



Board of Directors Meeting

November 4, 2015

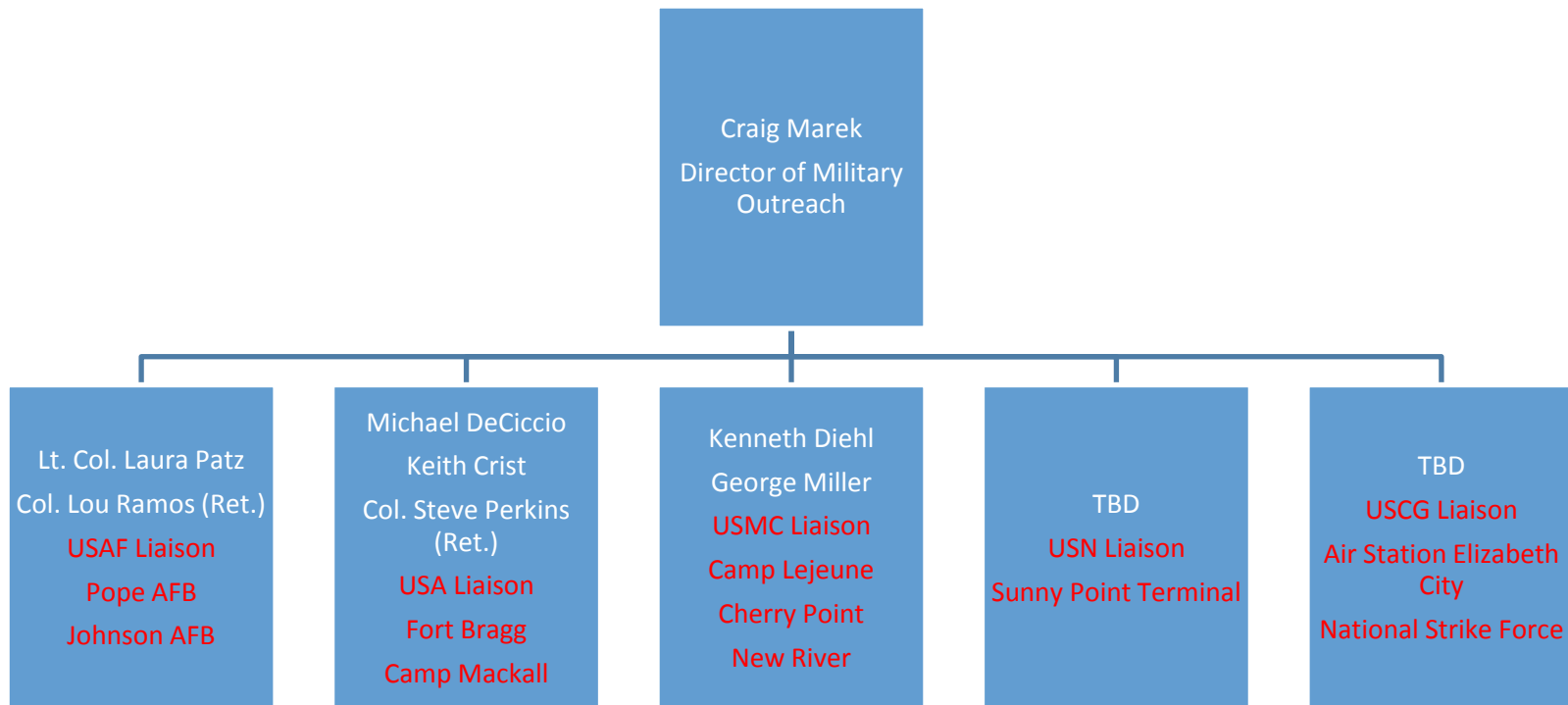
Attendance

Person	Office	Attendance
Jennifer Baker	President	In Person
Tonya Brown	Past President	
Robin Covington	VP Administration 2015	Virtual
Craig Marek	VP Administration 2016	Virtual
Dwayne Chapital	VP Finance 2015	Virtual
John Rush	VP Finance 2016	Virtual
Dani Beckman	VP Marketing	In Person
Sheetal Puri	VP Membership 2015	
Ronda Elsea	VP Membership 2016	
Mark Cichonski	VP Programs 2015	Not Attending
Jessica LaGoy	VP Programs 2016	Virtual
Tom Gray	VP Professional Development	

Agenda

- Welcome w/ Safety & Logistics
- Review & Approve Minutes from BOD
- Highlights
- To Do Items
- Decisions Needed
- Detailed Reports
 - [Administration](#)
 - [Finance](#)
 - [Marketing](#)
 - [Membership](#)
 - [Professional Development](#)
 - [Programs](#)
- Closing

