

PMI Metrolina Board of Directors Meeting  
August 11, 2015

Attendees

Jennifer  
Dwayne  
Tonya  
Mark  
Dani  
Robin  
Rosa- special guest

Absent

Sheetal  
Dr. Joe

New Business

- Elections open and 92 people have voted. Midnight of 22 will end voting.
- Scholarship - Two choices with EF – 1) Set up an endowment of \$25,000 and immediate amount (about \$40k total) or 2) Flat rate. 10% administrative by PMIEF. We can keep this in house and put money in a high yield or CD. BOD to review and voting will be in September.
- Chapter Awards – Jennifer to add to volunteer requests e-mail . Already on the website. Robin to write announcement for newsletter.
- Handbook –
  - Add attendance expectations of the BOD to R5LIM, NALIM and monthly chapter meetings.
  - Section 1.2 who should this be?
  - Goals of year – why February?
  - Chapter meeting and events – needs to be scrubbed to make community.
  - Travel policy – do we have policies? Share rooms? Modify to say see expense reports.
  - Insurance –( review sentence that was deleted) – Jennifer checked with Mary Keller and they take insurance out of our dues. This aligns with PMI Global. Insurance covers only registered people. Make sure everyone should be registered.
- 30<sup>th</sup> anniversary – Most meetings complete. Jennifer is collecting remaining swag.
- PDU Submission – Rosa is in attendance to explain her view of how the process is working. System has been in place as of May and she is 1 of 3 volunteers in this new role “Membership Point of Contact”. Each MPOC has been responsible for receiving the batch from community chairs to report attendees at each community meeting since June. She is seeing some improvement. It was new and there was confusion. In July she had no problem and if so, she sent reminder e-mail asking to community chairs to resend. Community chair should send immediately and it should be processed in 72 hours. Challenges for next year will be John and Rhonda are on the board so their positions will need to be backfilled. Each site leader has at least one back up. If we have information we should submit. If this needs to be discussed we can bring up later. There will be people who walk in and don’t register (use dropdown to say unpaid) they will get an invoice. Rosa stated that the date format on the forms are incorrect. Jennifer will follow up with Mary Keller to correct.
- Upcoming events –

- Only 2 people registered for 8/14 seminar at Asheville. Mark will run the numbers and provide a recommendation. Jennifer is fine with him doing this as long as we don't lose money.
- 9/19 – Junior Achievement Expo
- 9/26 - PDD in good shape. 38 people have registered. Move PDD to front page of the website.

#### Administration

- Most items were covered earlier in the business agenda.
- Recording was damaged for BOD meeting in July so there are no minutes.
- FLIPM – waiting for reply. No phone numbers or e-mail addresses on the website.
- IT-ology Blue Diamond – per their website the application was due in September and award in March. No updates for 2015.

#### Finance

- We are still holding flat.
- Dwayne to meet with CPA.
- Storage unit is complete.
- Fights to LIMs will be created if there are any changes they must be done by the person. Dwayne wants to create a travel form.

#### Marketing

- August Skillfest is over 50.
- Christina is resigning – big loss. Position to be posted.
- Interviewing graphic designers.

#### Membership

- Chapter guest list. Sheetal is following up.
- VRMS -several positions with no applicants.
- Community service announcements – Jennifer is sending out.
- STEM 11 people showed up. Coordinator was very excited and appreciative.
- Membership is 1897. Slowly creeping up.
- Book club has people signed up.
- Mid-year survey is posted and Sheetal will look for repeating themes.

#### Professional Development

- No report.
- Dwayne to send link to Jennifer for PgMP to test person.
- 54 people signed up for the Saturday PDU event.

#### Programs

- Mark to update the chapter and satellite meeting slide.
- Discussion regarding Jacksonville.
- Mark to facilitate August chapter meeting.
- Volunteer of the month – Tom Cooper
- Jennifer will introduce the speaker Serena