



Board of Directors Meeting

July 13, 2015

Agenda

- Welcome w/ Safety & Logistics
- Review & Approve Minutes from May BOD
- **Timeliness of Responses and Information**
- Scholarships (Tonya, Robin)
- BOD Elections (Tonya)
- Hardship Request (Jennifer)
- Awards (Sheetal, Robin)
- PMIEF Partnership with NC Schools (Jennifer)
- Handbook updates (Robin)
- Mid Year Survey from PMI (Sheetal)
- 30th Anniversary (Jennifer)
- Demo of QR Code on the nametags (Mark)
- Report out by VPs & Chairs
 - [Administration](#)
 - [Finance](#)
 - [Marketing](#)
 - [Membership](#)
 - [Professional Development](#)
 - [Programs](#)
- Closing

Robin Covington

ADMINISTRATION

Status Updates

- Completed
 - Chapter of the Year, Chapter Leader of the Year, Chapter Innovations and Volunteer of the Year submissions are all completed.
- Pending
 - PMI Metrolina Awards - create guidelines similar to PMI.
 - Blue Diamond – IT-ology - Due in the winter
 - Scholarship
 - Handbook updates - Sent to BOD to be reviewed and changes sent to Robin by July 14 to be reviewed at the mid-year strategy meeting on July 18.
- Missed
 - Chamber of Commerce– Young professional awards - This award is due in April. Dani is the liaison.

Metrolina Awards - Proposal

- Create chapter awards and present at the year end event.
- Suggested awards:
 - Volunteer of the Year
 - Project of the Year
 - Community Service Project of the Year
 - Project Manager of the Year
- Nominee must be a chapter member.
- Suggested submission due date 9/30/2015
- Need a review team
- Model requirements after the PMI GOC version of the award
- Drafts sent to board for approval

Metrolina Scholarship

- Transitioned from Tonya to Robin
- Determine the amount of the scholarship
- Draft application sent to board for approval

Notes from Strategic Planning Meeting - Administration

- New
 - ~~Chamber of Commerce – Young professional awards~~
 - Blue Diamond – IT-ology
 - ~~Contact list~~
 - ~~Ask Anne what is expected for us to put on our website~~
 - ~~Post past agendas and minutes from June to November~~

Action Plan

- Weekly
 - Monitor e-mail for request from board, PMI and chapter members
- Monthly
 - Distribute board meeting minutes within 5 days of meeting.
 - Send reminders of deadlines to board
- Yearly
 - ~~Submit CoY award to PMI (due in April)~~
 - Submit other award paperwork as determined by board
- As Needed
 - Maintain board handbook
 - Maintain bylaws
 - Maintain roles and responsibilities document
 - Manage audits

Dwayne Chapital

FINANCE

Status

- Issues – Have seen three instances of a processed payment of \$79. Does anyone have a meeting scheduled for \$79 per meeting? Transactions posted 6/15/2015 X 2 and 6/22/2015 X 1.
- Needing Assistance / Input – I suggest we do not leave out guest with gifts when leading the Community Meetings. Does not feel right. What are the expectations of the Community Leaders for the Community Meetings when a Board Member is attending?
- Update – Q1 Budget verses actuals were completed. Any questions?

