

PMI Metrolina Chapter Board of Directors Meeting – February 11, 2014

ATTENDANCE:

President – Tonya Brown (present)
Past President – Craig Marek (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) Emcee for Chapter Meeting – Jennifer Baker will be the Emcee for the February chapter meeting.
- 2) Volunteer Recognition – The board selected Dani Beckman as volunteer of the month for March.
- 3) State of the Chapter update – Tonya Brown stated that she was putting together a State of the Chapter message. She requested some financial information from David Gadalla. She decided that she would share the beginning and ending account balance as well as some significant expense numbers for the year. Tonya informed Jennifer Baker that she needs a small amount of time to present the information at the chapter meeting. She would also put the information in her president's letter for the newsletter.
- 4) Bylaws – Craig Marek reported that the board had received the latest version of the bylaws and had reviewed it. After some discussion, the board voted to approve the amended bylaws. Craig was to finalize the document working with John Schneider who would be doing some format (layout, font, grammar, and legal wording) changes. John was also going to review the document one last time to ensure it was correct and in accord with PMI policies and guidelines from top to bottom. Craig was going to create a summary of the proposed bylaw amendments and then email them to the board for review. Finally John was to develop the communication plan for the notifying the chapter membership of the amendments and review that with Craig. Once everything was finalized, Craig and Tonya Brown would notify John to begin executing the communications plan and send the required documentation to Anne Jenemann at PMI. PMI would review the documents and schedule the electronic voting process.
- 5) R5 Update – Tonya Brown confirmed with the board that everyone that was going to the 2014 PMI Region 5 Leadership Institute Meeting received a reservation notification. David Gadalla confirmed that nine (9) individuals were registered. There appeared to be some confusion with the how the R5 host chapter (Central Virginia Chapter) recorded the initial \$400 that the David paid them to pre-register two people. Tonya said that she would contact the event leader to clarify the situation.
- 6) Board Decisions Needed by Teams:
 - a) Budget Approval – Over the past month, the board had an opportunity to review and update the 2014 budget. The board voted to approve the 2014 budget as presented by David Gadalla.

- b) R5 Donation – The board reviewed an email distributed by Tonya Brown from the R5 host chapter (Central Virginia Chapter) that encouraged chapters to bring donations for the YWCA of Richmond when they come to R5. After some discussion it was decided that we would not officially participate as a chapter, but individually anyone that wants to bring a donation is welcome to participate. It was the consensus of the board that the chapter should reserve the donation of chapter financial resources to local charities operating in the Metrolina area.
- c) Charter Renewal – Tonya reported that she was working on the chapter renewal documents and planned them have them completed by the end of February. She noted that the documents are not required to be turned in to PMI until the end of March.
- d) CPCC Partnership Agreement – Jennifer Baker discussed with the board details of a request from CPCC in regards to their partnership agreement. After some discussion, the board gave some guidance to Jennifer with regards to responding to the request.
- e) ASQ Partnership – Joe Griffin presented a proposal from the Charlotte Section of the American Society of Quality (ASQ) with regards to partnering with their upcoming conference on April 7 and 8. The board discussed the proposal and in the end was in favor of partnering with them. The board shared a number of different ways the two groups could work together and trade services.
- f) PDU Reporting – Dwayne Chapital informed the board that there are restrictions on the number of PDU we can submit for certain events. Many of our events only qualify for two (2) or less PDUs. Dwayne stated that he can work with teams to break there events up into separate parts that individually can be submitted for two (2) or less PDUs.
- g) PDD Location – Jennifer Baker gave an update with regards to effort to determining the best location for this year’s Professional Development Day. She is looking at two locations and comparing cost, space, services and location. The board stated their support as to the direction she was taking.
- 7) Team Status Reports were included in the agenda. Each team was given a chance to communicate anything that needed to be brought to board’s attention that needed to be highlighted.
- a) Communications – John Schneider raised a concern about the DEP going away and how the newsletter team was going to pull the new member and new certification information if did not have access to the new Chapter Reporting System (CRS). He also questioned whether the Communications team was the right team to be pulling this information on a monthly basis going forward. John stated that he thought the Membership team or Administration team would be a better fit for this task. Craig Marek commented that the membership team used to gather this information and the newsletter team only began pulling this information a few years ago when there was a leadership issue in the membership team. Dwayne Chapital stated that he thought that his Membership team should resume being responsible for pulling this information. It was agreed that John would provide some training to Dwayne regarding how to pull this information.
- b) Programs – Jennifer Baker commented that she needed Dwayne Chapital to bring the projector to the chapter meeting. She also requested that he bring the paper copies of the chapter meeting survey.
- c) Membership – Dwayne Chapital went through the open VRMS positions asking board members which

positions needed to remain open and which ones can be closed. John Schneider commented on the VOICE calendar stating that he needed an article for the March newsletter. Jennifer Baker stated she needed information for the chapter meeting slides.

8) Open Discussion.

9) BOD Meeting Minutes Approval – The minutes from the January 14, 2014, 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.

ITEMS POSTPONED TO NEXT/LATER MEETING:

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

OPEN ACTION ITEMS:

1) (February) David Gadalla to provide budget information requested by Tonya Brown so that she can use it in her State of the Chapter message by Saturday, February 14th. (Finance)

2) (February) Tonya Brown to send her State of the Chapter slides to Jennifer Baker so that she can add it to the chapter meeting slide deck by Saturday, February 14th. (President)

3) (February) John Schneider to provide training to Dwayne Chapital with regard to how to pull the new chapter members and new certifications from the Chapter Reporting System (CRS).
(Communications/Membership)