

PMI Metrolina Chapter Board of Directors Meeting – January 14, 2014

ATTENDANCE:

President – Tonya Brown (present)
Past President – Craig Marek (not present)
VP of Communications – John Schneider (present)
VP of Finance – David Gadalla (present)
VP of Membership – Dwayne Chapital (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) Tonya Brown opened the board meeting reminding board members that in 2014 the goal is to have the board meeting more strategically focused. Board members should make use of email to share information and facilitate discussions with the rest of the board prior board meetings, rather than waiting for the board meeting. This should result in reduced time discussing issues at the board meeting allowing more time for strategic planning and decisions.
- 2) Emcee for Chapter Meeting – Dwayne Chapital will be the Emcee for the January chapter meeting. The board is reminded to wear their blue PMI Metrolina Chapter dress shirt to the chapter meeting, along with name tag, so that they can be easily recognized.
- 3) Volunteer Recognition – The board selected Heidi Shaffer (Fayetteville Satellite) as volunteer of the month for February. Note: After the meeting we realized that Heidi was the volunteer of the month in November 2013. Jennifer Baker suggested Nikkita (Nick) Nguyen (Southwest Charlotte Satellite) as the volunteer of the month for February 2014. This was approved by the board via email.
- 4) Budget Review – David Gadalla presented the 2013 budget numbers and 2014 budget forms the board. The board was requested to review and update the 2014 budget numbers and get them to David by Friday, January 17.
- 5) R5 Update – Tonya Brown informed the board that since R5 was only a few months away, it was time to make the reservations for everyone that was attending. The plan this year was to send the board of directors and one chairperson from each team to R5. The board was requested to send the Name, Mail Address, Email Address, Phone Number, PMI Member ID Number and meal sections for everyone going to R5 on their team to David Gadalla by Friday, January 17.
- 6) Board Decisions Needed by Team – This is a new, reoccurring, item on the agenda where teams that need a decision made by the board can present the information so that a board decision can be made.
 - a) Partnership Agreement Review/ Vote – Jennifer Baker initially presented a proposal to become a PMI-ITMPI distributor/promoter via email. After getting a couple of issues clarified, the board decided to approve the proposal.

b) Prep Class Instructions and Training – Joe Griffin presented a proposal to change the policy related to Prep Class Instructors and Training which included:

- Increase instructor pay to \$60 per hour, and increase of \$20 per hour.
- Eliminate onsite backup instructor being present at class, resulting in a savings of \$30 per hour.
- Change the process for onboarding instructor to ensure individual can “teach” before training them.
- Allow board members to teach prep class if done so pro bono.

(The chapter handbook will need to be updated to reflect these changes.)

7) By Laws – The board reviewed and made changes to the By Laws. Tonya Brown will be communicating the changes made to the By Laws to Craig Marek in order that he can update the document and present it back to the board for review. Board should review and comment on the By Laws again once the revised version is received.

8) BOD Meeting Minutes Approval – The minutes from the October 8, 2013, Board of Directors Meeting were approved.

9) BOD Meeting Minutes Approval – The minutes from the November 12, 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) Team Status Reports were included in the agenda.

ITEMS POSTPONED TO NEXT/LATER MEETING:

1) Review of the Chapter Handbook (sections 1 and 2) was tabled until a later meeting.

OPEN ACTION ITEMS:

1) (January) The board was requested to review and update the 2014 budget numbers and get them to David by Friday, January 17. (Board)

2) (January) The board was requested to send the Name, Mail Address, Email Address, Phone Number, PMI Member ID Number and meal sections for everyone going to R5 on their team to David Gadalla by Friday, January 17. (Board)

3) (January) Tonya Brown will be communicating the changes made to the By Laws to Craig Marek in order that he can update the document and present it back to the board for review. Board should review and comment on the By Laws again once the revised version is received. (Board)

4) (January) Joe Griffin requested that David Gadalla order shirts and name tags for his new chairpersons. John Schneider will send the new logo to David so it can be used on all future printings. (Communications / Finance)