

PMI Metrolina Chapter Board of Directors Meeting – May 13, 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: Dani Beckman, Prera Patel, Bob Carter

MEETING SUMMARY:

1) Board Decisions Needed by Teams:

a) T-shirts for volunteers – Following up on an email exchange with the board, John Schneider reported that the marketing team was proposing ordering t-shirts for volunteers involved in community service events. The t-shirts would be provided free to a volunteer at the community service event, provided they had not already received one. The marketing team looks at this as a brand awareness marketing campaign. By wearing the t-shirts, the community service volunteers would be recognized as a volunteer team from the PMI Metrolina Chapter rather than individual volunteers. Vickie Traynum put together some initial costs and designs, but had some questions. The proposal, the designed were discussed with the board and the decided to proceed with the project. The marketing team was instructed to develop two proposals, one with an imprint on the front, another with an imprint on the back. It was decided that we would order American made shirts and order them in bulk to save costs. The board accepted the proposed ratio of shirt sizes and the design for the front and back. Once the proposal was put together it should be communicate with the board via email. One question arose regarding where the shirts would be stored. Dwayne volunteered to store the shirts.

b) Square on the go – John Schneider discussed with the board the Square on the Go product. This small device worked with iOS and Android phones allowing them to process credit card sales. David Gadalla and Jennifer Baker had also read up on the device. John stated that the biggest risk would be allowing the device access the chapter bank account, but this risk could be mitigate by creating a second bank account with limited funds in the account. John stated that he was presenting the product to the board for possible use in satellite locations or for merchandise sales. The board discussed the device and found it interesting; but decided that it was not needed at this time.

c) Emcee for Chapter Meeting – Tonya Brown will be the Emcee for the May chapter meeting.

d) Volunteer Recognition – The board decide to discontinue the volunteer of the month and instead highlight chapter members and their accomplishments. John Schneider expressed concern about starting something before we had 3-4 months of content. Jennifer Baker said she had a lot of content for

this section. She stated that she would send content the Communications for the newsletter.

2) Saturday PDU and PMP Prep lessons – Joe Griffin gave an update of the Saturday PDI class. He reminded the board that in March it was decided to charge non-members \$25 for the Saturday PDU class while members would still be able to attend for free. The change seemed to have an impact on attendance. The first Saturday PDU class was 50% members and 50% non-members. The second Saturday PDU class was 90% members and 10% non-members. He stated that the decision to charge non-members for the class had its desired effect, making space for more chapter members to attend. He also stated that the UNCC computer lab worked great for the Microsoft Project class. Joe also gave an update regarding the PMP Prep class. A concern had surfaced that the Andy Crowe material was not covering all the material covered in the certification, with a specific concerns related to the coverage of the Inputs and Outputs for the Tools and Techniques. Joe stated that he would talk to the instructors regarding switching the curriculum to new material.

3) Website review – John Schneider shared that the website team had a long list of planned and requested updates to the website. The last couple of months had been very busy for himself and is website volunteer and they had not made as much progress as they planned. John stated that he was in the process of recruiting additional volunteers for the website, but it was not finding many qualified volunteers. He stated that he was writing position descriptions for the website designer positions and planned to recruit volunteers in the June newsletter and through VRMS. Jennifer Baker mentioned that there were some web developers in the Fayetteville satellite and that she would get John their names.

4) Marketing review – John Schneider reported that strategies for marketing have been discussed but not put down on paper yet. Again the last couple of months had been very busy for John and as a result, he had not been able to connect with Vickie to formalize these strategies. In short the strategies will be focused in three areas: the individual practitioner, educational institutions, and companies. He stated that he was writing position descriptions for a graphic designer and a marketing assistant and planned to recruit volunteers in the June newsletter and through VRMS.

5) Scholarship criteria readout – Dwayne Chapital walked through the proposed Hardship Criteria for Yearly Dues (PMI Global and Metrolina fees). The board discussed the items in the proposal and made recommendations. Dwayne was to take the feedback and revise the proposal. The packet also included the proposed PMI Metrolina PMP Prep Class Scholarship criteria; however that proposal was not discussed at the meeting.

6) Annual survey plan – Dwayne Chapital reported that the annual chapter survey was coming up and would be conducted from May 27th thru July 3rd, basically covering the month of June. Dwayne stated that we would be using the same survey as last year, with only minor changes.

