

June 9, 2015 Board Meeting Minutes

Attendees:

Jennifer
Dwayne
Sheetal
Mark
Robin
Dani
Tonya
Joe

Special Guests:

Tom Cooper, Tom Gray, Debra, Hampton, John, Pamela, Nikita, Mario, Rich, Prerm, Rich

May minutes not approved at meeting. Jennifer sent email stating if there were not updates by June 12 minutes were assumed to be approved.

New Business

- Reminder to respond in a timely manner to correspondence and especially information for the newsletter
- Scholarships transitioned to Robin. We have financial resources to provide an additional scholarship and a third PMI scholarship.
- BOD Elections – Tonya to review and start the nominations process
- Handbook – changes and need updates. Everyone mark changes and add chairs. Send to Robin by July 14.
- Mid- Year Survey – Sent
- 30th Anniversary
- Demo of QR – Mark to review

Administration

- Chapter awards draft sent to BOD for review
- IT-ology – they have requested a volunteer from our chapter to run the award. They will have job description by end of the month. Jennifer says there are several retirees that may be interested. This will be another opportunity to earn PDU's.

Finance

- Taxed done.
- Walk-in process –very important for site leaders.
 - E-mail will be sent with new process to BOD and community leaders
 - Encourage members and guests to pre-register. This can be done on site at meeting.
- Budget vs actual for Q1 was reviewed
- Storage facility has been procured. Payment is needed and inventory can be moved into the climate controlled facility by end of the month.

Marketing

- Inventory sheets to be scanned and sent to Dwayne of items to be put in storage

- Dani is talking to college leaders about speaking with students regarding chapter benefits and becoming members. Dwayne can advise as he is already doing this with one school.
- Skillfest is June 22 at Bubbles. Forty-eight resumes have been received at this time. Remind communities to announce at their meetings.
- BOD to review newsletter and if the volunteer of the month is your volunteer let Christina know by the 20th of each month.
- Web survey results discussed and overall members are very satisfied. Results to be published on the website.

Membership

- PDU Processing – there is now a team of 3 people to take care of the 13 communities. They have the information for the chairs at each community. Mark to send a list of site contact for PDU submittal.
- VRMS postings reviewed.
- Sheetal to let Tom know who accepted PDD positions.
- Tom Cooper will be book club chair and will define requirements.
- There has been an increase of 200 members in the past year.
- Mid-year survey has been released. Reminder to be sent on the 15th. Results to be published on the website.
- Volunteer org charts to be updated by Meredith Meyers. It's important to let Sheetal know volunteers for the volunteer event in December and to know who is on each team. Sheetal to resend current list.
- QR Reader – Mark did research on My QR reader app. Jennifer to send Mark a link on app she uses. Decision needs to be made on app to recommend.

Professional Development

- PMP prep will be in the fall – October.
- PgMP is being pushed out due to low registration
- Saturday PDU will be late July. Dr David K will present Big Data in Our Project World
- PDD
 - Speakers have been secured for 18 sessions – 22 to 24 speakers. Seventeen agreements have been set out and the last speaker secured.
 - Capacity is 350 with a break even at 82 people
 - Book has been selected – Joe Topinka
 - Five tracks with final topics for tracks to be finalized. Only minor updates at this time.
 - Looking for event t-shirts – in kind sponsorship along with lanyard and badge
 - Event guide looks like a magazine.
 - Pending
 - Sponsorship update from Oracle and Teck Systems
 - Registration and survey – Jeff Gleaton
 - 14-15 volunteers needed – Ebony Waterman
 - Corporate discount letter to be sent
 - Ask sponsors to note PDD on the check
 - Location is UNCC uptown

Programs

- Reviewed survey results

- Mark is researching why reminders are not going out to the community meetings 10 and 2 days prior to the event. Mark is working on rebuilding and will open a ticket with Star Chapter.
- Program Organization – Mark to update and sent to BOD.
- Sheetal to facilitate June chapter meeting.
- Volunteer of the month - Nikita Deveraux
- July 21 - 30th anniversary
 - Members have a choice of one of 3 gifts.
 - Guest will receive M&M's.
 - One board member will be at each community meeting
 - Dinner and a present will be given to all members in attendance
 - Charlotte will have all past presidents, chamber guests, PMI Global representative
 - Jennifer to write newsletter
 - Speakers will have a gift

Other

- Suggestion was made to send chapter e-mails out from a position not "info@" which goes to spam.
- The recipient of the scholarship at Western Carolina sent a thank you note.
- NC Schools – we will help NC Depart of Instruction to define curriculum. All NC will be covered in public instruction. PM Expo on how to manage projects.
- IT-ology will be present at the June meeting and our chapter to provide lead on the awards.
- Nominations for open positions will be until June 26th.
 - Open Positions
 - Membership
 - Administration
 - Programs
 - President
 - Questions to e-mail 2016nominationscommittee@
 - Candidates must be a chair prior to running for a VP position.
 - Must have been a VP to run for president.

Meeting adjourned at 7:40.