Military Liaison Role



To Do Items

- All: Updates for financials. Start thinking about budget needs for 2016.
- All: Look at attachment for roles & responsibilities to update handbook.
- All: Submit items for newsletter by the 20th of this month.
- All: Headcount for Volunteer Banquet (Including guests)
 - **Action: Who are we adding from Jennifer's list of volunteers?**
 - **Action: Verify spelling of name to go on certificates**
 - **Action: Need pictures from BOD team if not already provided. Finalize by 12/7/2015.**
 - **Action: Need help at event, who from BOD can assist?**
- All: Review Military Liaison plan.
- Sheetal, Ronda, Mark, Jessica, John, Dwayne, Robin, Craig: Transition Planning
- Sheetal, Ronda: Plan for Volunteer Banquet

Decisions Needed

- Volunteer of the Month for December
- Facilitator for January meeting
- Approval of October BOD Minutes

Events From November 4 – January 12

Scheduled

11/4 – Gastonia – Mark Cichonski
11/5 – Monroe – Jennifer Baker
11/5 – Mooresville – Mark Cichonski
11/14 – Fayetteville - Mark Cichonski
11/14 – Wilkesboro – Special Olympics
Community Service Event
11/16 – Asheville – Randolph Richardson
11/17 – Charlotte - Richard Semmes
11/19 – Concord – Mark Cichonski
11/20 – College & Career Day at David Military
Academy
11/21 – Saturday PDUs - The Difference between
Agile and Scrum
12/5 – Ballantyne – Operation Christmas Child
Community Service Event
12/15 – Volunteer Awards Banquet
12/16 & 12/17– Wilmington – South Brunswick
High School PM Interviews

Missing Details

1/5 – Ballantyne Community
1/5 - Fort Mill Community
1/6 – Gastonia Community
1/7 – Mooresville Community
1/7 – Monroe Community
1/14 – WLKN Community
1/18 – Asheville Community
1/19 – Charlotte Community
1/20 – Hickory Community
1/21 – Concord Community
1/25 – Huntersville Community

TBD: Jacksonville, Wilmington, Fayetteville

Robin Covington

ADMINISTRATION

Scholarship

- Scholarship decisions
 - 1) Will be handled by the by the BOD and not PMIEF
 - 2) Amount will be \$1,000
 - 3) Selection committee will be the past presidents
 - 4) Scholarship to start in 2016

Chapter Awards

- Chapter awards to be present at the year end event.
- Suggested awards:
 - Volunteer of the Year - Complete
 - Project of the Year - Moved to 2016
 - Community Service Project of the Year – Complete
 - Project Manager of the Year - Moved to 2016
- Criteria and application forms on website - Complete
- Submission due date 9/30/2015
- Review team - Complete
- Added to September newsletter - Complete
- Several applications have been received
- Applications have been sent to the selection committee due by 11/2.

Chapter Handbook Updates

- Changes by Jennifer, Sheetal and John have been added.
- Gaps noted by Jennifer
 - Dwayne - added info about credit reports for VP Finance and President as we discussed due to banking requirements.
 - Tom – added comments about PDUs, ENACTUS, JA and non-PMP certification classes.
 - Sheetal/Ronda – added comments about PDU processing. Need more definition.
 - Mark/Jessica – added comments about chapter and community meetings. Needs to be reviewed.
 - One thing that came up a few times over the past year is the lack of a job description and procedures for several job roles – everything from processing PDUs to managing community meetings. None of that information is included here. Given the number of comments that we have received. I think that it makes sense to have some sort of documentation to support this

Notes from Strategic Planning Meeting - Administration

- New
 - ~~Chamber of Commerce – Young professional awards~~
 - ~~Blue Diamond – IT ology – Open for nominations~~
 - ~~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

Current Account Balance as of 10/31/2015: \$160,672.11

Previous Account Balance as of 10/1/2015: \$162,966.00

Upcoming Expenses: LIM Travel, Volunteer Banquet,

October Credits \$22,939.00

• Chapter Meeting	\$3,799.00
• Satellite	\$818.19
• PMP Prep	\$1,390.00
• Pro Dev Meeting	\$300.00
• Star Chapter	\$4,680.00
• Kurt	\$598.00
• Total	\$11,585.19

October Debits - \$23,998.92

• Merchant Fees	-\$740.60
• Marketing Apparel	-\$208.75
• Satellite	-\$82.23
• Programs	-\$50.00
• Pro Dev	-\$1,832.26
• PMP Prep	-\$3,984.22
• LIM 2015	-\$6,981.02
• Total	-\$13,879.08

Dani Beckman

MARKETING

Marketing

11/2015

- Met with Jerome from REDPIXEL to begin the “creative” work to determine what the ideas will look like for the shooting, beginning to work on the scripting and who might be in the video and getting ready to assign a PM to work with REDPIXEL to organize the work once we have all the storyboards in place. First round of creative work has begun, and will be sent back for revisions this month
- Beginning to work on budget for 2016 to factor in ideas from LIM that Marketing will need to enlist to help grow the chapter
- Lots of great information learned from LIM – will be sharing what I gained from it that fits with more that marketing with all of you as it pertains!

