



Board of Director Meeting Minutes

July 12, 2016

6:00 – 7:00 P.M.

Board:

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, VP Programs
Doug Harrington, VP Professional Development

The minutes from the June meeting have already been approved.

President, Jennifer Baker

- The Volunteer of the Month for August is Gershon Scott.
- Discussed changing the timing on the late registration fee for Charlotte meetings due to complaints received. There were an influx of people signing up late for the May meeting. We could send out a note to encourage people to sign up early. Byron's does not charge additional if we provide them with a head count 24 hours before the event. The early bird price is \$20. Late registration fee is \$40. Talked about changing the deadline for normal fee till Noon on Monday, i.e. extend the early bird discount. We need to notify Byron's by noon on Monday. John is going to figure out the breakeven point to allow Board to make an educated decision as to course to take. John will send this out via email. We also need to educate members about the costs.
- We have not paid for a lot of speakers this year. When we do we try to schedule local to avoid travel costs.
- The elections will be taking place in August. John is the facilitator; however Tonya will talk about the elections. It was agreed that Julie's position will be the first on the projection screen. Dani will find out if Julie is planning on attending the meeting. Tonya will provide dates to Bob.
- LIM in San Diego is being held September 22-24. Hotel rooms are taken care of. John is going to look at flight options and send an email to everyone. You should book your air ticket yourself if you can't go with the group and get reimbursed by John. Send Driver's License and frequent flyer information to John. We may need to take an earlier flight to get there in time to get settled.
- There is a different flavor of Chapter Guest Pass. Chapters who reach their goal can earn one of the following
 - 4 free eLearning courses
 - 3 store gift cards
 - 1 free PMI Congress in North America
- Frank had to contact 200 people to get 21. Probably will be 5%. Sent note to Mary for meeting to bounce ideas off each other. Need to give an incentive to people who are currently members. Maybe a Chapter Meeting for

free. 100 – 150 is a little aggressive. Let's see what we can do. As soon as we get more details, will forward and decide how to move forward.

- The November meeting is a couple of days after Veterans Day. Speaker is a retired Captain from the Army.
- Byron's will need to be ready at 5 and sponsors will need to be ready by 5. Need to find out if Byron's charges to open early. We need to see if Walker can come early too. So we would have military show up at 5 and non-military show up at 6.
- There is an Industry Meet & Greet (September & October). Will look to host a different industry each month. There was good response about last month's panel. It may be a good idea for next year. Groups that we pick should not be Financial nor IT. Target separate sponsors for the industry. It shouldn't last more than one hour. This could help with lack of networking and negative comments. We should plan for an Industry feature meeting before the September meeting. Bob will talk to Byron's. Would like to start the meeting at 5:30 and have speaker start at 6:30. Jennifer suggested a Health Care Meet and Greet. She has contact at CMC and Novant Healthcare and will contact them to get them to encourage their members to attend.

Craig Marek - General Administration

- More details about the Awards announcement will be included in the August newsletter.

John Rush, Finance

- Need to note two areas on spreadsheet; General Operations Overhead and Professional Development Programs. John received a \$300 check yesterday which is not included in the Professional Development Program numbers. PMI Global dues are in the General Operations Overhead. The Professional Development account reflects the loss in doing the Professional Development Day. There was a lot of verbal negative feedback about the event... John is going to provide the entire ledger.

Dani Beckman, Marketing

- We have a new newsletter editor, Aimee Baldwin, who is training with Christina.

Frank Clemente – Membership

- Akilah is stepping down. Joneen Webster has agreed to take on this position.
- Sent out 250 invitations for Guest Pass – 21 acceptances. Await recognition of 500 Club from PMI.
- PDU submission process is new and works.
- Site leaders are now asking for access to StarChapter. Bob has already addressed this. They now understand they cannot for security purposes
 - Jennifer requested that perhaps the processes could be separate by group so they only see the portion that applies to them.
 - Frank and Team will resolve.

To Do Item:

- Find out how many guest passes were renewed that were handed out last year.

Doug Harrington, Professional Development

- Book Club this month looks good.
- Need to write up information about agile.
- PMP Study group – chair has been on sabbatical.
- Looking at Professional Development Day for next year and how to use the website better

Robert Park, VP Programs

- Last month for tours – not getting additional information during visits. Need to balance/blend the activities with the proper mix of speakers.
- July working on 4 communities for August. June survey pretty good. Overall 2016 survey results return is pretty good. Sponsor engagement – need to talk to Dani. Need to fine tune what the problem is: 58% Positive, 28% Neutral, and 14% Negative.
- Picked up 3 new volunteers – two in uptown and one in West Lake Norman.
- Sent out President's letter and got feedback that some folks want to help. Will send out another letter after STEM summer camp.