Account Balance

Current Account Balance as of 6/31/2015: \$163,888.90

Previous Account Balance as of 6/1/2015: \$162,882.53

Upcoming Expenses for July

30th Anniversary Community Meetings, Chapter Meetings

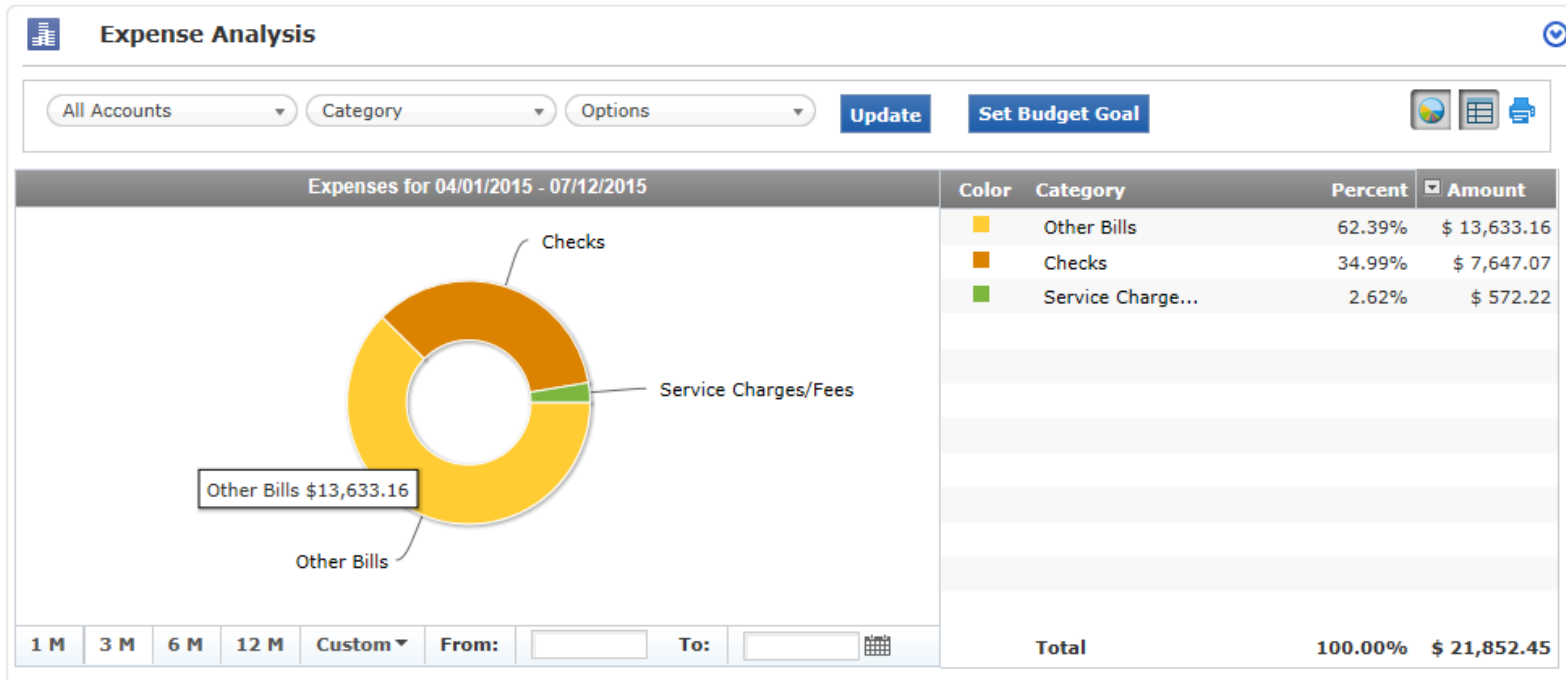
June Credits \$10,278

Chapter Meeting	\$2,040
Satellite	\$240
PMP Prep	\$0
Sponsorship	\$2,100
Pro Dev Meeting	\$0
PMI Payment June	\$3,930
Programs	\$1,770
PDD	\$198
Total	\$10,278

