



# Board of Directors Meeting

November 11, 2014

# Agenda

- Welcome (Tonya)
- Old Business
  - Open items from October 14<sup>th</sup> BOD Meeting (all)
- New Business
  - Events
    - Report out from LIM (All attendees)
    - November Meeting Speaker (Jennifer)
    - Chamber of Commerce event (Dwayne, Dani)
    - Volunteer Appreciation Event (Dwayne)
    - Strategic Planning Meeting on December 6<sup>th</sup> (Jennifer)
    - January 21<sup>st</sup> Program from Dr. James Brown (Jennifer)
    - Call for Speakers (Jennifer, Joe, Mark)
    - 2015 Events Calendar
    - 30<sup>th</sup> Birthday Party (Jennifer, Dani)
  - Finances & Administration
    - AMEX Merchant Account (Dave)
    - Miles Credit Card (Tonya, Dave, Dwayne)
    - Laptops & software (Dwayne)
    - 2015 Budgets (David, Dwayne)
    - Business Cards (Dani)
    - Contract renewal (Dani)
    - [info@pmi-metrolina.com](mailto:info@pmi-metrolina.com) (Dani)
  - Transition status from outgoing VPs
    - Finance (David)
    - Membership (Dwayne)
    - Professional Development (Joe)
    - Communications (Dani)
    - Programs (Jennifer)
  - Closing comments from out outgoing officers (Tonya, Dave)
  - Closing (Tonya)

2014 VP – David Gadalla

2015 VP – Dwayne Chapital

**FINANCE**

# Finance Update

- Issues – N/A
- Taxes – Complete
- Account Balance
  - Current Account Balance as of 10/31/2014: \$151,897.08
  - Previous Account Balance as of 9/30/2014: \$161,564.95
- Upcoming expenses for November: LIM Expenses and PMP Prep

Note: Merchants & AMEX credit are from Chapter Meetings, Sponsor Payments and PMP Prep

- October Credits - \$11,504.95
  - October Meeting \$1735.00
  - PMI Global \$4120.00
  - Satellite Meetings \$431.00
  - Partnership - \$0
  - Winter Prep - \$3775.00
  - November Meeting - \$0
  - PDD \$1715.00
  - Merchant Fees (\$271.05)
- October Debits - \$21,172.82
  - Merchant Fees \$301.86
  - August Meeting \$2312.65
  - PDD \$2383.37
  - BOD Meal \$0
  - Star Chapter \$150
  - Accountant \$500
  - Satellite Meetings \$1666.22
  - Winter Prep \$1175.58
  - LIM \$3525.91
  - Asset Purchase \$2878.63
  - October Meeting Speaker \$467.52
  - Marketing Meal \$23.89
  - PO Box Renewal \$288
  - Office Supplies \$126.45
  - Teaching Materials \$3853.92

2014 VP – Dwayne Chapital

2015 VP – Sheetal Puri

**MEMBERSHIP**

## ISSUES

- Membership knowledge transfer. Still need to schedule
- Finance knowledge transfer scheduled for 11/5/2014

## Needing Assistance/Input

- Volunteer Recognition Event
- Venue has been chosen, menu sent out. Need responses from your members for attendance as per my email to the Board. Need final responses now.

## Registration

- Sheetal is working on her 2<sup>nd</sup> in command for the registration desk.
- Sheetal has chosen a successor and the offer has been made via VRMS

# Civic Volunteering (VOICE)

## Volunteer Outreach Initiative for Community Experiences

2014 Calendar of Events

Target Dates		Event Title/Organization	Objective	Contact Person	Status
Month	Day				
August		No Event Planned			

