

## **PMI Metrolina Chapter Board of Directors Meeting – August 12, 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: Susan Bumgardner, John Cansler, Bob Carter, Mark Cichonski, Robin Covington, Debra Donaldson, Norelis Florentino, Todd Foulks, Tianti Gardner, Tom Gray, Jennifer Helton, Jeannine McConnell, Karen McIntosh, Nirav Pancholy, Prera Patel, Sheetal Puri, Diana Register, Rich Rodberg, Carl Rongo, John Rush, Phyllis Sills, Mary-Anne Taylor, Andrea Verner

### MEETING SUMMARY:

#### 1) Administrative Items:

a) Chapter Meeting Emcee – Tonya Brown will be the Emcee for the August chapter meeting.

b) Chapter Meeting Logistics – Jennifer Baker will not be at the August Chapter meeting. Mark Cichonski agreed to set up the laptop and projector for the chapter meeting for Jennifer.

c) Monthly Recognition – This month we will be recognizing Anne Jenemann, PMI Chapter Administrator for the PMI Metrolina Chapter. Jennifer Baker volunteered to do the write-up on Anne for the newsletter.

#### 2) Decisions Needed:

a) Lean Six Sigma Yellow Belt Certification Workshop – The board discussed whether to advertise for an upcoming Lean Six Sigma Yellow Belt Certification Workshop. The workshop was being put on by someone with whom the chapter had no prior relationship. In fact, we could not find a website for the company. Tonya Brown stated that she would reach out to the PMI Atlanta Chapter to learn more about the course and instructor. John Schneider stated that he could include the course in the PDU Opportunity communications (newsletter and weekly email), but that they must have a website presence so that interested individuals could learn more about the class. The board approved advertising the event in via PDU Opportunities provided there was a favorable response from the PMI Atlanta Chapter and a website presence.

b) Regional Conference – The board discussed a proposal from Jim De Piante regarding collaborating on regional conference focusing on Soft Skills. Jim felt that North Carolina would be an ideal location for such a conference. Joe Griffin stated that this appeared to fall under Professional Development and that he would research it and report back to the board.

c) Portfolio Management Community of Practice – Jennifer Baker created a Portfolio Management Community of Practice event in the chapter database. Since the event was scheduled for August 16th,

the newsletter team included the event in a draft of the August newsletter. Tonya Brown noticed the event, and directed that the name be changed it be changed to Portfolio Management Discussion, until such time the board approved setting up a Community of Practice. Tonya stated that she wanted the board to fully understand what was involved in setting up this Community of Practice. Joe Griffin stated that this event and a community of practice would fall under Professional Development. Joe proposed that, following the August 16th Portfolio Management Discussion event, that he and Jennifer Baker work together and develop a plan for a Community of Practice and present it to the board. The board agreed with Joe's proposal.

d) Professional Development Strategic Planning – It was mentioned that the Professional Development strategic planning for 2015 should include Portfolio Management Professional (PfMP) and PMI Professional in Business Analysis (PMI-PBA).

3) PDD Update – Jennifer Baker gave an update on the 2014 Professional Development Day to be held at UNC Charlotte Center City on September 27, 2014. She stated speakers and tracks are all set. Food and beverage negotiations are pending. They plan to order extra T-Shirts for sale on the day of the event. The breakeven point for the event is 60 people. This is a lot lower than last year since the cost for the space is less than half the cost of last year. The PDD chairs are Collette Collins and Pamela Almeida. Jennifer stated they were doing a great job.

4) Election Update – Craig Marek reported the election was underway. The election began on August 1 and will conclude on August 22. Craig reported that at present there is a 3.8 % response rate. The board decided that Communications should send out an email to all chapter members on Wednesday, August 20th, reminding them to vote. Once the election is concluded, the results will be sent to Craig and he will pass them on to the board. Communications will publish the results to the chapter via the website and the September newsletter.

