



Board of Director Meeting Minutes

April 12, 2016

6:00 – 7:30 P.M.

Attendees:

Jennifer Baker, President
Tonya Brown, Past President
Craig Marek, VP Administration
John Rush, VP Finance
Dani Beckman, VP Marketing
Frank Clemente, VP Membership
Robert Park, nominated for acting VP Programs (acting)
Doug Harrington, VP Professional Development

The minutes from the March meeting have already been reviewed.

President, Jennifer Baker

R5 Leadership Institute Meeting (LIM)

- Need to further develop training and transition plans for all chair, director and VP roles. Collect every 6 months. Add to Handbook as well. Positions up this year include VP, Marketing, VP Finance and VP Professional Development.
- Should keep strategy session in December – even if we have to do celebrations for volunteers later.
- Should the BOD have a specific code of conduct? Others do – Add to Handbook Bylaws or create Code of Conduct Handbook.
- Consider putting a 2-3 question satisfaction questions on the back of the badges – answer yes/no. Pull badges in next meeting to earn a free meeting. Saves paper, no need to place or pick up either.
- Add a review in the Ops calendar in January of the Bylaws and handbook – a yearly process.
- Annual review of community locations.

To Do Items: (Complete)

- Volunteer of the month for May – Pam Lail and Doug Edwards
- Facilitation Duties at Chapter meetings:
 - April: Doug Harrington
 - May: Frank Clemente
 - June: Craig Marek
 - July: John Rush
 - August: Jennifer Baker

- September: Robert Park
- October: Dani Beckman
- November: Craig Marek

To Do Items: (Incomplete)

- Need to send a List for Scholarships - Jennifer
- Send drafts of any process updates to Craig – will be included in the next iteration of the Handbook.
- LIM Registration for San Diego on 22-24th in September
 - Open Now. Need to Register. Have enough money to pay for two plane tickets. Can't afford to send chairs at \$500+ a ticket. Have to fly Wednesday or Thursday morning (Keynotes). John needs now your information (Driver's License #, Frequent Flyer #, PMI USERIDS and PMI Numbers) to register everyone.
- Events from March 8 – April 30
 - May 14 Wilkesboro and May 16: Asheville are now scheduled. It was mentioned that workshops could be keeping people from meetings – Don't want to compete.
- Send Operational Calendar Updates to Craig
- Send Craig Board Member Orientation package from NY Chapter for his review.
- Talk with Walker and Andy about securing a "Plan B" process for Chapter Meeting Registration.

Craig Marek - General Administration

- Handbook has been approved and posted. There will be another iteration later in the year.
- Scholarship – announced in newsletter – no applicants.
- There is no standard format for policies.

Chamber Liaison

- Two Liaisons attended the Chamber's Business Showcase. The event had several vendors including educational institutions, staffing agencies, and food service companies. We won't do this event the next time. The showcase allowed those interested to walk up to vendors and ask questions. However, it mostly seemed that people flocked to the tables that gave away the mostly free stuff.

PMIEF

- Working to connect with various ENACTUS groups in our footprint (UNCC, CPCC). Things have been dormant. Asked Rick to reach out to advisor. It's been since 2012 that the website was updated.

Military Liaison

- Two military are giving presentations at two locations: Seymour Johnson AFB and Fort Bragg (active chapter). Presenting two sessions for Life Transition Event on April 27 at Fort Bragg about Military Liaison and PMI. Presenting Lunch & Learn on PMP at Seymour Johnson on May 3-5 via the Chief Education Office.
- Speaking at Armed Forces Communications Electronics Association luncheon, Shaw AFB, April 26/28.
- Arranging to present at Charlotte Veterans Network luncheon
- Recruiting an Air Force Liaison from Seymour Johnson who will retire next year and relocate to Charlotte.
- Working with new Navy Liaison to identify opportunities.

Action Plan

- ✓ Everything has been done:
 - Develop scholarship criteria for Chapter Scholarship
 - Develop and maintain operational calendar for the chapter
 - Complete Handbook updates and Publish Online
 - Launch Military Liaison Program
 - Refine and Develop Chapter Awards Program – as is but with a little more control

John Rush, Finance

- Chamber of Commerce Membership is currently under Marketing. Going forward it will move to Administration. Membership 2016 will remain under Marketing. Additional charges for various meetings will go to administration. Membership 2017 will fall under Administration.
- Financial status reports were distributed over the weekend. If you did not receive a report provide John with the appropriate address.

Invoices

- Best impressions (Byron's) contract calls for invoice submittal within 14 days of event, however, there is no recourse if this does not occur. We received invoice for February (~2400) and March (~3200) on Monday.
- Last Quarter: Chapter netted \$6,000 profit (with Byron's taken out). Byron's contract requires at least 6 meetings to be held there during the year. "Byron's South End room rental has been waived so long as you meet a minimum of 6 times during the contract year. Cancellation of postponements must be made 60 days in advance". This will allow us to look at other options. We discussed doing something "out of the box" for July.