# Inventory

Name	Model	Model #2	Serial Number	Model Type	Power Supply Y/N	Bag Y/N	OS	USB Mouse Y/N
VP Programs (Membership)	PST2LU-006006	T216D-S1140	6A426995K	Toshiba Satellite	Yes	Yes	Win 7	No
VP Communications (Membership)	PST2LU-006006	T216D-S1140	6A422690K	Toshiba Satellite	Yes	Yes	Win 7	No
VP Membership	PLL2PU-00701F	NB255-N245	5A559363K	Toshiba Satellite	Yes	Yes	Win 7	No
President (Membership)	PLL2PU-00701F	NB255-N245	5A556082K	Toshiba	Yes	Yes	Win 7	No
President #2 (Membersjhip)	PLL2PU-00701F	NB255-N245	5A558525K	Toshiba	Yes	Yes	Win 7	No
Professional Development #1	X000HL50PT	9HR-00001	63018431552	Surface RT	Yes	No	Win 8	No
Professional Development #2	X000HL50PT	9HR-00001	61032531552	Surface RT	Yes	No	Win 8	No
Professional Development Laptop	0768-A78		L3-RL007	Lenovo	Yes	Yes	Windows Vista	No
Registration #1 (Membership)	885370449075	9HR-00001	71095624352	Surface RT	Yes	No	Win 8	Yes
Registration #2 (Membership)	885370449075	9HR-00001	46705631252	Surface RT	Yes	No	Win 8	Yes
Programs Projector	DAEPTTG	N/A	1D31EF21106480139	Optoma	Yes	Yes	N/A	No
Programs Laser Pointer	R-RB5	N/A	N/A	Logitech	No	Yes	N/A	USB Yes
External Hard Drive (President #1)	WDBAAF0010HBK-NESN		WMAV51916641	Western Digital	Yes	No	N/A	No
Programs Projector Screen (Membership)	5705	SC17	N/A	N/A	No	No	N/A	N/A
Programs Conference Phone (Membership)	2201-03309-001		16034500131D	Polycom	Yes	No	N/A	N/A
Programs Audio Equipment (Membership)	ULM-21	RE-2	35702	Electro-Voice	Yes	Yes	N/A	N/A
Programs Audio Equipment (Membership)	BPU-2		15902	Electro-Voice	Yes	Yes	N/A	N/A
Volunteer Shirts (Membership)	2 Extra Large	Extra Large	Large	Medium	Small			
	8	37	38	37	9			
VP Programs	HP ProBook 6570b	A1L13AV	5CB3330N2S	HP	Yes	Yes	Win 7	No
	HP ProBook 6570b	A1L13AV	5CB3330N2P	HP	Yes	Yes	Win 7	No
	HP ProBook 6570b	A1L13AV	5CB3330N2R	HP	Yes	Yes	Win 7	No
	HP ProBook 6570b	A1L13AV	5CB3330N2M	HP	Yes	Yes	Win 7	No
VP Communications	HP ProBook 6570b	A1L13AV	5CB3330N2Q	HP	Yes	Yes	Win 7	No



# VRMS

3816	Satellite Co-Chair	Posted
3963	Mentoring Chair	Posted
3817	Corporate Partnership Chair Person	Posted
3431	Communications Website Designer	Posted
3432	Communications Newsletter Editor	Posted
3433	Communications Marketing Assistant	Posted
3434	Communications Graphic Designer	Posted
3962	2015 PDD Planning Committee	Posted

# Membership



Date	Total Members
November 2013	1608
December 2013	1616
January 2014	1637
February 2014	1656
March 2014	1725
April 2014	1730
May 2014	1691
June 2014	1681
July 2014	1706
August 2014	1768
September 2014	1726
October 2014	1730

VP – Dr. Joseph Griffin

# PROFESSIONAL DEVELOPMENT

# Summary

- This report contains updates on our most recent PMP Prep Class and Saturday PDU event, both of which went well.
- There are some instructor lessons learned from the PMP Prep Class, which we are working to resolve in the upcoming Fall PMP Prep Class.
- Scheduling is underway for the next Saturday PDU event and our PMP Prep Class focus group project.
- Please note that this is a combined September – October status report.

