

PMI Metrolina Chapter Board of Directors Meeting – April 8, 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) Emcee for Chapter Meeting – John Schneider will be the Emcee for the April chapter meeting.
- 2) Volunteer Recognition – The board selected Nick Kubick as volunteer of the month for May.
- 3) Bylaws – For the record, on March 25, 2014, Craig Marek forwarded an email from Anne Jenemann at PMI stating that the bylaw voting has closed and that proposed amendments have been approved. The membership was notified on March 28.
- 4) Board Decisions Needed by Teams:
 - a) Chamber Liaison – John Schneider gave an update on the CharlotteChamber. He stated that he had updated the registration on March 27 and that he was now receiving email from CharlotteChamber. John stated that he learned that our membership allows us to have up to eight (8) individuals registered. Those individuals would get emails and can attend CharlotteChamber events at member rates. He recommended instead of using one of the “slots” with a distribution list, it was a better idea to add all the board members directly. The board agreed and approved being added to the member list. John also reported that he was planning on attending the Open House and Member Orientation on April 16 from 3:30 to 5:30 PM. Dwayne Chapital stated that he was not able to attend this open house because of work commitments.
 - b) Non-Chapter Affiliated NC Zip Codes – John Schneider stated that there was an area of northeastern North Carolina that was not assigned to any PMI chapter. He generally referred to the area as Elizabeth City area but stated that it actually is everything east as of the North Carolina Chapter and north of the Metrolina Chapter. PMI assigns areas to chapters based on zip codes and the zip codes in this area (roughly speaking 278xx - 279xx) are not assigned. John and Jennifer Baker had talked about this area and felt that they needed to be serviced by someone and that either the Metrolina Chapter through its satellite program or the Hampton Roads chapter based on its proximity would be the best options. John stated that he informally talked some board members for both the Piedmont Triad and North Carolina chapters at R5 and neither group felt they would be able to properly service the area. John stated he also talked to board members at the Hampton Roads chapter and they felt they could service that and

that they in fact already had members and attendees from the Elizabeth City area. Finally John stated that he had talked to Anne Jenemann at PMI and she said that if all three North Carolina chapters are in agreement, she could assign those zip codes to the Hampton Road chapter. John proposed that we officially contact the other chapters in North Carolina pursue this course of action. After some discussion, the board agreed. Tonya Brown stated that she would take this as an action item.

5) Strategic Updates – Each VP on the board gave an update on the strategic plan for their team.

6) Satellite Review – Jennifer Baker provided a detailed update of the satellite program. She went through the current satellite locations identifying leadership challenges, attendance and overall health. Jennifer recommended eliminating the Boone and Mint Hill satellite locations. She recommended moving the East Lake Norman Satellite location to Huntersville. She recommended adding Mooresville, Gastonia, Ballantyne and Fort Mill in Q2. Participants from the Mint Hill satellite would have the option to participate in Ballantyne or Concord satellite. Finally she recommended adding the Jacksonville satellite, servicing the Camp Lejeune area, in Q3. The board agreed with Jennifer’s recommendations giving her approval to proceed with her plan.

7) 2015 Board - Tonya Brown again 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 reminded the board to be thinking about their successor and to be on the lookout for qualified individuals and encourage them to run. John Schneider asked the board about virtual VPs. He stated that some positions, like the VP of Administration and the VP of Finance might lend themselves to be virtual positions, more than others. In rephrasing the question, John asked does a VP have to be located in Charlotte attending board meetings in person, and does a satellite meeting meet the criteria of attending a chapter meeting. The board discussed this question, but did not reach a conclusion. The board decided to table the issue for now and address it when revising the handbook.

8) Open Discussion:

a) Golf Tournament – John Schneider reported that he had all the details he needed related the chapter sponsoring a hole at the Blessed Assurance Adult Day Care Annual Charity Golf Tournament to be held on April 17th. John had contacted Rich Rodberg about get the table cloth and informational material he brings to chapter meeting. John had the tables and chairs, but was still looking for a tent. Jennifer stated that she had a tent that could be used. John gave an invite to the board to come by the hole if they wanted, but everyone stated that they would not be able to come by due to work. It was suggested that John contact Rich about joining him for the day. John stated he would do that.

b) Hardship Submission – The board was informed that a chapter member submitted a hardship request to PMI. This particular chapter member lost their job and is receiving assistance from the Food and Nutrition Services (aka food stamps). After discussing the situation, the board decided to see what action PMI takes before taking any action. This would also give Dwayne Chapital time to complete his efforts related to developing the chapter Unemployed Hardship Program.

c) Advertising/Marketing Special Events – The board discussed the upcoming PgMP Prep Class and that since this was a unique class and would probably be interest in the class from outside the Metrolina

chapter area. The same holds true for our Professional Development Day. We typically get attendees at the PDD from Raleigh and Columbia. John Schneider stated that he would attempt to get these events added to the PMI and R5 events calendar. He also stated that we would do a direct email to the chapters within and around R5.