Notes from Strategic Planning Meeting - Marketing

- Continue
 - Newsletter
 - Monday PDU Opportunities for the week
- New
 - Rebranding
 - Marketing plan 👍
 - Website 👍
 - Social media 👍

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 👍
 - Develop a new cadence for Twitter, and LinkedIn 👍
 - Skill Fest ✓

Sheetal Puri

MEMBERSHIP

Monthly Membership Levels- almost there...1992..!



Date	Total Members
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
July 2015	1925
August 2015	1940
September 2015	1970
October 2015	1992

Volunteer Banquet

Priority:

- 1. Need full list of names to get certificates-I am going to get printing done with Dwayne 11/20.
- **Action: Who are we adding from Jennifer's list of volunteers?**
- **Action: Verify spelling of name to go on certificates**
- 2. Need finalize attendance for banquet and meal selection.
- 12/1- will send out reminder notice to all attendees to confirm one more time they are planning to attend.
- 12/4- will provide final list to Byron's on attendees and meal selection
- 12/4- will close registration for event. Would prefer to unpublish event from our website as well to prevent any walk-ins at door.
- 3. Work on Slide Show-
- **Action: Need pictures from BOD team if not already provided. Finalize by 12/7/2015.**
- 4. Jennifer to finalize schedule/plans with florist
- 5. Sheetal to finalize plans with DJ for event
- 6. Raffle tickets-decide what are we giving, how many.

Format of Event:

- 5:30-6:00 social hour, hand out meal tickets and raffle tickets
- **ACTION: Need help to do this, who from BOD can assist?**
- 6:00-6:30 salad served, presentation starts-intro and handout of certificates and pictures with each BOD team, handout of 2 awards
- 6:30 dinner starts and slide show presentation and start raffle
- 7:00 dessert and social hour

Transition Plan

- Review Roles and Responsibilities in handbook with Ronda-complete
- Provide templates to Ronda-PDU submittal process, how to register an individual for a meeting-complete
- Get Access to VRMS(Sheetal contacted Migela), CRS(Jennifer to request), (Star Chapter-already has access)
- Train Ronda in VRMS-put in a request with PMI Global to get some formal training.
- Review current membership organization chart, Ronda to contact members and introduce herself to team-complete
- Review 2015 Budget with Ronda
- Transfer computer and signs to Ronda

Notes from Strategic Planning Meeting - Membership

- Membership Continuing
 - Submit and evaluation for mid-year survey- complete
 - Plan for outreach (Voice)- ongoing
 - 2015 volunteer appreciation event-initiated communication with Byron's, will start reviewing menu.
 - VRMS management-ongoing
 - Submit PDU's for monthly chapter meeting in Charlotte- ongoing
 - Membership retention survey (survey is on website)-Completed
- 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
 - Book Club-support as needed-complete
 - Membership to take ownership of PDU submittal process for community and chapter events-complete
 - Support Chapter guest pass initiative-complete

Tom Gray

PROFESSIONAL DEVELOPMENT

Volunteer Positions

Open:

- PDD Chair
- PMP Prep Class Chair
- Mentorship Chair
- Study Group Coordinator (Chair)
- PDD Volunteers (13)

Recently Filled:

- Director of Professional Development – Eastern NC (Russell Rivenbark)
- Director of Professional Development – Western NC (Anuradha Gopavajjula)
- Director of Academic Outreach (Sherrel Brown)
- 5 PDD Volunteer Positions

Professional Development Day

- PDD Chair Position is open
- Selected Date: June 18, 2016
- Registered 5 volunteers

PMP Prep

Fall class:

- Completed on 10/31
- 11 of 15 Completed all 35 hours
- Revenue: \$10,575
- Expenses (Materials): \$3,554.22
- Training Expenses: \$2,150 estimated (Invoices still pending)
- Estimated Net revenue: \$4,870.78
- Certificates emailed on 11/2
- PMP Prep Chair position is open

Dates targeted for 2016 PMP Prep are:

- January 30 Feb 6, 13, 20, 27
- April 2, 9, 16, 23, 30
- July 9, 16, 23, 30, August 6
- Oct 1, 8, 15, 22, 29

Study Group

- No activity for study group has occurred
- Study Group Coordinator Chair position is open

Saturday PDUs

Next event November 21st - The Difference Between Agile and Scrum

- Registration to date:
 - 35 Members
 - 2 Guests
 - Revenue: \$50

Schedule for 2016 (Tentative)

- February 6, 2016
- May 2016
- August 2016
- November 2016

Mentoring

- No activity for mentoring has occurred
- Mentor Chair position is open

Mark Cichonski

PROGRAMS

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



1985



2015

METROLINA CHAPTER

30 Years of Project Management Excellence

THANK YOU FOR ALL THAT YOU DO!!!