

April 14, 2015 Board Meeting Minutes

Attendees:

Jennifer
Joe
Dwayne
Sheetal
Mark
Robin
Dani

Absent:

Tonya

- Signs should be ready this weekend and Jennifer will send out to the sites.
- Newsletter items MUST be on time.
- Expense reports should be approved and sent to Dwayne ASAP.
- Make sure we are responsive to e-mails.
- LIM Orlando – hotel is booked. Flights and transportation pending.
- Volunteer of the year – Tom Gray – Jennifer and Mark have submitted recommendations have been. Joe will revise his and send to Robin
- E-mail for certification and membership expiration reminders. Need to start this again.
- PMI Chapter innovation program – putting in innovations in place with good responses May 31. Jennifer has a link.
- PDU processing – Jennifer is getting PDU e-mails from members who are missing. PDU processing moving to membership for chapter meetings and community meetings. Joe's team will handle events and PDD. Need to standardize on the process so it's easier in the long run. We should be sending the communities the attendee list. Someone to set up in Star chapter for e-mail reminders. Centralize this activity to one person. Mark and Sheetal to work this out. Contact people that applied for other positions and ask them if they are interested in different work.
- Jennifer sent links to good and helpful information with links.
- Chapter Volunteer Awards – Good way to recognize for. Robin to look at PMI version and make applicable at a chapter level. Sheetal to put together a review team to review submissions.
- Anniversary event – top 3 are Pad Folio, power bank and sling pack we will need approximately 300.
 - Gift/Award gifts for anniversary dinner, PDD speakers and volunteer banquet. Jennifer would like to give past presidents a recognition gift along with member service. Everyone agreed.
 - Dani to get 30th anniversary logo ready.

Finance Report

- Dwayne is working with CPA. New this year credit card and how to add that to system. Jennifer to show how to use categories
- Storage shed
- Using credit card to gain travel points has been successful
- Updates to strategic plan

Membership

- Guest pass going well
- Non-member PMP Prep – when they become members fee paid. Joe reported that there are no non-members registered for class. Jennifer says this can be done retroactively
- VRMS – Offer people different positions.
 - 4814 – accept and offer position
 - Fort Mill volunteer – Mark to follow up
 - West Lake Norman – Mark to sort
 - 4596 – Jessica
 - 4869 – open back up
 - Others
 - Leave Joe and Dani's open until
- VOICE is no longer in use. Need to decide on a new name.
- Sheetal to review items from strategic planning session

Professional Development

- Only 2 chapters have PgMP classes. People are interested in this class virtual. Joe will add a virtual ticket and Jennifer will start advertising it to international people.
- Survey for interest in certifications and virtual
- PMP class has nine people registered.
- When we send out e-mails we need to clear out bounce backs off prospect list. Need to clean up.
- Saturday PDU event was excellent. Fifty six members attended. Feedback was good. Roy has volunteered to do this class on the coast and other communities.
- PDD is looking good. Joe is excited about speakers. There are five tracks. Dani is concerned about sponsors.
- Gifts need to be what we want to have our logo on.
- E-booklet ok but need to also have on paper.
- Mentorship – Joe is working on this
- Jennifer was contacted about a high school intern to help us. Dani and Jennifer met the teacher. Job shadowing request from UNCC to Jennifer. Starting to get this type of requests.

Programs

- Chapter meeting reviewed.
- Kurt our speaker in March would like to have a seminar for us. Jessica would like to so a seminar.
- Agile in Asheville is scheduled. Schedule Kurt in August or fall.

On the president's call Jennifer attends Bryan Weiss VP over Practitioner Markets spoke to the group. At regional leadership meeting there were lots of complaints. They agreed to create sample schedules to achieve goals. Leadership and business are the same for every credential. Technical has to be maintained separately. This need to be clarified with the members. We need to accommodate our members with programs and events. Jennifer would like the CCR presentation to be given at the communities and provide feedback.

Marketing

- Dani requests that everyone look at the site for outdated or incorrect information and provide back to her.
- Working with 4 graphic designers for logos
- New social media person
- Public television event. Great publicity for our chapter.

Administration

- COY Awards in progress
- Young professional award in April – Dani is the liaison.
- Blue Diamond Award in winter

June meeting planning for July Anniversary meeting

- List tasks for chairs to do at the event.
- White shirts at July meeting – Dwayne to provide sizes
- Move communities to restaurant and purchase dinner.

Plan location for June board meeting includes chairs. Rock bottom is an option. Dwayne to coordinate for 25.

Meeting adjourned.