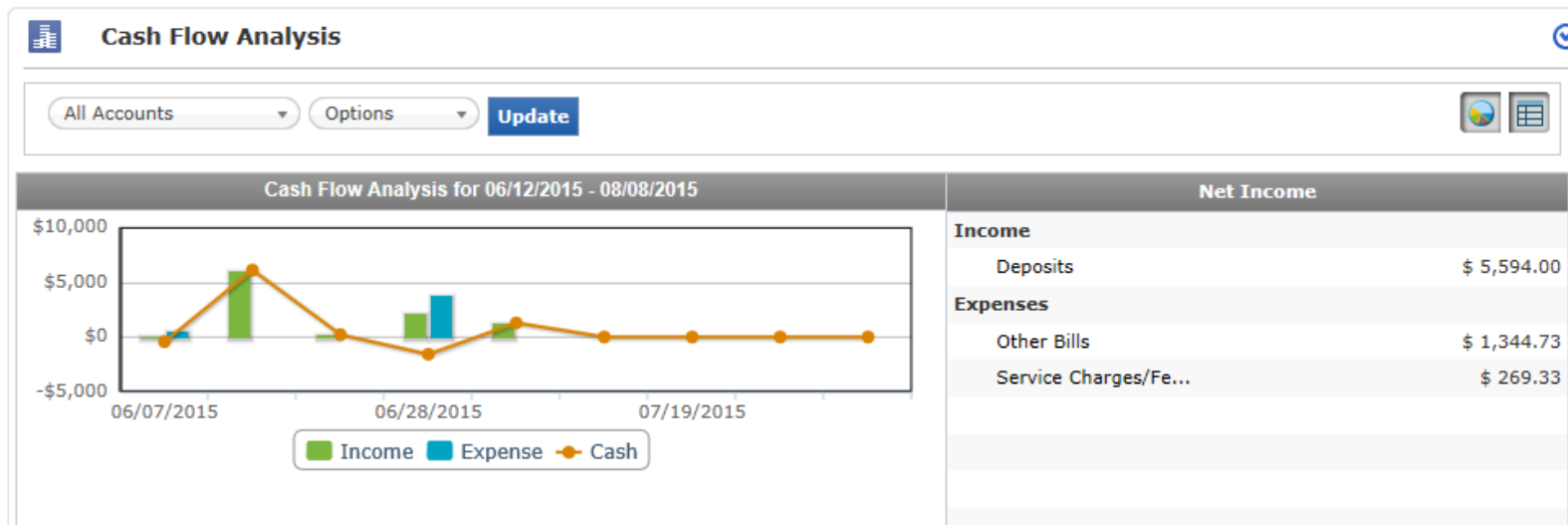
June Debits - \$8,679.16

Merchant Fees	-\$275.43
Office Supplies	\$0
BOD Meals	-\$391.40
CPA	-\$250
Marketing Web	\$0
Marketing Apparel	-\$1,823.46
Satellite	\$0
Star Chapter	\$0
Programs	-\$5,368.42
Pro Dev	\$0
PMP Prep	-\$570.45
Skill Fest	\$0
R5 2015	\$0
LIM 2015	\$0
Membership	\$0
Total	-\$8,679.16

Expense Analysis



Cash Flow Analysis



Notes from Strategic Planning Meeting - Finance

- Continuing
 - TBD
- New
 - ~~• Possibly learn QuickBooks~~
 - Tightening of contracts
 - Inventory of stuff – look at storage facility
 - ~~• Credit card – use points for airline miles to LIM~~
 - ~~• Review fees and classes of service with bank~~

Action Plan

- ~~• New Credit Cards that received miles for purchases. We can use the miles to offset our travel/hotel expenses for R5 and LIM.~~
- Rent a storage facility for BOD to access 24X7 for shirts, class materials, old computer equipment, etc.
- ~~• Hire a Comptroller to maintain the storage facility via inventory controls.~~
- Comptroller to present finance actuals on a quarterly basis.
- ~~• Possibly change merchant processing to see if anyone has excel reporting. With the excel reporting we should be able to see deposits and debits as they occur and not guess from conglomerate charges.~~
- ~~• Take a class on QuickBooks and lower our monthly cost with the current CPA. He charges \$250 per month to input our bank reconciliation statements into QuickBooks.~~
- ~~• Get deposit debit cards only for VP Membership and VP of Programs. This will allow them to make deposits from the chapter registration desk and program events. Will create a process for them to follow.~~
- ~~• Try to change the current process of printing out all finance documents and placing them into a large binder. Would like to go fully electronic. Must create a process.~~
- Present travel cost of R5 and LIM at the 1st DOB meeting of every year.
- Create a process book for the next VP of Finance. Smoother transition.