# Upcoming Events

Class	Start Date	Final Date	Location	Address	Notes	Status
PMP Prep Fall	Oct. 18-19, 25-26, Nov. 1-2		Wake Forest Univ. Uptown Campus	Uptown	17 attended	Completed
Saturday PDU Event	Dec. 6	Dec. 6	UNC Charlotte	Uptown Campus	7 registered to date	Planned

## Upcoming PMP Prep Course Feedback Session

We are planning to hold the PMP Evaluation focus group on November 22, 2014; it will be framed as a lessons learned sessions, where we will briefly present best practices for performing lessons learned, and then we will use the PMP Prep class as a case study for performing a lessons learned session; this will allow us to gain the feedback we need, and we can offer PDUs for the event. Two have registered for the event to date.

## Saturday PDU Event – Leadership Topic

Tom Cooper is scheduled to speak  
Scheduled for December 6  
Location is secured  
Will follow previous formats  
7 registered attendees to date

# Update on Recent Events

- Fall PMP Prep Class
  - 17 attendees
  - Total Revenue \$8,300
  - Est. Total Expenses: \$6,000
  - Est. Net Rev: \$2,300
  - Sacha states that instructors prefer 5 weekend model rather than more intensive format completed at Wake Forest University

2014 VP – Dani Beckman

2015 VP Administration – Robin Covington

2015 VP Marketing – Dani Beckman

# COMMUNICATIONS, MARKETING & ADMINISTRATION

# Communications

**Metrics –N/A**

**Issues –**

House account – spoke with Nealand and he is open to changing the wording however we see fit – he is not trying to make himself out to be the only person we use forever, I think he took other wording from somewhere – worth presenting what we want it to say and he will be more than willing to discuss...

**Needing Assistance / Input –**



# Communications

## **Update –**

New logo to review on shirts and business cards setups

## **Misc. –**

New “brand” – We are PMI

2014 VP – Jennifer Baker

2015 VP – Mark Cichonski

# PROGRAMS

# Chapter Meeting Agenda

The facilitator for the meeting will be Dwayne Chapital. The meeting agenda for the chapter meeting is as follows:

- Welcome & Introduction
- Congratulations to our newest Credential Holders
- Welcome to newest PMI Metrolina members
- Volunteer of the Month – Tom Gray
- Volunteer Opportunities
- Corporate Partnership
- PDU Opportunities
- Upcoming Events
- Speaker Presentation
- Closing

