



Board of Directors Meeting

September 8, 2015

Agenda

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

Highlights

- Membership is still increasing.
- Byron's has not provided bills for the last five months.
- Survey will be distributed for 30th Anniversary shirts with pre-order request.
- NA LIM is October 7-10th
- Events
 - Book Club begins this month.
 - PM Expo is on the 19th
 - PDD is on the 26th
 - Race for the Cure is Oct. 3rd

To Do Items

- Robin to distribute minutes and revised handbook by Friday. Need approval from BOD.
- Review insurance information and actual to budget financials. Submit any questions to Dwayne.
- Review Susan Komen information including logos and race info. Submit any questions to Dani.
- Submit items for newsletter by the 20th of this month.
- If you need business cards or chapter shirts for LIM, please let Dani know ASAP.

Decisions Needed

- Guest Attendees for Awards Ceremony
 - Requests by Nealand Lewis and Craig Marek
 - Form to be completed for PMI
- Scholarship Consensus
 - Internally handled (not PMIEF)
 - Amount of \$1000? \$2000?
- PMO Community of Practice request
- Location for PMP Prep undetermined – need suggestions
- Facilitator for next 3 Chapter meetings
- Volunteer of the Month for September
- VP Professional Development vacancy

Events From September 9- October 31

Scheduled

9/10 – WLKN Community Meeting
9/11 – Laps for Life
9/15 – Charlotte Chapter Meeting
9/17 – Concord Community Meeting
9/19 – PM Expo
9/19 – Wilmington Community Meeting
9/21 – Asheville Community Meeting
9/26 – PDD
9/28 – Huntersville Community Meeting
9/28 – Book Club Kick off
9/30 – Hickory Community Meeting
10/3 – Race for the Cure
10/17 – Wilmington Community Meeting
10/19 – Asheville Community Meeting
10/20 – Charlotte Chapter Meeting
10/27 – Kurt Buehlmaier Seminar

Missing Details

10/3 – PMP Prep (No Location)
10/3 – Jacksonville Community Meeting (No Speaker)
10/6 – Ballantyne Community Meeting (No Speaker, Venue Change)
10/6 – Fort Mill Community Meeting (No Speaker)
10/7 – Gastonia Community Meeting (No Speaker)
10/8 – Mooresville Community Meeting (No Speaker)
10/10 – Fayetteville Community Meeting (No Speaker)
10/15 – WLKN Community Meeting (No Speaker)
10/22 – Concord Community Meeting (No Speaker)
10/26 – Huntersville Community Meeting (No Speaker)
10/28 – Hickory Community Meeting (No Speaker)

Robin Covington

ADMINISTRATION

New Items

- Research FLIPM (Future Leaders in Project Management) for our chapter. E-mails were sent on 8/5 and 8/26 and no response has been received.
- Complaint e-mail - Member received e-mail from PMI saying if he updated his myPMI he would receive a free course but only global courses/events are listed on the PMI website. Jennifer contacted Mary.

Scholarship

- Scholarship decisions
 - 1) PMI EF (10% administrative fee to PMIEF)
 - 1) Set up an endowment of \$25,000 and immediate amount (about \$40k total)
 - 2) Flat rate amount each year
 - 2) Keep in house and put money in a high yield or CD.
- Draft application sent to board for approval and comments noted and resent
- Determine amount of scholarship

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

Chapter Handbook Updates

- Robin to send out Friday

Notes from Strategic Planning Meeting - Administration

- New
 - ~~Chamber of Commerce – Young professional awards~~
 - Blue Diamond – IT-ology – Per their website, nominations will open in September but no information has been posted.
 - ~~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 8/31/2015: \$164,025.92

Previous Account Balance as of 8/1/2015: \$166,840.61

August Credits \$15,829.00

Chapter Meeting	\$2,969.00
Community Meetings	\$700.00
PMP Prep	\$2,085.00
PDD	\$4,581.00
PGMP	\$1,350.00
Star Chapter	\$3,795.00
Kurt	\$349.00
Total	\$15,829.00

August Debits - \$18,842.69

Merchant Fees	\$253.80
Marketing Apparel	\$1,070.48
Satellite	\$289.58
Programs	\$16,110.04
Pro Dev	\$224.79
PMP Prep	\$695.00
Total	\$18,643.69

Finance Status

- Issues – Booking flights for the Board. Next engagement I will provide flight information to all. If this information does not fit the person's schedule, you will have to book the flights yourself and file an expense report. Too many changes and it took me 7 hours to book flights.
- Needing Assistance / Input – Registrations for participants going to LIM 2015
- Update – Q2 Budget verses actual were completed. Any questions?

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 BOD meeting of every year.
- Create a process book for the next VP of Finance. Smoother transition.