Dani Beckman

MARKETING

Marketing

7/2015

- June SkillFest another huge success for both members and sponsors! We have over 100 resumes and 65+ members attend the event. Several positive comments after the event from both sides – thanking us for hosting the event and bring the two parties together in such a positive atmosphere
- Next SkillFest is August 17th at Bubble and should be just as well received.
- Sponsor table at Chamber Event on July 22nd? Summer Schmooze – Metro Chapter's Networking Event – Corporate Sponsorship Exhibit Sponsor - \$250 gets us 2 event tickets and an exhibit table at the event
- Rich ran out of Marketing flyers at the last meeting, and did not save the last one for me to see, where do we get these???? He mentioned Vicky.... I am reaching out to the past Marketing Assistant....
- Board members need to coordinate with me on getting the logo's items for their community meetings prior to the event. The first community meetings are Ballantyne, Fayetteville, WLKN and Asheville. The rest we can figure out at the Chapter meeting.
- \$10,000 sponsorship goal = 75% complete

- Legend: 👍 = being worked

Notes from Strategic Planning Meeting - Marketing

- Continue
 - Newsletter
 - Monday PDU Opportunities for the week
 - Social media - Enactus (projectmanagment.com) help with policy and Dani has a policy from LIM
- New
 - Rebranding
 - Marketing plan 👍
 - Website 👍
 - Social media 👍
 - ~~• Partnership agreement for 2015—schedule January sponsorship event—recruit new sponsors~~
 - Skill Fest chair is Ruby Dease

Action Plans

- Rebranding – (6 months – 1 year)
- Develop new Logo
 - Work with Graphic Designer 👉
 - Incorporate the geographic locations
 - Appeal to younger crowd, make it “hipper”
- “We are PMI”
 - Add tagline to website
 - T-shirts
 - Publications
- Get our name into the Community
 - Attend more Chamber Events as a Group 👉
 - Chamber YP 👉
 - Sponsor Tables
 - Partner with other groups
 - Meet with Companies to show them how PMs help their business
 - “Brand” us as something good in the Community
 - Volunteerism
 - **Race for the Cure – I have already registered as Captain again**
 - Cancer Walks
 - Habitat
 - Reading initiatives
 - Food drives
- Identify our Audiences
 - ~~Millennial/40s/etc.~~
 - Create targets spots for those audiences
 - Determine which media for each target
 - Initiate the media
 - Research the options
 - Determine pricing/budget
 - Formulate a plan for each media outlet
 - Set timeline for all media
- Website 👉
- Social Media 👉
 - ~~Work with Social Media Squad to enhance our use of Social Media~~
 - Develop a new cadence for ~~Facebook~~, Twitter, and LinkedIn 👉
- Skill Fest
 - ~~March~~
 - ~~June~~
 - August 👉

Sheetal Puri

MEMBERSHIP

VRMS

4400	Graphic Designer	Posted	Copy	Edit	Delete	View
4854	Director of Professional Development – Eastern NC	Posted	Copy			View
4855	Director of Professional Development – Western NC	Posted	Copy	Edit	Delete	View
5160	Community Co-Chair - Mooresville	Posted	Copy	Edit	Delete	View
5161	Community Co-Chair - Gastonia	Posted	Copy	Edit	Delete	View
5163	Western NC-Speaker Chair	Posted	Copy	Edit	Delete	View
5174	Book Club Chair	Posted	Copy			View
5175	Book Club Moderator	Posted	Copy	Edit	Delete	View
5310	Board Election Nominating Committee Volunteer	Posted	Copy			View

Monthly Membership Levels



Date	Total Members
June 2014	1681
July 2014	1706
August 2014	1768
September 2014	1726
October 2014	1730
November 2014	1794
December 2014	1793
January 2015	1812
February 2015	1833
March 2015	1869
April 2015	1877
May 2015	1883
June 2015	1904

passed 1900!

Book Club

- Aug 1st week- release announcement to all members on book selection and link to register on PMI Metrolina website.
- Tom to provide book title, content and guidelines he wants published on this announcement as to how the session will run and "homework" for the attendees.
- Sheetal to define the guidelines to the registrants on how to submit PDUs for attending in the registration link
- Sept 1st week- meet with Tom, moderator, and VP to finalize arrangements and review how many people signed up for the session or if another announcement needs to be sent.
- Sept 14th week- send out an email to the registrants with directions on how to connect to the webinar and system requirements.
- Sept 21st week- hold 1st of 4 webinar sessions. System support and login information to come from Tom Cooper
- Issue: Need to identify moderators for meeting. In interim, Tom will be the moderator in the interim.