# Remaining 2014

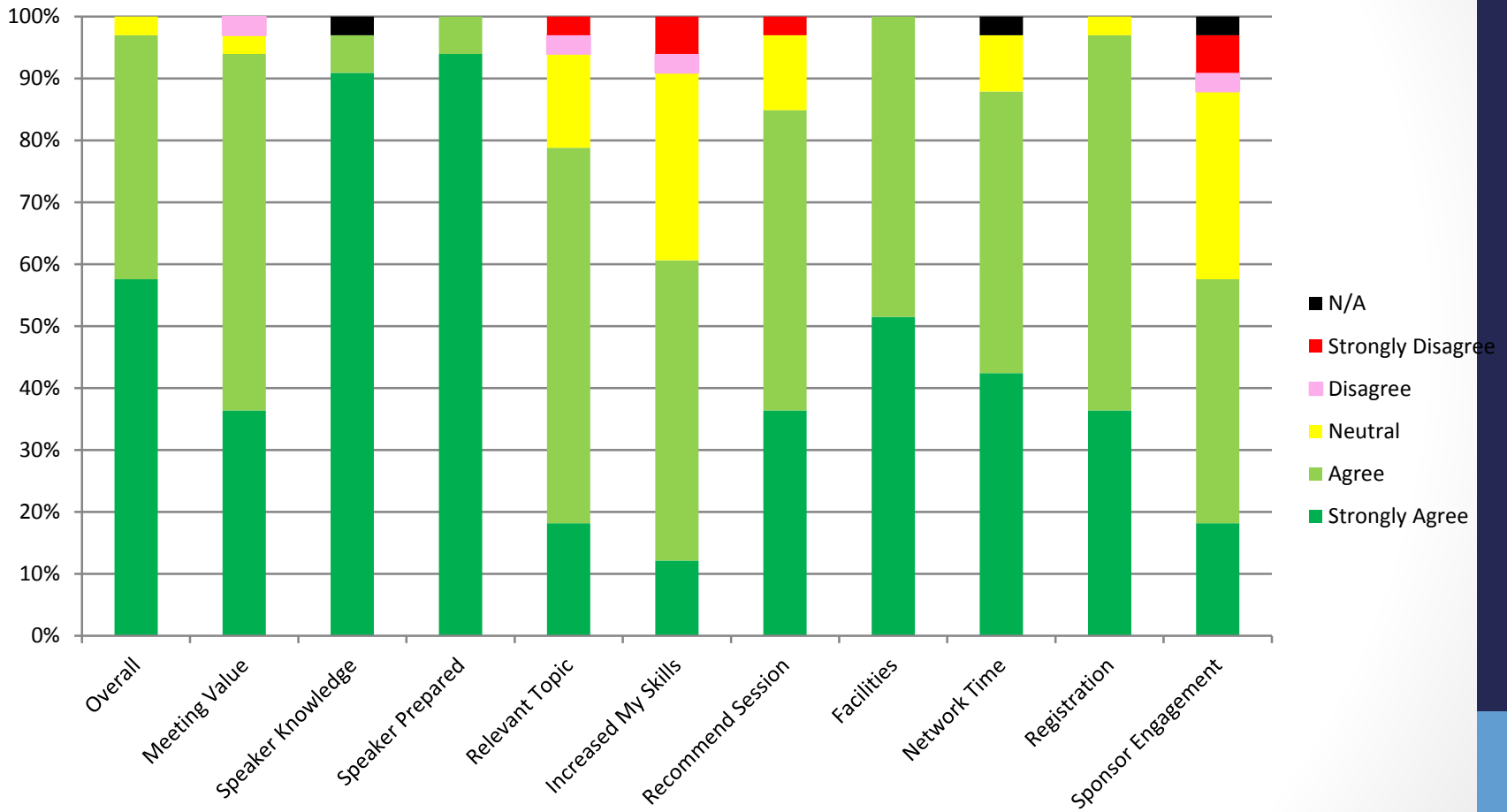
## Chapter & Satellite Meetings

- November 13th - Midtown Sundries – Denver. Satellite Dinner Meeting. Topic Discussion: Most Grateful Time as a PM
- November 15th New Hanover County Library. Wilmington Satellite Meeting. Angel D’auria: Saving Troubled Projects
- November 17th – Webinar. Portfolio Management Community of Practice – Portfolio Risk Management with Dan Phillips
- November 17th - WCU Biltmore Campus. Asheville Satellite meeting. Marc Fretwell: Program Management at Siemen’s
- November 18th - Byron’s South End. Charlotte Chapter Dinner Meeting. Edie Raether: Why Carrots and Sticks Don't Work.
- November 20th - Garrafalo’s Concord. Satellite Dinner Meeting. Topic Discussion: Most Grateful Time as a PM
- November 20<sup>th</sup> – Wilkesboro Satellite Meeting – Inaugural session.

# Other Programs & Events

- Mentoring Session in November – “Red Light, Green Light, 1 2 3 – Project Status” Mark Cichonski
- Portfolio Management Webinar with Dan Phillips on November 17
- Partner with Dr. James Brown for program in Q1 2015. Details forthcoming.
- Satellite Groups
  - Jacksonville satellite meeting went well – 3 site leaders signed up. Dani will facilitate next meeting and deliver presentation.
  - One of the Ballantyne Site leaders has said that she is resigning at year end. Talking with someone about this location position now.
  - Request to start a satellite meeting in Wilkesboro area. Have sent a note to the folks in the area. Scheduled an introductory meeting for November 20<sup>th</sup>.
- Potential for joint meetings with other professional groups
  - We were approached by Dr. Jim Conrad to do a joint meeting with IEEE. Thinking about asking Dr. Brown is able to speak and would also be a mutually agreeable speaker. He will come at no cost if able to provide do the session above.
  - Collabera approached us and asked about doing a joint meeting with IIBA. Kathleen Britton is their president and a member of our chapter who also approached separately wanting to invite their board to a meeting. Potential for March joint meeting. A speaker about requirements would be a good fit for both.
  - Another group that may be a good match is APICS. Dave Violette is a good potential speaker that would be beneficial to both. Would touch on the procurement side – alignment with PMBOK.

