunteering be one of the items discussed at the strategic planning session.

DECISIONS:

- 1) Emcee for November Chapter Meeting will be Tonya Brown.
- 2) Volunteer of the month will be Tianti Gardner.

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)
- 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) (October) Jennifer Baker to assist Joe Griffin in getting statements from PMI-ACP Prep Course to be used for marketing.

6) (NEW) Dwayne Chapital requested that the board send him their final head counts for the volunteer recognition event by Friday, November 15th.

7) (NEW) David Gadalla to put together a financial update report for the chapter members that will be sent out in the December newsletter.

9) (NEW) Jennifer Baker to research and make recommendations on restaurants where the board could hold its regular meetings for 2014. If the location can also support a joint board/chairperson meeting, that is great. If not, she will recommend a second location for those meetings.