



## Board of Director Meeting Minutes

June 13, 2017

6:00 – 7:30 P.M.(Virtual)

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### ***Attendees:***

Jennifer Baker, President  
John Rush, Finance  
Craig Marek, VP Administration  
Dani Beckman, VP Marketing  
Frank Clemente, VP Membership  
Doug Harrington, VP Professional Development  
Tonya Brown, Past President

### **President, Jennifer Baker**

#### **Updates**

- John Rush and Dani Beckman have been selected for a year-long learning program. This program is highly competitive and difficult to get into. It is rare to have two people from the same chapter in the same year.
- The chapter member survey was sent out. The link went away so had to distributed a second time.
- The response rate has been very low. Only 50 people so far who have completed the survey. Let's get it into double digits. Will send out a reminder in a week.
- Chapter elections are in July. There are 3 positions open. None of the incumbents will be running. Highly encourage everyone interested to complete the information by Friday.
- We don't typically vote on anything else. One change is for the Board to become more strategic. Have implemented Director positions. For purpose of election we will include Directors. If you are a current Director, you are encouraged to run for office. Cannot run for President but can run for VP. To become a VP you must be a Chair (current bylaws). Will be changing that to Chair or Director. Should reach out to Directors and let them know they are qualified. Would change require a 2/3 vote? No, of those members who vote, must be a majority.

#### **To Do Items: (Complete)**

- Need to elect a Volunteer of the Month for the month of June. Dani nominated Sherry Lee. She has gone to the vendors to get PDD memberships. Dani Beckman was nominated due to fundraising. Nealand was nominated due to help with the University Chapter. Will move forward in order nominated. Donald Bunkhouser, volunteer was nominated. Need a write up and photo of all volunteers.
- Frank is chapter meeting MC next month.

## **To Do Items: (Incomplete)**

- Change order of Emcee Schedule and send out.

## **John Rush, Finance**

### **Updates**

- Budget to Actuals to date. "Actual" is what was brought in. "Budget" is Expenses/Income. "Total Remaining" is a combination of the two. Large amount of income in the first part of the year.
- Budgeted to overspend by \$12,000 due to projection. Even though we were budgeted for a loss we made a fair amount of money.

## **Craig Marek - General Administration**

### **Updates**

- The last Handbook was published in 2017. Updating for 2018 with content from PMI Policy Manual. Whoever does role next year will have a good start.
- Nicole Renee taking 3 months off due to major work constraints. Summer usually slows down.
- Supported 2 Onward to Opportunity (non-profit) events. Another meeting at Cherry Point in September.
- We are updating the website to be more operational. Will include a link to PMI story with on Transition Event.
- Mentors are closely screened as to what they can support.
- Rick will be spending time at Cherry Point. We are presenting there in September. Looking to add another liaison at Cherry Point potentially.
- No open positions.
- Two BOD activities next month. Annual dues rate and succession plan. Sent an email to the team about rates.
- No applicants this year for scholarship. Two applicants last year and one (1) was not qualified. Announcement was in Newsletter.

## **Dani Beckman, Marketing**

### **Updates**

- We will need to discuss more sponsor dollars or PDD this year due to an increase in the location fee. Otherwise, may have to raise admissions.
- SkillFest was well received even though less attended than was hoped for. This was the third one for the year.
- Proceeding forward with mobile app. End of summer/fall should have an app. App will register, pay on line, podcasts, announcements to phone, calendar, speaker Bio's.
- Shirts and name tags have been ordered. Name tags are in shape of the state.
- Board of Director shirts have been ordered as well. All polos are in as of today. Will probably give to VP's to distribute to team.
- Working with PDD on Sponsorship.
- Doing the Friday, "Master Class". Huge kudo for getting Laura Bernard. She is not charging us to speak.

## **To Do Items: (Incomplete)**

- Follow up on mobile application and provide3 update to the BOD.

## **Frank Clemente – Membership**

### **Updates**

- New volunteer in PO reporting role.
- Member retention – guess pass program over 500
- June meeting will be hosting – trying a membership table where members can check PDU's. Will have a piece of paper to capture people who want to volunteer. Have a laptop from Chapter for table. With PMP Prep folks at table, there will be a spare laptop.
- Instituting new member phone calls. People, however, don't answer phone. Even if we only get a couple, it's like holding hands.
- Let new members know phone calls are happening and that newsletter is getting to them. Ask them to verify email address. Check on verification via email address. Let people know they are getting email from info@email.

### **To Do Items: (Incomplete)**

- Password for Byron's is not current – Dani to send.
- Michael Johnson accepted professional development chair. Cannot run for ANOTHER TERM. . Julie will be running for this position next year. Julie needs to fill out paperwork.

## **Doug Harrington, Professional Development**

### **Updates**

- Professional Development Day on 9/23. Track Speakers coming together. Looking for others. Please send email.
- Planning a Friday Master Class event – 22<sup>nd</sup> of September.
- UNCC is confirmed at Center City.
- Many sponsors – making good progress.

### **To Do Items: (Incomplete)**

- Need to update the BOD on the pricing structure for the event.

## **Robert Park, Programs**

### **Updates**

- Now fully staffed.
- Program Handbook is updated.
- Challenges with 3 locations – LKN, Gastonia, and Jacksonville. WLKN and Gastonia have small member base.
  - Marketing Campaign to bring in Members.
  - Jacksonville meeting is now on Tuesday.
  - Need suggestions on what to do to increase attendance.
  - Tell people you expect them to be at the next meeting. Get attendees to invite others.

- Ramping up liaison program.
  - The 3 Lake Norman sites and Mooresville together close to equal the size of Jacksonville.
- Chapter meeting survey – feedback overall was positive. Need to work on increasing skills and sponsor engagement.
- People attending meetings are not engaging with sponsors. Need to get sponsors more visible.