Dani Beckman

MARKETING

Marketing



9/2015

- August Skillfest was very small, poor attendance – believe it had to do with the date being close to school starting – I will take that into consideration when planning future events
- Hired Newsletter Editor – Barbara Weinstein
- Hiring 2 Graphic Designers – Gershon and Kat
- Still need to post: Weekly PDU position, Meeting Reminder positions on Web team, Website assistant
- Shirts for LIM have arrived and I have them for you
- Gershon is designing Race for the Cure shirts – first design is at top, several ideas flowing right now
- Need More people to sign up to walk – currently the team is Christine Ellis, Mary Johnson and Me..... And I am the only fundraiser...
- Meeting with Sean from REDPIXEL films about getting volunteers to assist in the film making for PDUs – outcome successful in my opinion; more to come, I am thinking of having Sean present to the Board at October meeting

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

- As of September 2, following positions are still open:

List Opportunities

These are the 66 most recently updated Opportunities

ID	Name	Status	Copy	Edit	Delete	View
4854	Director of Professional Development – Eastern NC	Posted	Copy			View
4855	Director of Professional Development – Western NC	Posted	Copy			View
5163	Western NC-Speaker Chair	Posted	Copy	Edit	Delete	View
5175	Book Club Moderator	Posted	Copy			View
5433	Community Co-Chair - Fayetteville	Posted	Copy	Edit	Delete	View
5752	Graphic Designer	Posted	Copy	Edit	Delete	View

- 5752-waiting for Katt to apply, will extend and close out. Already approved by Dani
- 4855- Sherrel Brown applied, awaiting decision from Joe
- 4854- William Riverbark applied, awaiting decision from Joe
- 5163- no applicants yet
- 5175- Tom Cooper working with one, still collecting more applicants
- 5433- no applicants yet

Mid-Year Survey

- **Common theme based on review of survey comments:**
- Couple of comments on elevating the PM knowledge or topics...
 - Elevate the profession, stop PM 101 stuff. Time we grew up.
 - Have a meeting that provide opportunity to address real life PM challenges.
 - Speakers were very elementary, not really an elevation of PM knowledge, more tick the boxes of a speaker. Poor advanced concepts
- What would make chapter meetings more appealing to you:
 - The format is the same each meeting....speaker, presentation, Q&A - time permits...more interactive meetings, other than sitting and listening
 - Facilitate more networking event and encourage the members to participate more. A presentation on how to network is one way.
 - More social networking events, More creative ways to earn PDUs (games etc..)

Monthly Membership Levels- still rising 1940!



Date	Total Members
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
July 2015	1925
August 2015	1940

Book Club - Timeline

- Aug 1st week- release announcement to all members on book selection and link to register on PMI Metrolina website.- complete
- 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. complete
- Sept 14th week- send out an email to the registrants with directions on how to connect to the webinar and system requirements. In process
- Sept 21st week- hold 1st of 4 webinar sessions. System support and login information to come from Tom Cooper

Book Club – Comments

- Just a couple of comments...Tom Cooper and I have been talking about the book club preparations and working through communications. We have 24 people who have signed up for the book club(may be more since last I checked-Monday). He wants to close registration by 9/14. Event to occur 9/28 because he wants to give people sufficient time to buy the book and do the preparations for the book discussion. So, please don't advertise this more for now. We are already going to break this down to 2 time slots to allow(12 in each for Sept 28).
- He also asked that once people sign up on 9/28, they are committing to attending all 4 sessions for this year. He really wants a deep dive discussion and is looking for solid commitment from all participants. As a result, he is personally contacting each person that signs up to ensure they understand this level of commitment. I asked him to ensure this expectation is clear.
- I have some hesitations on this as I discussed with him. I believe it prevents new members to join in after the 9/14 cutoff. They would not be able to participate until Jan next year. Also, if someone forgets to sign up on time for first session, it prevents them from joining the 2nd,3rd, and 4th session. His philosophy is that this is intended to be a Mastermind deep dive discussion rather than just a general standard book club and you cannot come in midway to the discussion as it will take away from the group discussion.
- In conclusion, we decided lets see how the first session goes, how many of the registrants actually follow through. Also, he will consider doing a recording of the first session so that if someone missed signing up and really wants to participate, or just wants to know how a mastermind session is run, they can read the book and listen to session 1 recording.

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

NO STATUS REPORT SUBMITTED

PDD 2015 – General Status

- In the works:
 - Additional gift bag contents
 - Videotaping of the Keynotes
 - Day of logistics
 - Volunteer team meeting on 9/12
 - Event Guide in production – Expected delivery by 9/7
 - Pre assembly of the gift bags on Friday 9/25
 - Printing of badges 9/24-25
- Risks:
 - Registration and payment collection – Plan to mitigate with Walker Owens involved
 - Dry-run of presentation recording – Planning to take a few days off prior to the event to test with actual presentations at UNCC
 - Late registrations – Mitigated by having several volunteers available

PDD 2015 - Financials

Fixed costs for the event	\$ 11,099.40	
Current Variable Costs	\$ 4,309.42	\$ 15,408.82
Sponsorship Sales	\$ 5,527.00	
Registration Income	\$ 6,950.00	\$ 12,477.00
	Current	\$ (2,931.82)
Current Paid	72	
Add 'l attendees to break even	52	

	Estimated	
	Value Created	Cost
For 300 total the attendee bag impact	\$ 119,841.00	\$ 5,700.00

Volunteers plus (4 non-members)	14 of 18 registered, 1-3 more to be invited
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	Raffle items	\$ 1,829.03
Attendee Bag	Add 'l Books given away in sessions	\$ 1,103.40

Presentations received to date	9 of 21
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Catering Cut-off Date	9/21
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All estimates as of 9/2/2015:
Value of other giveaways

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

NO STATUS REPORT SUBMITTED

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

Notes from Strategic Planning Meeting - Programs

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



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2015

METROLINA CHAPTER

30 Years of Project Management Excellence

THANK YOU FOR ALL THAT YOU DO!!!