d) Google Voice Phone Number – David Gadalla reminded John Schneider about the Google Voice phone number for the credit card receipts. John stated that he would set something up as soon as he had a chance. David stated that it was not urgent since he had access to Authorize.Net, had entered his number for now, and could change it any time.

e) Location for PgMP Prep Course – There was some confusion with regard to where the PgMP Prep Course would be held. It is either at NWN Corporation or Wingate Ballantyne Campus. Both locations apparently have space reserved for this course. Joe Griffin will investigate and confirm location.

f) Meeting Signs – The board discussed getting some vertical banner signs for the chapter meetings that could also be used at special events like the PDD. It was suggested that the signs would say “Welcome” on one side and “Thank You” on the other side. The signs would have a blank space where a directional arrow could be attached. The board approved the purchase. Jennifer Baker and David Gadalla were going to work together to order the signs.

g) Joining the Chapter not Instantaneous – Dwayne Chapital reminded the board that individuals join the chapter through the PMI website. It has taken up to 5 business days for PMI to process that the membership before it is available for download to the chapter database. New chapter members are not able to register online for chapter meetings as a member until that occurs. Dwayne does not want new chapter members to have to wait until your membership is processed to attend a chapter meeting. He plans to direct new members who are not able to register for the chapter meeting as a member, to email him a copy of their receipt from PMI showing they joined to the chapter. Provided they email him before the advance registration deadline, they will be charged the advance registration member rate for the chapter meeting. Dwayne requested that this be added to the FAQs and to the meeting details.

h) Take your team to lunch – Tonya reminded the board to be sure to be intentional about meeting with their chairs and team. As an example she said, take them to lunch. Dwayne Chapital asked to have a monthly reminder email to take his team to lunch.

9) BOD Meeting Minutes Approval – The minutes from the March 11, 2014, Board of Directors Meeting were not available so they were not approved.

10) Action Items Review – Open action items from the previous meeting were not available so they were not reviewed during the meeting. But they are listed below along with the new action items.

ITEMS POSTPONED TO NEXT/LATER MEETING:

1) (January) Review of the Chapter Handbook (sections 1 and 2) was postponed until after the bylaw election.

2) (New) Determining whether there is a requirement for a VP to be located local in the Metrolina area, or whether they can live in a remote location, in effect being a virtual VP, was postponed and will be addressed by the board as part of the review of the handbook.

OPEN ACTION ITEMS:

- 1) (March) 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)
- 2) (March) Dwayne Chapital would lead effort develop an "unemployed" hardship program for the chapter. (Membership)
- 3) (March) John Schneider to have marketing team put together a plan for relationships like golf tournament for the future. (Communications)
- 4) (March) 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)
- 5) (March) 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)
- 6) (March) Board to be on the lookout for qualified individuals and encourage them to run for VP positions. (BOD)
- 7) (March) John Schneider to redo the organization chart in Microsoft Visio. (Communications)
- 8) (March) 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)
- 9) (March) David Gadalla to develop a donation plan for the old laptops. (Finance)
- 10) (March) Dwayne Chapital to assistance David Gadalla by gathering and inventorying all old laptops, as well as other chapter assets. (Finance)
- 11) (New) John Schneider to add all the board members to the member list for the CharlotteChamber. (Communications)
- 12) (New) Tonya Brown to check with Piedmont Triad, North Carolina and Hampton Road chapters with regards to assigning all the non-chapter affiliated NC zip codes (roughly speaking 278xx - 279xx), identified as the area east of the North Carolina chapter and north of the Metrolina chapter (aka Elizabeth City area), to the Hampton Road chapter. (President)
- 13) (New) John Schneider to contact Rich Rodberg with regards to joining him at the Blessed Assurance Adult Day Care Annual Charity Golf Tournament. (Communications)
- 14) (New) John Schneider to attempt to get the PgMP Prep Class to the PMI and R5 events calendar, as well as direct email the chapters in and around R5 regarding the class. (Communications)
- 15) (New) John Schneider to set up a Google Voice phone number for David Gadalla to use on credit card receipts processed with Authorize.net. (Communications)
- 16) (New) Joe Griffin to determine whether the PgMP Prep Course will be held at NWN Corporation or Wingate Ballantyne. (Professional Development)
- 17) (New) Jennifer Baker and David Gadalla to order vertical banner sign for use at chapter meeting and

special events. (Programs / Finance)

18) (New) John Schneider to add to FAQs, procedure for new chapter members to follow, in the event they are not in the chapter database before the advance registration deadline, so that they can attend the next chapter meeting at the member advance registration date. (Communications)

19) (New) Jennifer Baker to add to chapter meeting details, procedure for new chapter members to follow, in the event they are not in the chapter database before the advance registration deadline, so that they can attend the next chapter meeting at the member advance registration date. (Programs)

20) (New) John Schneider to set up an automatic reminder to VPs (that want it) to take their team to lunch. (Communications)