Survey Results

- 2015 MID YEAR SURVEY RESULTS -SUMMARY
 - 121 members (out of 1800+) responded to the survey
 - Results showed that 68% of surveyed members were satisfied to very satisfied with PMI Metrolina Chapter. 53% have been members for 3 years or less. 38% attend 1-2 chapter meetings.
 - Typically, good speaker is primary reason why people attend a chapter meeting.
 - 44% rely on communication information via website or newsletter and 75% stated that the newsletter is very helpful.
 - 78% of our members have their PMP certification.
- Going forward considerations:
 - 50% still undecided on whether to go to PDD- opportunity to send out more communications on benefits of PDD. 76% said SkillFest is not applicable-does it meet the need of members?

Other Items

- Community Service - July and August is School Tool Collection Months. Carla sent out write ups July 1st. Already in Newsletter for July and will be sent out again with reminder notes in August.

Status on Individual Action Plan from 2014 Dec Strategy meeting

- Membership Continuing
 - Submit and evaluation for mid-year survey- ongoing
 - Plan for outreach (Voice)- ongoing
 - 2015 volunteer appreciation event-work on 4th quarter
 - VRMS management-ongoing
 - Submit PDU's for monthly chapter meeting in Charlotte- ongoing
 - Membership retention survey (survey is on website)-Completed, review planned for July by K.Mclsaac
- New
 - QR reader for special events for registration and networking – what would it take to put the QR on a badge-M.Cichonski researching
 - Learn CRS – take formal training-complete
- Other
 - POST CCR process in April Newsletter under Membership section to remind members of process change for PDU submittals-completed
 - Akilah Smith assigned collection of all emails for exit surveys. Will monitor receipt and provide feedback (if any).
 - Need to work on clean up of member list and erroneous auto emails-TBD
 - Need to work on creating templates for 90 day chapter renewal notice and PMI recert reminder notice-TBD
 - Book Club Survey-survey sent out.-completed
 - Review Erika Flora list for other Membership ideas-follow up from R5 Event-ongoing
 - Membership requested to take ownership of pdu submittals for community meetings- completed

Notes from Strategic Planning Meeting - Membership

- Continuing
 - Submit and evaluation for mid-year survey - complete
 - Plan for outreach (Voice) - ongoing
 - 2015 volunteer appreciation event – 4th Quarter
 - VRMS management - ongoing
 - Submit PDU's for monthly chapter meeting in Charlotte - ongoing
 - Membership retention survey (survey is on website). Completed, K. McIsaac and team review found study to be inconclusive since majority of former members were not reachable.
- New
 - QR reader for special events for registration and networking – what would it take to put the QR on a badge
 - ~~Learn CRS – take formal training~~

Dr. Joseph Griffin

PROFESSIONAL DEVELOPMENT

Notes from Strategic Planning Meeting – Professional development

- Continuing
 - Saturday PDU Events – 4 per year/Quarterly
 - PMP 3 per year
 - PDD 1 per year - September
 - PgMP – 1 per year
 - Mentorship
- New
 - Special initiative – ASQ Pilot at their PDD – We are helping them by providing speakers and offer PDU's to people. We are R.E.P. At our PDU event, we are providing table so they can be an exhibitor

