

PMI Metrolina Chapter Board of Directors Meeting – March 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: Vickie Traynum, Sheetal Puri, Dani Beckman, Prera Patel

MEETING SUMMARY:

- 1) Emcee for Chapter Meeting – Joe Griffin will be the Emcee for the March chapter meeting.
- 2) Volunteer Recognition – The board selected Daniel Travieso as volunteer of the month for April.
- 3) Bylaws – Craig Marek reported that the voting to ratify the proposed amendments to the bylaws was now in progress. Anne Jenemann at PMI had taken the proposed amendments to the bylaws document and entered it into Votenet, an online voting site, and scheduled the vote. PMI Metrolina Chapter members received an email regarding the vote on March 10, 2014. The email provided instructions on how to login to vote and informed them that the voting site would open from March 11 until March 25. Craig informed the board that ten (10) of the emails to chapter members were undeliverable and twenty-five (25) resulted in an out-of-office reply email. He also stated that four (4) individuals attempted to vote on March 10, a day early. Craig stated that he would share the results of the vote with the board, upon getting notification from Anne at PMI.
- 4) R5 Update –Tonya Brown went over some final details related to R5. Hotel reservations were confirmed and each individual going should have received an individual confirmation email. It was decided that we would wear our PMI Metrolina Chapter white polo shirt on Friday. Tonya asked the board members to reach out to any chairs on their team that were going and encourage them to network and exchange leadership skills with their peers from other chapters. She informed the team that there would be no WiFi in the conference room area because the cost for that service was too high. Finally she reminded everyone to individually bring items for the YWCA, if they wanted. The board quickly reviewed the transportation plan, making sure everyone that was going was covered.
- 5) Board Decisions Needed by Teams and FYI:
 - a) Chamber Liaison – The board discussed the liaison role with the Charlotte chamber. John Schneider stated that marketing should be responsible to the liaison role the chapter seeks to develop relationships with companies in our area. Dwayne Chapital stated that he also wanted to be involved seeking to develop personal relationships increasing chapter membership. After some discussion, it was decided that John would look into reconnecting with the Charlotte Chamber and setting up an email

address so that the entire board can get email notifications from the Chamber. It was also decided that we should add the CharlotteChamber logo to our chapter website and provide the chamber our logo.

b1) Scholarship Administration – Tonya Brown presented her recommendation to have PMIEF administer proposed scholarships. Referencing the PMI Educational Foundation Scholarship Program document that Tonya sent to the board on March 2, 2014, the board discussed the scholarship proposal. The board decided that they were in favor of the endowment scholarships rather than annual pass-thru scholarships. The criteria and amount of the scholarship still needed to be determined, but approved using the PMI Educational Foundation Scholarship Program to establish an endowment scholarship.

b2) Unemployed Hardship Program – During the discussion of scholarships, hardship programs were discussed. PMI already had a hardship program in place, but the chapter did not. The board agreed the chapter needed a hardship program. It was decided that the Dwayne Chapital would led effort to develop an “unemployed” hardship program for the chapter.

c) Charitable giving (golf outing, etc) – Craig Marek had sent an email to the board on February 21, 2014, regarding sponsoring a hole at the Blessed Assurance Adult Day Care Annual Charity Golf Tournament to be held on April 17th. The board decided that there is really no “project management” involvement in sponsoring a hole, but that it was a name-recognition, marketing type event. The board approved \$150 to sponsor a hole and the marketing would work with Blessed Assurance Adult Day Care to determine the details related to the event. Tonya asked that Marketing put together a plan for relationships like this for the future.

d) Saturday PDUs for non-members – Joe Griffin discussed his plan to charge non-members to attend the Saturday PDU events. He stated that there were a lot of non-members at the first Saturday PDU event and he was concerned that many chapter members did not get to attend the free event because it filled up so fast. Joe proposed changing non-members \$25 to attend the event. Chapter members would still be able to attend the event for free. During discussion, it was proposed that we take advantage of the opportunity to discuss the benefits of chapter membership with the non-members in attendance. As an incentive to join the chapter, non-members attending a Saturday PDU event would be able to attend a chapter meeting for free upon presenting proof the joining the chapter. The board approved charging non-members \$25 to attend the Saturday PDU event, as well as the proposal to allow non-members attending a Saturday PDU event to attend a change meeting for free if they joined the chapter.

e) Chapter Recognition – Tonya Brown proposed that we submit a paper to PMI on the chapter satellite program for presentation at the 2014 Leadership Institute Meeting (LIM). The satellite program is a program that has been well received by both members and non-members at both Metrolina and remote locations. If approved, Tonya stated that she and Jennifer Baker would work on the submission. The board approved the proposal.

f) Board vacancy announcement – Tonya Brown reminded the board that with the new bylaws, there was a new board position created. There was also some planned transition on the board. She encouraged the chairs that were present at the meeting to run for VP positions if they wanted. She also asked the board to be on the lookout for qualified individuals and encourage them to run.