7) Volunteer/transition updates – Tonya Brown led a discussion covering the different teams discussing volunteer needs and transition planning. She reminded the board that the elections for the board were rapidly approaching. Members of the board who vacating the board, or moving to another position, should identify potential replacements for their position. The board replacements should also have replacements to fill their chair position. The existing board should work hard to insure the new board

and teams of volunteers are fully staffed.

8) Open Discussion:

a) Copy-ready for Newsletter/Website – Dwayne Chapital asked John Schneider to explain to the board what copy-ready meant in relation to the newsletter and website. John stated that in its simplest form, an article is “copy-ready” if it is ready to be printed, or in the case of the newsletter or website ready to be posted. The article should be complete, well written, and factually correct. Words should be spelled correctly and it should be grammatically correct. It should include links to websites if needed, and it should include an email address where questions can be directed. Basically it should be ready to be cut and pasted to the newsletter or the website. Dwayne asked John to put this in writing in an email.

b) Volunteer Needs – The board reviewed volunteer needs discussing open volunteer positions and new volunteer needs. John Schneider stated that he had a number of volunteer positions to write up before the June newsletter goes out.

c) Elizabeth City – John Schneider asked about the non-chapter affiliated NC zip codes, aka the Elizabeth City area of North Carolina. Tonya Brown stated that she would follow up on that this month.

d) Presentation Paper for the LIM – Tonya Brown and Jennifer Baker gave an update on the presentation paper for the 2014 Leadership Institute Meeting (LIM) to PMI regarding the PMI Metrolina Chapter Satellite Meeting program.

e) Equipment Inventory – Dwayne Chapital informed the board that the chapter equipment inventory could be found in the meeting agenda. He stated that he did not have information on the Professional Development Laptop and requested that he get the information on the laptop. He asked the board to review the document for correctness.

f) PgMP Advertising – John Schneider informed the board that the PgMP was in the R5 calendar, but he was not able to get it into the PMI calendar because it was a prep course and PMI does not have prep courses in the global events calendar. PMI stated they would be glad to list the PDD or similar full day special events like that. Joe Griffin stated that he did get the PgMP listed as an activity for PDU reporting. John stated that he was all ready to send out the direct email to the chapter in and around R5. He stated that he just wanted to review the list with Joe before sending out the email.

9) BOD Meeting Minutes Approval – The minutes from the April 8, 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) (April) 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) John Schneider to have marketing team put together a plan for relationships like golf tournament for the future. (Communications)
- 3) (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)
- 4) (March) Board to be on the lookout for qualified individuals and encourage them to run for VP positions. (BOD)
- 5) (March) John Schneider to redo the organization chart in Microsoft Visio. (Communications)
- 6) (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)
- 7) (March) David Gadalla to develop a donation plan for the old laptops. (Finance)
- 8) (April) John Schneider to add all the board members to the member list for the Charlotte Chamber. (Communications)
- 9) (April) 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)
- 10) (April) 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)
- 11) (April) John Schneider to set up a Google Voice phone number for David Gadalla to use on credit card receipts processed with Authorize.net. (Communications)
- 12) (April) Jennifer Baker and David Gadalla to order vertical banner sign for use at chapter meeting and special events. (Programs / Finance)
- 13) (April) 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)
- 14) (April) 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)
- 15) (April) John Schneider to set up an automatic reminder to VPs (that want it) to take their team to lunch. (Communications)
- 16) (New) John Schneider to have the marketing team put together a two option proposal regarding volunteer t-shirts and send it to the board via email for review, voting and approval. (Communications)

- 17) (New) Joe Griffin to talk to the instructors regarding switching the curriculum for the PMP Prep Course to new material from a new provider. (Professional Development)
- 18) (New) Jennifer Baker to get names of web developers in Fayetteville that can possibly help on the website design team. (Programs)
- 19) (New) John Schneider to develop job descriptions for new volunteers positions (Newsletter Editor, Website Designer, Graphic Designer, and Marketing Assistant) for posting in the June newsletter and in VRMS. (Communications)
- 20) (New) Dwayne Chapital to update the Hardship Criteria for Yearly Dues (PMI Global and Metrolina fees) based on comments and feedback from the board. (Membership)
- 21) (New) Dwayne Chapital to run annual chapter survey from May 27th thru July 3rd. (Membership)
- 22) (New) John Schneider to send out email to board explaining what is meant by Copy-ready for Newsletter/Website. (Communications)
- 23) (New) Joe Griffin to get information on the Professional Development Laptop to Dwayne Chapital or turn in the laptop. (Professional Development)
- 24) (New) Board to review equipment inventory list for correctness. (BOD)