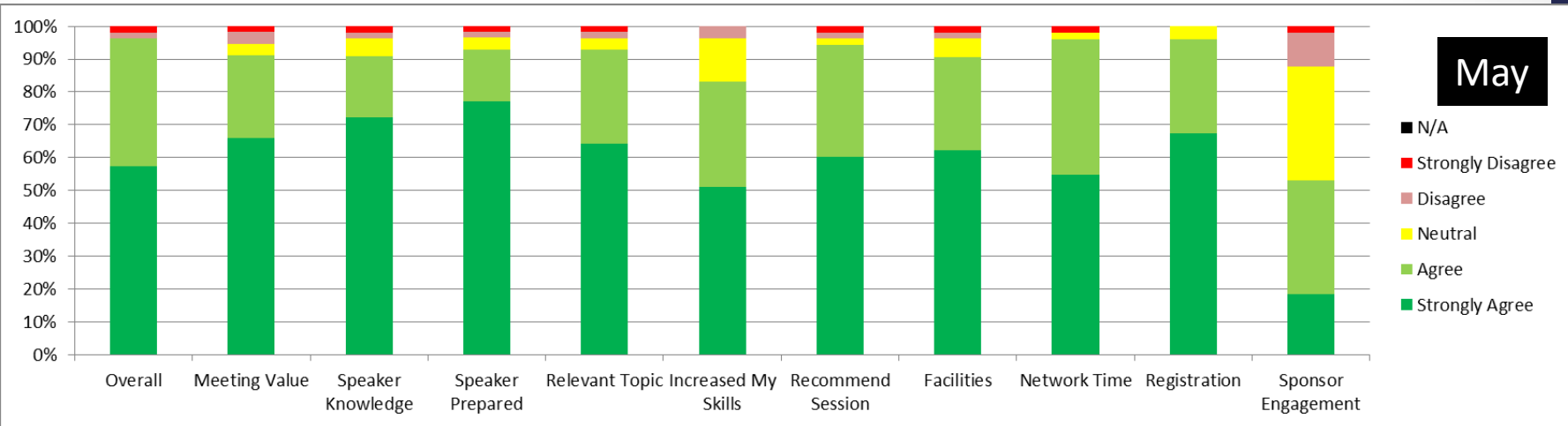
Mark Cichonski

PROGRAMS

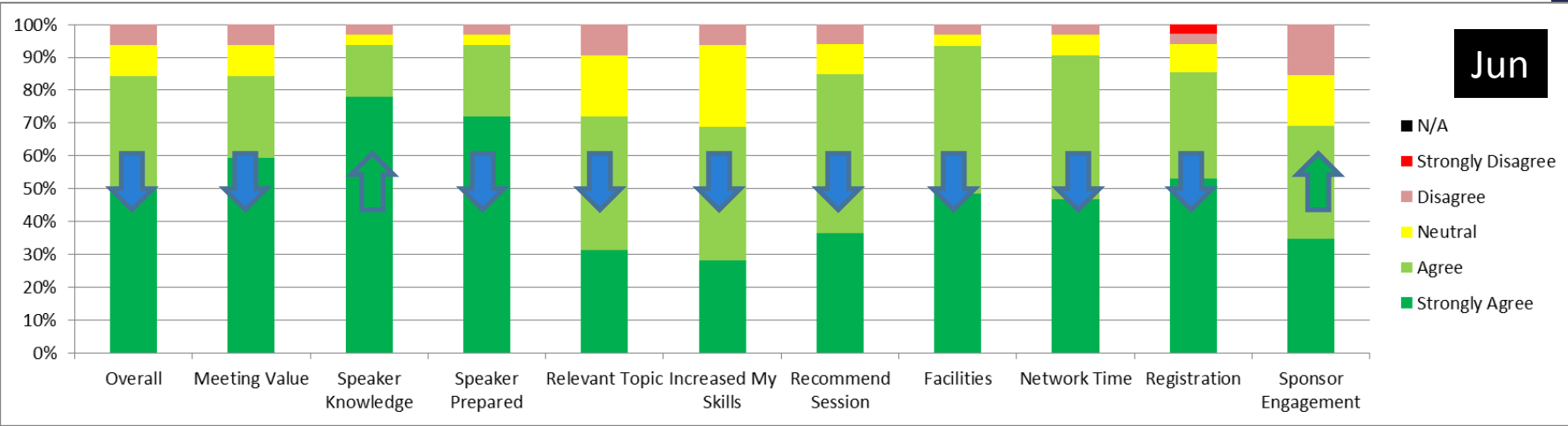
Chapter & Satellite Meetings

Community	Meeting Location	June	July	August	September	October	November
Ballantyne	Wingate University - Ballantyne 13024 Ballantyne Corporate Place, Suite 150 Charlotte, NC 28277	2	7	4	1	6	3
Fort Mill	Fort Mill YMCA 857 Promenade Walk Fort Mill, SC 29708	2		4	1	6	3
Gastonia	Lotus Bar & Eatery 941 Hoffman Rd #1 Gastonia, NC 28054	3		5	1	7	4
Mooresville	Lone Star Steakhouse 668 River Highway Mooresville, NC 28117	4	9	6	3	8	5
Jacksonville	SAIC Office - Valencia Executive Park 200 Valencia Drive Jacksonville, NC 28546	6		1	?	3	7
West Lake Norman	Midtown Sundries 7296 NC Highway 73 Denver, NC 28037	11	16	13	10	15	?
Fayetteville	Lone Star Fayetteville 1800 Skibo Rd Fayetteville, NC 28303	13	11	8	14	10	14
Asheville	WCU - Biltmore Park Campus 28 Schneck Parkway Suite 344 Asheville, NC 28803	15	20	17	?	?	?
Charlotte (Chapter meeting)	Byron's South End 101 West Worthington Avenue #110 Charlotte, NC 28203	16	21	18	20	20	20
Concord	Garofola's Italiano Restaurant 3655 Concord Pkwy S Concord, NC 28027	18	23	20	22	22	22
Huntersville	Waterbean Coffee 9705 Sam Furr Road, Suite A Huntersville, NC 28078	22	27	24	26	26	26
Hickory	CVCC's Corporate Development Center 2664 US HWY 70 SE Hickory, NC 28602	25	30	27	29	29	29
Wilkesboro	Infusion Points 613 Elkin Highway North Wilkesboro, NC 28659			8			7
Wilmington	Longhorn Steakhouse - Wilmington 925 International Dr Wilmington, NC 28405	?		15	19	17	?

June Chapter Meeting Survey Results



125
57
46%



99
33
33%

June Chapter Meeting Survey Results

- Good speaker, interesting but didn't seem relevant to project management techniques
- Excellent presentation and speaker
- Great job! Thanks!
- Excellent speaker
- Johnny-you may need to bump off 20% of Asheville Residents
- Excellent speaker and topic