5) LIM Update – David Gadalla provided some pricing information related to the 2014 PMI Leadership Institute Meeting in Phoenix, AZ on October 23-25, 2014. Registration is \$390 per person. Flights are around \$500 per person. Hotels are \$250 per person per night. The board thought the price of the hotel room was much higher than expected. David was asked to look at the prices for some lower cost hotel rooms in the surrounding area.

6) Volunteer/Transition Updates – The board reviewed open positions for this year and planned needs for next year. Most of the open positions were in effect a “backup person” for the team. The one exception was Partnership. There was no volunteer working in this positions, Jennifer was currently filling this role. As a result, this position was considered an “immediate need”.

7) Handbook Update – Most of the board had turned in their updates to the handbook. Dwayne Chapital and John Schneider had not turned in their updates. Dwayne stated that he would have his updates completed by Sunday. John Schneider stated that he needed two weeks to complete his updates.

8) Update from Chairs – Each chairperson was given an opportunity to speak to the board. Each chairperson shared what their role and responsibilities, as well as any successes or challenges that they faced. Individually, the board members took notes.

9) Action Item Review – John Schneider ran through the open and new action items, adding/closing/correcting items based on comments from the board.

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

11) Open Discussion/Adjournment:

a) Quarterly Review of Prep Course – Joe Griffin stated that he had the chapter’s PMP Prep Course reviewed and it was dated excellent. There were a few recommendation made as part of the review. Joe is going to review the recommendations and make changes to the prep course as appropriate. He also wants to have a twice a year focus group made up of individuals that have taken the course and taken the exam. The focus group would provide feedback and help the team know where they need to make changes in the course so that it better prepares an individual for the exam. Mark Cichonski was asked, and agreed, to help Joe in running a focus group.

b) School Tools Drive – The School Tools Drive was mentioned. Questions were asked regarding: were we still having the School Tools Drive collection at the next chapter meeting, is Carla Hamilton going to be there to talk and collect the items, and should we send out a reminder email? Dwayne stated he would check with Carla and let everyone know.

#### 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) David Gadalla to develop a donation plan for the old laptops. (Finance)

3) (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)

4) (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)

5) (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)

6) (April) John Schneider to set up an automatic reminder to all VPs to take their team to lunch. (Communications)

7) (May) John Schneider to send out email to board explaining what is meant by Copy-ready for Newsletter/Website. (Communications)

- 8) (July) Dwayne Chapital to purchase printer for registration table. (Membership)
- 9) (July) Tonya Brown to contact Gil Marder at PMIEF with help writing the criteria for our planed scholarship grant. (President)
- 10) (New) Tonya Brown to contact the PMI Atlanta Chapter to learn more about the Lean Six Sigma Yellow Belt Certification Workshop course and instructor and communicate to determine whether we should add them to the PDU Opportunities communications. (President)
- 11) (New) Joe Griffin to contact Jim De Piante regarding his proposal for a regional conference focusing on soft skills being held in North Carolina and the level of collaborating that was being proposed for the chapter. Joe will report back to the board with his findings and recommendation. (Professional Development.)
- 12) (New) Joe Griffin and Jennifer Baker to work together to develop a proposal for a Portfolio Management Community of Practice and then present it to the board. (Professional Development).
- 13) (New) John Schneider to send out an email to chapter members on Wednesday, August 20th, reminding them to vote for the 2015 Board of Directors election. (Communications)
- 14) (New) Craig Marek to send result of the 2015 Board of Director elections to the existing board of directors and all candidates upon receiving notification from PMI. (Past-President)
- 15) (New) John Schneider to publish the results of the 2015 Board of Director elections to the chapter via the website and the September newsletter. (Communications)
- 16) (New) David Gadalla to research lower price hotel rooms near the convention center for the 2014 PMI Leadership Institute Meeting and report back to the board. (Finance)
- 17) (New) Dwayne Chapital and John Schneider to complete the updates to their area of the Chapter Handbook and turn them in to Tonya Brown. (BOD)