6) Org Chart Review – The board reviewed the Org chart. John Schneider was tasked to redo the Org Chart in Microsoft Visio.

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) Finance – Joe Griffin asked David Gadalla for an itemize list of expenses for the winter prep class.

b) Communications – John Schneider asked if we begin interviewing new chapter members to see why they joined the chapter and former chapter members to see why they did not renew their membership. The board felt this would be valuable information to gather. The membership team was asked to look into the feasibility of performing these interviews.

c) Professional Development – Joe Griffin reported that the PgMP course was going to be in June instead of April. He reported that he was working to get the data from the prep class surveys back to the board. He reported that he was working on getting speakers for an Agile Workshop for an upcoming Saturday PDU event. Joe also requested a new laptop for his team. The old laptop was just not powerful enough. Approval was given to purchase a new laptop. A question was asked about a donation plan for the old laptops. David Gadalla was to work on that plan. Dwayne Chapital stated he has all the old laptops except for the Professional Development laptop. He volunteered to inventory the laptops and other chapter assets.

d) Programs – Jennifer Baker stated that September 27th had been reserved with UNCC for the site of the 2014 PDD. She also stated she had a verbal okay from Steve Del Grosso to be the keynote speaker at the PDD, but because of Steve's involvement with PMI, she needed to get PMI's approval for him to speak at the event.

e) Membership – Dwayne Chapital pointed out the draft version of the VOICE calendar.

8) Open Discussion

a) ASQ Partnership – Joe Griffin reported that he had not heard back from the Charlotte Section of the American Society of Quality (ASQ) after responding to their proposal of partnering with their upcoming conference on April 7 and 8.

b) PMI Metrolina Chapter White Polo Shirts – Joe Griffin asked whether his volunteers at prep classes could get a PMI Metrolina Chapter White Polo Shirts. Tonya Brown stated that all chairs can get a shirt. In addition, volunteers on a team working at an event in a visible/public role can get a shirt.

c) Member and Certification Reporting – John Schneider had previously provided some instructions to Dwayne Chapital regarding how to pull new chapter members and new certifications for chapter members from the Chapter Reporting System (CRS). Dwayne asked why there were three sets of instructions. John stated that there were really only two sets of instructions. The first set of instructions was for training purposes only. The second and the third set of instructions was what should be used. Each report should include the name of the individual and their awarded PMI certifications.

9) BOD Meeting Minutes Approval – The minutes from the February 11, 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 postponed until after the bylaw election.

OPEN ACTION ITEMS:

- 1) (New) John Schneider to reestablish the connection with the Charlotte Chamber. He would set up an email address where the entire board can get notified of chamber events. He was also work with Dwayne Chapital with regards to attending chamber events. (Communications / Membership)
- 2) (New) Tonya Brown to work on developing criteria and amount of the endowment scholarship that was approved to be managed by the PMI Educational Foundation Scholarship Program. (President)
- 3) (New) Dwayne Chapital would lead effort develop an “unemployed” hardship program for the chapter. (Membership)
- 4) (New) John Schneider to work with organizer of Blessed Assurance Adult Day Care Annual Charity Golf Tournament regarding details of sponsor table at the hole the chapter is sponsoring. (Communications)
- 5) (New) John Schneider to have marketing team put together a plan for relationships like golf tournament for the future. (Communications)
- 6) (New) Joe Griffin to discuss the benefits of chapter membership with the non-members in attendance at Saturday PDU events. Also communicate incentive to non-members attending a Saturday PDU event that joining chapter will enable them to attend a chapter meeting for free. (Professional Development)
- 7) (New) Tonya Brown and Jennifer Baker to work together on presentation paper for the 2014 Leadership Institute Meeting (LIM) to PMI regarding the PMI Metrolina Chapter Satellite Meeting program. (President / Programs)
- 8) (New) Board to be on the lookout for qualified individuals and encourage them to run for VP positions. (BOD)
- 9) (New) John Schneider to redo the organization chart in Microsoft Visio. (Communications)
- 10) (New) David Gadalla to provide Joe Griffin with an itemize list of expenses for the winter prep class. (Finance)
- 11) (New) Dwayne Chapital to look into the feasibility of performing interviews of new chapter members to see why they joined the chapter and former chapter members to see why they did not renew their membership. (Membership)
- 12) (New) David Gadalla to develop a donation plan for the old laptops. (Finance)
- 13) (New) Dwayne Chapital to assistance David Gadalla by gathering and inventorying all old laptops, as well as other chapter assets. (Finance)