

minutes

PMI Metrolina October Board Meeting		
10.14.2014	Called to Order - 6:00pm	Adjourned - 8:00pm
Meeting called by	Tonya Brown	
Type of meeting	PMI Metrolina October Board Meeting	
Facilitator	Tonya Brown, President	
Note taker	Dani Beckman, VP Communcations	
Attendees	Dwayne Chapital, Craig Marek, Joe Griffin, Dave Gadalla, Sheetal Puri, Mark Cichonski, Robin Covington, Jennifer Baker	
PM in Education		
15 min	Guest Speaker	
Discussion	Speaker couldn't make the meeting this month	
PMIEF in school system - looking for mentors in that role - forwarding to Rich (Joe) how many efforts have we received in regards to this? 3 separate requests - lets have Rich come to the next board meeting		
Conclusions	Rich to come to next board meeting to review	
Action Items	Person Responsible	Deadline
Joe to forward items to Rich	Joe	
Rich to attend next meeting	Rich	
Monthly Recognition		
5 min	Group	
Discussion	Who should we recognize at the next chapter meeting for monthly recognition?	
Tom Gray - he has been a speaker, run the West Lake Norman sat. meetings, very gracious when running for VP Marketing		
Conclusions		
All in agreement		
Another note - recognizing Ann got a LOT of positive feedback all around!		
Action Items	Person Responsible	Deadline
Write up for chapter meeting	Jennifer	
Write up for newsletter	Jennifer	
Blue Diamond Awards		
5 min	Group	
Discussion	Do we have anyone we want to submit to any of these, or do we just post at the chapter meeting and in the newsletter?	
Conclusions		
Put on the slides and explain what they are at the chapter meeting and then also include in the newsletter		
Action Items	Person Responsible	Deadline
Slides for chapter meeting	Jennifer	
Newsletter	Dani	

minutes

Election Update		
5 min	Tonya	
Discussion	Need formal announcement	
We need to put a formal announcement out on the results of the special election - a blurb on the website, announce at the chapter meeting and put in the newsletter		
Conclusions		
Jennifer will write the blurb and add to chapter meeting slides, and then send to Dani for newsletter and website		
Action Items	Person Responsible	Deadline
Jennifer to write blurb/slides	Jennifer	
Newsletter and website inclusion	Dani	
LIM		
15 min	Group	
Discussion	All Set?	
Plane, hotel and registration all set - short ride from airport to hotel, Holiday Inn Express - Attendees: Robin, Jennifer, Joe, Robin, Sheetal, Dani, Tonya - agenda? Jennifer has and will distribute - petty cash? Tonya will require \$100 - get from Dwayne		
Conclusions		
We are all set and ready to go!		
Action Items	Person Responsible	Deadline
Agenda will be sent to attendees with recommended sessions	Jennifer	
Petty Cash given to Tonya	Dwayne	
Handbook Update		
10 min	Tonya	
Discussion	Updates	
Making updates - copy to the board by the end of the month		
Conclusions		
Want to have this wrapped up by Dec 1 st		
Action Items	Person Responsible	Deadline
Handbook Updates to Board	Tonya	Dec 1 st
Volunteer Transition Updates		
10 min	Group	
Discussion		
Plans in place? Joe met with team this week to work on transition for next year. David and Dwayne are in synch. Dani and Robin will chat at LIM. Jennifer would like to meet in Arizona with people if possible. Dwayne and Sheetal are doing ok.		
Conclusions		
Everyone seems to have a plan in place so far.		
Action Items	Person Responsible	Deadline
Keep moving forward	Everyone	

minutes

Meeting Locations for 2015		
10 min	Group	
Discussion	Locations for 2015	
Dwayne's office will be the location for Board meetings for 2015		
Jennifer will check on Byron's for the chapter meetings - didn't make the min 100 a couple of meetings this year so we need to think about maybe skipping some months that have historically lower attendance		
Conclusions		
Action Items	Person Responsible	Deadline
Dwayne to reserve conference room	Dwayne	
Jennifer to check on Byron's	Jennifer	
Volunteer Recognition Dinner		
5 min	Dwayne	
Discussion	Update	
Please have all your RSVP info in by November 1 st so we can order all the food		
Conclusions		
Action Items	Person Responsible	Deadline
Provide all volunteer names and meal options to Dwayne	Board	Nov 1 st
Strategic Plan Review		
15 min	Group	
Discussion	Review 1014 Strategic Plans	
Communications - since there was no written plan and Dani just took over, there is nothing to report, other than nothing was really accomplished or inventoried.		
Finance - now has a Comptroller - and has more automated reporting		
Professional Development - expand student outreach; not as much - will do a better job of it		
Programs - ability to get satellites self-sufficient sooner, rely heavily on support - already talked to Mark about going forward		
President - Endowment - more attentive - will work on this next year too		
Membership -		
Review Department Reports		
5 min	Group	
Discussion	Update	
Review all departmental reports provided by VP		
Conclusions		
Action Items	Person Responsible	Deadline