# October Chapter Meeting Survey Results



# October Chapter Meeting Survey Results

- Coffee as a beverage please.
- Good speaker, interesting topic. Not sure tie in to the audience.
- Glad it was relevant to PMs and not a sales pitch
- Meeting tonight – too many questions. Good presenter – very good storyteller.
- I usually take a lot of notes but took nothing away tonight. John has a lot of passion about the topic but the tie to PM was vaguely referenced – kinda forced.
- Interesting presentation and unique way of making story analogous to project management. Some concepts were a bit of a stretch but did not detract significantly from the presentation. I think the story could event be more tightly aligned to classic PM topics. I'd like to see more like this!
- Mr. Busch was fantastic!
- Thank you for the vegetarian food – tonight was very good! It was too cold. Excellent speaker!!!
- COLD!!!
- Very enjoyable topic.
- Very interesting topic. This was my first PMI meeting. I loved the networking opportunity.

# Corporate Partnership

	Chapter Partner Limit 1 per month	Network Partner	Web Partners
November 2014	UNCC	Collabera, CPCC, TekSystems, Vircon	WCU, CVCC, Point Advantage
December 2014	N/A (No chapter meeting)	N/A (No chapter meeting)	WCU, CVCC, Point Advantage, Collabera, CPCC, TekSystems, Vircon
January 2015	Reserved for UNCC	TBD	TBD

- Have had inquiries from a few vendors. Need to establish process for 2015.



# Programs Organization

Metro Satellites	Non-Metro Satellites	Other Programs
<b>Ballantyne</b> – (Karen McIntosh- resigned effect Y/E) Boutros Awad, <i>Co-Chair Vacant (Role posted)</i>	<b>Asheville</b> – Gary Jarvis, Elizabeth Schell	<b>Skill Fest</b> – Ruby Dease ( <i>Transitions to Marketing</i> )
<b>Concord</b> – Todd Foulks, Debra Donaldson, Bob Carter	<b>Fayetteville</b> – (Heidi Schafer – resigned effect 3/1/15 due to relo), Jennifer Smith ( <i>Role posted</i> )	<b>PDD</b> ( <i>Transitions to Professional Development. Roles posted</i> )
<b>Fort Mill</b> – Norelis Florentino, Phyllis Sills	<b>Hickory</b> – Jennifer Helton, John Cansler	<b>Mentoring</b> – Mark Cichonski ( <i>Transitions to Professional Development. Role posted</i> )
<b>Gastonia</b> –Diana Register, Susan Bumgardner	<b>Wilmington</b> – Mary Anne Taylor, Janis Thomas	<b>Administration</b> – John Rush, Ray Daines
<b>Huntersville</b> – Carl Rombolo, Ronda Elsea	<b>Jacksonville</b> – James Cole, Julie Shambaugh, Andria Davis	<b>Partnership</b> – <i>Vacant (Transitions to Marketing. Role posted)</i>
<b> Mooresville</b> – Mario Bernadel, Nirav Pancholy, Jeannine McConnell	<b>Wilkesboro</b> - TBD	<b>Networking</b> – Mark Cichonski ( <i>Transitions to Membership</i> )
<b>WLKN</b> – Tom Gray, <i>Co-Chair Vacant (Role posted)</i>	Other member volunteers in this area include: Tracy Schmidt, Collette Collins, Jonathan Mayhorn, Lori Lamprecht, Amanda Scott, Jennifer Smith, Russ Darnall, Tom Cooper, Vanessa Springs, Michael Johnson, Ray Daines	