- Jonathan did a great job
- Jonathan, you came across as a very effective leader! Kept the audience engaged, interested, sincere, genuine and relevant
- Very interesting and relevant

Programs & Events

- June Chapter Meeting-99 Attendees, 84 Members, 15 Guests
- July Chapter Meeting: 30th Anniversary CELEBRATION!!!!
- August Chapter Meeting: Sarina Arcari - PMO Mastery – Six Essential Elements for Exceptional Performance
- Community Groups
 - Jacksonville 6/6-7 Attendees
 - WLKN 6/11-5 Attendees
 - Fayetteville 6/13-7 Attendees
 - Asheville 6/15-5 Attendees
 - Concord 6/18-7 Attendees
 - Huntersville 6/22-2 Attendees
 - Hickory 6/25-6 Attendees

Chapter Meeting Agenda

The facilitator for the meeting will be **NEED A NAME**. The meeting agenda for the chapter meeting is as follows:

- Welcome & Introduction
- Congratulations to our newest Credential Holders
- Welcome to newest PMI Metrolina members
- Volunteer of the Month – **NEED A NAME**
- Volunteer Opportunities
- Corporate Partnership
- PDU Opportunities
- Upcoming Events
- Speaker Presentation
- Closing

30th Anniversary Programs

- Each BOD member is assigned at least one location to present in July.
- Expectations
 - Speak on behalf of the chapter commemorating the 30th anniversary. Notes will be provided.
 - Distribute gifts to the members in attendance (no guests/prospects)
 - Promptly expense dinner
- Jennifer – WLKN, Wilmington
- Robin – Wilkesboro
- Mark - Jacksonville
- Sheetal – Gastonia, Fayetteville
- Dani – Mooresville, Huntersville, Concord
- Dwayne – Fort Mill, Ballantyne
- Joe – Hickory, Asheville

Notes from Strategic Planning Meeting - Programs

- Continuing
 - Submit PDU for community meetings
 - Community meetings
 - Talent triangle program
- New
 - TBD



1985



2015

METROLINA CHAPTER

30 Years of Project Management Excellence

THANK YOU FOR ALL THAT YOU DO!!!