



## Board of Director Meeting Minutes

May 9, 2017

6:00 – 7:30 P.M.

---

### ***Attendees:***

Jennifer Baker, President  
Craig Marek, VP Administration  
Dani Beckman, VP Marketing  
Frank Clemente, VP Membership  
Doug Harrington, VP Professional Development

### ***President, Jennifer Baker***

#### **Updates**

- Every 2 years the Chapter is audited for its training program and it's time to audit again.
  - Doug is to send the information about training (who attended, instructors – their bios, curriculum)
  - Volume is probably over a gig of data
  - Doug needs the link where to send the data. It should be zipped and sent. It's due the 15<sup>th</sup> of the month.
  - If Doug has questions, he should seek help from Dani since she has already done it.
- Okay with cancelling Lake Norman and Gastonia. Not allowed to cancel Jacksonville.

#### **Budget**

- Made \$17,000 ahead of plan. Marketing is up.

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

- Volunteer of the month for May – Daniel Galeano
- MC for the month of May is John.

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

- Last PMP Prep class in the fall before exam changes either Jan 10 or Jan 31. Jennifer to verify.
- Need a classroom now. Surplus materials should determine the class size.
- 5 inquiries about Saturday PDU's. When? Sent Mark a note about PMP class and he has not responded.

## **Craig Marek - General Administration**

### **Updates**

- Ramping up the Military Mentor program is a high priority.
- Presenting two meetings with Onward 2 Opportunities. Have a good presence. Giving a presentation at two of their events.
- Rick has been going to Jacksonville.
- Once team approves form, will send to the Board before published.
- Still no applications for scholarship.

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

- June – election season starts. Bios due next month.
- Craig to work on Jacksonville by leveraging our military liaisons and try to get more attendance.

## **Dani Beckman, Marketing**

- Shirts – Chairs and customer facing people get shirts.
- New business cards – on back of card has where meetings are.
- eStore gifts – 30 orders have been placed.

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

- Need shirt sizes for new BOD shirts and customer facing people and chairs
- PDD Planning – Doug meeting with Sam on Friday.
- Mobile app – needs testing.
- Dani to send out email on July 31<sup>st</sup> to members.

## **Frank Clemente – Membership**

### **Updates**

- Todd and Daniel handling non-members. Sue handling members.
- Todd Fulks to step down as community lead for Concord.
- Made our Guest Pass 500. President's letter and classes at CPCC made a difference.
- May 10<sup>th</sup> automatic renewal shows up. In newsletter published Quick Renewal is going away.

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

- Survey in May – look at Chapter membership survey. Determine if they need to be edited.
- Need to give a code so they get chapter membership for free if they paid for SkillFest. Jennifer to send out a note that they can attend without cost.
- June meeting – want a membership table. Need a laptop. John needs to provide for chapter meeting.

## **Doug Harrington, Professional Development**

### **Updates**

- PgMP class – had several people ask for it. Have not had class in two years. Asked Mark if he could do it. Taught class on May 6<sup>th</sup>. May do again in the fall.
- Book Club had 3 people – to be cancelled
- Saturday PDU's to start back up in mid-July. Been talking to Brandon.
- Wilmington – have no problem if people have signed up.
- Might want to consider outsourcing training out of Charlotte market. Can develop a waiting list. Need to include date.

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

- Doug to call Katie Ramstack.
- UNCC host again PDD – sign up on Friday.

### **Not in attendance:**

#### **John Rush – Finance (Incomplete)**

- Coupon list – Need to figure it out soon. Use PMI Member ID?
- Meeting coupons – can we make simpler? Jennifer hands out a business card and has them email her and then she gets them in.
- John needs to bring gift cards to chapter meeting. Frank doesn't have his. Need to verify John and Tonya got one.
- 

#### **Bob Park – Programs (Incomplete)**

- Octoberfest – will meet in future.
- August meeting at Whitewater Center. Need to decide soon to notify Byron's – need 60-day cancellation.