Pending

- Discussed removing accountant from monthly auditing duties. PMI global calls for records to be kept in case of audit but does not have specifications for when a chapter does one. Recommend an annual audit to be performed in January. Currently we pay \$250 a month (\$3,000 a year). Motion was made and approved to remove accountant position. A change will be made in the accounting language in the Handbook.

Dani Beckman, Marketing

- April 18th is the net SkillFest – Low attendance so far (48 people signed up). Another reminder email was send; usually get most enrollment in the last week prior to the event.
- Efforts to obtain sponsorship dollars are continuing.
 - Need to develop a training program for all social media roles (Not Started).
 - Increase sponsorship by 50% or more. In Process: Last year \$10,000; this ear we are already at \$14,835 with a goal of \$17,000 (\$2,165 additional).
 - Need to complete website refinements including adding video. This is in process. Have the final video and are ready to post to website and YouTube and present at April Metro Meeting. Will be working with Bailie to get it posted to the appropriate media channels. It was very well received at the Region 5 LIM. There were tons of compliments!
 - Getting ready to begin working on the marketing material revamps – tri-fold edits, website formatting/document locations, marketing materials, etc.
- No Photographer has been hired yet.

Frank Clemente – Membership

PDU Processing

- Updated Training Program in place for Communities. Currently soliciting feedback. No errors have been reported. No one complaining.
- PDS Submission Team:
 - Rosa Patterson –Butler assigned to Special Project
 - Magbor Akat is MIA – Frank to reach out
 - Jim Duller leaving in June – posted opening for 3 more people.
 - Three positions posted in VRMS for replacements
- Frank is still learning the process. He will be posting a position as “PDU Processing Chair”.

Chapter Guest Pass

- The Chapter Guest Pass has started. Jennifer identified candidates and invitation emails have been completed.
- Started sending emails to candidates, highlighting “Communities”. First round of replies due back by April 18th. Two have come back and both are Fayetteville military.

Volunteers & Requisitions

- Question was raised as to whether a “volunteer table” has ever been used at monthly meetings. Target this for May.
- For VRMS, each BOD member needs to send him their ID number to list as Reviewer. With ID he can see how many hits it gets.

Documentation & Transition

- Starting to document identified processes. Needed for succession planning.
 - VRMS being upgraded
 - PDU Reporting

Increase Community Membership & Retention

- Starting to visit Community Meetings to meet members, review meetings, get feedback, check PDU process and look for ways to maintain and grow Community Membership.
- There should be a process for each meeting – Site Leader should take charge – Welcome, Networking, Introduce each person, Announce dinner process (payment-ordering, etc.), Introduce Presentation, Watch the clock, Meeting, Dinner, Evaluation
- Frank will work with Bob in Programs to build a Site Leader Meeting template and process.
- Site leader role and process should be defined:
 - Speaks with venue “before” session (music, billing, serving, etc.)
 - Sets up technology

- Name Badges
- Arranges seating (speaker in the middle)
- Welcome Everyone and Speaker
- Network Time
- Introduction of Speaker and Each Attendee
- Buys Speaker Dinner
- Watches the Clock
- Closes the Meeting
- Distributes and Collects Evaluations

Doug Harrington, Professional Development

PMP Prep – Spring Session

- Need a defined timeline for registration cut-off/or maintaining some sort of inventory of materials. Cut off is Thursday before.
- A site walk through to ensure room for attendees.

Book Club

- Next session is Amelie’s – Uptown on 4/20
- Next session is virtual on 5/11
- Discussions around aligning with virtual book club on projectmanagement.com

Mentoring

- Ready to go – will provide an update based on 4/11 meeting with Doug and Pam. Need to talk to Dani.

Professional Development Day

- One speaking session to fill (Leadership Track). Looking to finalize a Novant Health Shared Services Leader.
- Menu complete – verifying a few specialty items.
- Some invoicing left to do with Sponsors.
- Presentations are coming in.
- Technology verified for those needing it.
- Event guide being finalized and should be ready by first of May.
- Figures – Some figures need to be adjusted.
 - 33 Registered as of 4/12/16
 - Expenses: \$20,246.18
 - Income: \$22,310.00
 - Cost Per Head: \$84.01 (Last year it was half).

Chapter Meeting Agenda

- The facilitator for the meeting will be Doug Harrington. 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 – Pam Lail and Doug Edwards
 - Volunteer Opportunities
 - Corporate Partnership
 - PDU Opportunities
 - Upcoming Events
 - Speaker Presentation
 - Closing
- It was recommended that Corporate Partnership recognition be moved further up the agenda; perhaps after the Welcome to the newest PMI Metrolina Members.

Robert Park, VP Programs

- Emily and Christina will send out meeting invites.
- Had three volunteers and all bailed. The interns are done next month.
- Have two openings to fill. An email is going out to membership.