

PMI Metrolina Board Meeting
January 13, 2015

Attendees:

Jennifer
Mark
Dwayne
Dani
Tonya
Sheetal
Joe
Robin

Action items

Each board member is responsible for tasks related to their position. The following are action items for the group as a whole or items that span several groups.

Date	Responsible	Due	Task	Status
1/13/15	All	ASAP	Compare the action plan you submitted to the notes from the strategic planning meeting and provide updates to Jennifer.	
1/13/15	All	1/16/15	Review the updated budget sent by Dwayne on 1/13 @7:43pm and send him a yea or nay if you approve via e-mail.	
1/13/15	Dwayne, BOD	1/13/15	Mileage credit card - Print meeting minutes on chapter letterhead and have board sign and mail to bank to apply for credit card.	
1/13/15	Dwayne, Mark, Sheetal	2/10/15	Dwayne to write up process for deposit only debit cards and provide to Sheetal and Mark.	
1/13/15	Dani, Dwayne, Sheetal	2/10/15	Review expired postings on VRMS, determine jobs needed and list on VRMS.	Complete – Dwayne provided list of people who applied to Dani on 1/13.
1/13/15	Dani, Joe, Mark		Make sure McAfee is added to the chapter laptop in your position and report back to Dwayne when complete.	
1/13/15	All	ASAP	All board members look the forwarded names on chapter e-mails for correctness. Respond to Jennifer when complete.	

Review Minutes from November BOD (Robin) – 1/13 – All board members were asked for changes and none were requested. Minutes approved.

Old Business

- 2015 Budget (Dwayne)
 - Lines 17 & 18 for business cards. Move money from general overhead and remove \$750.00
 - Cleared blue on programs
 - Move money around programs, marketing and education to adjust to current job descriptions.
 - Communications is blank. This is okay. Just hide line.
 - Line 83 – adjusted income per actuals of last year. Averaged high and low months.
 - Free chapter meeting for chairs discussion. (Parking lot for later discussion.)
 - Line 19 and 21 are ok (Robin to call Jennifer on place to store documents on website.)
 - Amend the budget to add LIM and R4.
 - Jennifer and Dwayne have received chapter debit cards.
 - Budget updated and approved unanimously
 - Dwayne to write up process for Sheetal and Mark deposit only debit cards.
 - All board members to review budget Dwayne sent on 1/13 @ 7:43pm
- Miles Credit Card (Dwayne)
 - Credit Cards for mileage. Put minutes on letterhead and have board members sign off then mail to bank.

Action Plans (Jennifer)

- Jennifer would like us to review and compare to strategic meeting minutes.
- VOICE (Sheetal)
 - Would like to rename VOICE to Community Service. For update to website send to website@pmimetrolina.com
 - Send write ups prior to month to advertise event at chapter meeting and send to Mark for chapter meeting agenda.
 - Create actual event on calendar so it will be on calendar and newsletter for each event.
 - Currently school supplies and 30th birthday are same month.
- Info@PMI-Metrolina.com (Dani)
 - Working on the drop down box to make “info” go away
- Website updates (Dani)
 - Leadership pictures added
 - Added about section
 - Calendar
 - Added communities section
 - Added Jacksonville and Wilkesboro
 - Added trouble logging in and FAQ
 - Contacts
 - Added support on contacts page
 - Changed 2014 to 2015 – this is in process

- Still working on global look
- Missing some of the city pictures – communities needs to provide
- Continue to look for and change word “satellite” to “communities”

- Call for Speakers (Joe, Mark)
 - Mark sent document to communities with instructions for planning speakers
 - Created call for speakers and posted on our website (not on linked in, toastmasters, etc)
 - Mark to send link and all board members to post on their linked in

- Laptops & software (Dwayne)
 - Dani to purchase 2 McAfee licenses. Each license has 3 seats.
 - Dani to make sure McAfee is added to all chapter laptops
 - Dani has Office has taken care of her 3 laptops and Joe’s. Mark to take care of his.
 - Send Dwayne receipts which will be added to Dwayne’s budget

- Gaps from Transitioning – try to wrap up by end of month
 - PDD (Jennifer, Joe)
 - Mentorship (Mark, Joe)
 - Corporate Partnership (Jennifer, Dani)
 - E-Mail forwarders/New Officers (Jennifer)
 - o All board members to look at forwarders to confirm recipients are correct
 - o Jennifer created PDD@ and made Joe and Tom Gray as recipients

New Business

- Board administration
 - Please honor all due dates

- Chapter Guest Pass (Sheetal)
 - Up to 15 now.
 - Submitted e-mail for 30 more people
 - Sheetal evaluated members to 65 people and 13 responded. She sent e-mail to next group of 30. Currently has 5-6 left.
 - Sheetal to provide Mark and communities chairs of people who has accepted the guest pass
 - VRMS – Confirm what is posted in the newsletter is what is on VRMS. Dwayne to check expiration date and notify what has expired.

- January Joint Meeting with IEEE (Mark, Jennifer)
 - Standard agenda – who is Volunteer of Month, Corporate Partnerships, etc (Jennifer to compare what she has and let Mark know.)
 - Dani to notify Bailey he will be recognized.
 - Jennifer to facilitate meeting

- February Joint Meeting with APICS (Mark)

- Winter Prep Class (Joe)
 - Talking to Sasha about moving date out. Joe will e-mail board.

- When are next two classes? Joe to April 18 and October 3 tentatively. Joe to create event and open registration.
 - Duke Energy has requested PMP prep in Wilmington/Brunswick. Possible virtual using our presenters in Charlotte.
 - PMI Global has voting questions that will show if they are engaged. There is an engagement meter.
 - Breakeven point is about 7 people depending on room charge. Budget number is 23 people.
 - Parking lot to discuss change rate change. We don't want to hurt our sponsors.
 - Look at rates for PgMP exam for revenue option.
 - PDD in Eastern NC – target late spring early summer for planning.
- R5 LIM (Jennifer, Dwayne)
 - 6 confirmed, 1 pending and 1 no
- LIM in Orlando (Jennifer, Dwayne)
 - Go ahead and reserve rooms for people going. When?
 - Jennifer to ask hotel if rooms can be blocked for PMI Metrolina or if must have names.
- 30th Birthday Party (Jennifer, Dani)
 - Working on it for August
- Training for Star Chapter (Jennifer, Dani)
 - Jennifer talked with Star Chapter and they volunteered to provide formal training. Couple folks are interested. Jennifer to call them back to express interest and learn more about their offer.
- Chapter of the Year Awards (Robin)
 - Expect timeline in February and application possibly due in April