

## **PMI Metrolina Chapter Board of Directors Meeting – July 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: Dani Beckman

### MEETING SUMMARY:

#### 1) Administrative Items:

- a) Meeting Emcee – Tonya Brown will be the Emcee for the June chapter meeting.
- b) Monthly Recognition – This month we will be recognizing chapter members who have been members of the chapter for over 20 years:

Michael Petko, PMP - Member since: 9/25/1985

Roger Turner, PMP - Member since: 12/31/1987

Richard Allen, PMP - Member since: 2/26/1992

Wayne Eckert, PMP - Member since: 11/10/1992

Young Garrison, PMP - Member since: 2/14/1994

Joseph Rector, PMP - Member since: 2/14/1994

#### 2) Decisions Needed:

- a) New members/new credential holder – This item was added to the agenda as a result of comments from Dwayne Chapital that he wanted to talk about membership producing the New Chapter Members and Chapter Members with New Certifications list each month. At the board meeting, Dwayne stated that there was not an issue in producing the list.
- b) Candidate statements – Based on an email exchange before the board meeting, Jennifer Baker stated that she has scheduled time in the July chapter meeting agenda to introduce the candidates running for the upcoming Board of Directors election. Jennifer stated she was planning on showing slides with the pictures and bios for each candidate as part of the chapter meeting slide show. For all uncontested positions, she planned to just have the candidate stand up to be introduced. For the contested positions of VP of Administration and the VP of Marketing, each candidate will be able to speak for 1-2 minutes at the chapter meeting. One of the candidates for the VP of Administration position, John Rush, will not be able to attend the meeting. John Rush will prepare a statement and have it read for him by the emcee. The board officially approved the plan.
- c) LIM Travel Arrangements – David Gadalla stated that did not have any information to share with

regards to the 2014 Leadership Institute Meeting. He stated that he would send that information to the board members, once he put that information together. The board agreed that they would need to wait until after the Board of Directors election to determine who was going to the LIM and what travel arrangements would need to be made.

3) PDD Update – Jennifer Baker informed the board that she had placed a reservation with UNCC for the chapter to host the Professional Development Day 2014 at the UNC Charlotte Center City campus on September 27th. Food and beverage negotiations for the event are pending. Jennifer included a draft schedule for the PDD in the meeting agenda. She also informed the board that PMI had approved Steve Del Grosso to be a speaker at our PDD. As a result, the PDD will have three keynote speakers. Steve Del Grosso will be the morning keynote speaker. Brandon Lane will be the afternoon keynote speaker. And Karen McIsaac will be the endnote speaker. Jennifer stated that t-shirts will be available for purchased as part the event registration. The shirts can be picked up by attendees that purchased them on the day of the event. She stated there should be a few extra shirts that will be available for sale on the day of the event. The PDD chairs are Collette Collins and Pamela Almeida.

4) Election Update – Craig Marek reported by email that everything for the elections had been set up. PMI will be sending out an email announcement regarding the election, to all chapter members that are eligible to vote, on July 14th. Voting will be open from August 1st through August 22. Once the election is concluded, the results will be sent to Craig for distribution to the board and chapter.

5) Volunteer/Transition Updates: Each board member gave an update related to their team volunteers and chairpersons. Dwayne Chapital informed the board that he was mistaken when he reported that individuals who had accepted an offer will not be recognized by PMI as being a volunteer until such time the volunteer position had been closed. He stated that they are recognized as being a volunteer upon acceptance of an offer being extended to them for a volunteer position.

6) Quarterly Strategic Review: Each VP gave an update on the progress of their strategic plans. The board entered into a discussion about the progress of a strategic plan when clarification was needed or questions surfaced.

7) Action Item Review – John Schneider reviewed and updated the list of action items from the June Board of Directors meetings. He also read from his notes, the action items for the July Board of Directors meeting.

10) Approval of Board Meeting Minutes – The minutes from the June Board of Directors meeting were approved by the board.

11) Open Discussion/Adjournment:

a) Newsletter submissions and review – John Schneider discussed how a majority of the newsletter submissions are received at the last minute. He reminded the board the deadline for newsletter submissions is the 20th of each month. He also discussed how, despite the fact that the draft versions of the newsletter are sent to all the VP and chairs, he is only getting review comments from a few people. He reminded the board that the purpose of draft versions of the newsletter was to allow the chapter leadership to read the newsletter and request corrections (add/delete/changes), before the newsletter

goes out to the whole chapter. John stated that waiting until the last minute to submit articles and request corrections had a negative impact on the newsletter process and the newsletter volunteer team.

b) Saturday PDU question – Joe Griffin stated that there was an issue related to the timing of the Agile Saturday PDU event. The event was now planned to be held in September at the CPCC Harris Campus.

#### ITEMS POSTPONED TO NEXT/LATER MEETING:

1) (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) John Schneider to have marketing team put together a plan for relationships like golf tournament for the future. (Communications)
- 2) (March) Tonya Brown to send a list of the chairpersons to John Schneider so that he can redo the organization chart in Microsoft Visio. (Communications)
- 3) (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)
- 4) (March) David Gadalla to develop a donation plan for the old laptops. (Finance)
- 5) (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)
- 6) (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)
- 7) (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)
- 8) (April) John Schneider to set up an automatic reminder to all VPs to take their team to lunch. (Communications)
- 9) (May) John Schneider to send out email to board explaining what is meant by Copy-ready for Newsletter/Website. (Communications)
- 10) (June) Once the PDD is listed as a published event in StarChapter, John Schneider to promote the event directly to the neighboring chapters, add it to the R5 calendar, and get it added to the PMI calendar. (Communications)
- 11) (June) Board to review the whole Chapter Handbook paying special attention to the board member's team area. Send comments and updates to Tonya Brown by July 31st. (BOD)
- 12) (New) David Gadalla to contact GoDaddy.com to renew PMI-METROLINA.COM domain name. (Finance)

13) (New) David Gadalla to contact Authorize.net to renew our ability to process credit cards through StarChapter. (Finance)

14) (New) John Schneider to change all the chapter meeting event details and FAQs to say 12:00 PM (Noon) because some individuals are confused thinking 12:00 PM is midnight. (Communications)

15) (New) Dwayne Chapital approved to purchase printer for registration table. (Membership)

16) (New) Jennifer Baker to write up policy and an FAQ for food as it relates to food allergies. All chapter events where we serve food must have posted information regarding food content and as it relates to food allergies. (Programs)