

PMI Metrolina – Board of Directors Meeting
November 4, 2015

Attendees:

Jennifer
Dwayne
Tonya
Tom
Robin
Dani
Jessica
John

Absent:

Mark
Rhonda
Craig

Military Liaison Packet was sent as an attachment to the agenda. Several retired officers have stepped up for these new roles and now we start working to fill open slots. Two bases sit on the boarder of our area and we will need to play that by ear. BOD to get back to Jennifer or Craig with questions. Carl Perkins in Fayetteville listed term area with heavy contractor base. In federal there are requirements for project managers but not DOD related. This fits under VP Admin vs. membership because many things are needed and there will be much interaction with PMI. Other chapters have it in professional development or programs and this will be evaluated later. It may get more attention in administration than other group due to heavy workloads in PD and Programs.

Volunteer Banquet invites were discussed. The current count is 99 which includes guests. Last year there were 47 total attendees. The years before were approximately 19 with only volunteers (no guests). The new board will define parameters for future banquet attendees (no guest, minimum criteria of volunteer effort). In the past it wasn't extended out people who didn't directly serve under a board member. The current list mirrors the org chart except for one volunteer area. The community service project award winner was not in Star Chapter so volunteers for that event are unknown. Action items for the volunteer banquet:

- Sheetal will look at the membership list and then send discrepancies for the board to review. This is the list that will be used for certificates.
- Send any pictures to Sheetal for presentation.
- Sheetal needs help at the event. All board members to help.
- At the event there will be group pictures instead of individual pictures due to the amount of people. These pictures are used on the website.
- Jennifer and Jessica will talk to remote invites for RSVP.

Roles and Responsibilities handbook – We still need job description for some chair roles to build into handbook. It has been updated with all information but there are still gaps. Everyone to look at the current version and send updates to Robin.

Chapter meeting 11/17

- Volunteer of the month for December David Hodges the WLN chair and organized the Habitat for Humanity, PDD
- Facilitator is Dani.
- Thank people who brought toys.
- Sheetal to make sure pictures are taken.
- Jennifer has items for Tom and Craig at the meeting.
- Jennifer will be facilitator for January and will provide the State of the Chapter.
- Announce award winners VoY and CSPoY to be in newsletter in January

Minutes for October approved.

All meetings for rest of year are posted and some special events, Special Olympics and Ballantyne operation Christmas child on 17th. Board is encouraged to participate.

Transition plans.

- Sheetal and Rhonda have started working. Sheetal suggests another person as backup for VRMS.
- Jessica and Mark – Jessica shared that Mark has shown her what goes in presentation deck and waiting for more information. Will have more questions.
- Dwayne and John have been transitioning. Sill need to talk about accounting and taxes. Get with Jennifer to sign paperwork.
- Robin and Craig – Robin to schedule time.

IT-ology Award– Jennifer to review and respond back to Robin.

Adjourned at 7:00pm