

May 12, 2015 Board Meeting Minutes

Attendees:

Jennifer
Dwayne
Sheetal
Mark
Robin
Dani
Mary Keller – special guest from PMI

Absent:

Tonya
Joe

April minutes approved.

New Business

- Scholarships transitioned to Robin. We have financial resources to provide an additional scholarship and a third PMI scholarship. Ask Tonya to provide update.
- PMI EF – asked for 12 and got 40 volunteers for West Brunswick school request. Jennifer sent list of areas in our foot print for additional PDU opportunities for our members. Got great feedback when Jennifer and Dani went to Olympic High School in Charlotte.
- Handbook – changes and need updates. Everyone mark changes and add chairs. Send to Robin
- Mid- Year Survey - Chapter has been notified that survey will be released. It's a short survey. Sheetal would like to make sure all questions are relevant to members. Questions were reviewed and updates made.

Administration

- Sheetal/Robin to work together on Chapter Awards. Target just members.
 - Who reviews award criteria? Mary to research and send back to us.
 - Chapter Awards - 2015 project of the year and PM of the year will be awarded at our January 2016.
 - Volunteer of the Year and Community Service of the Year will be awarded at the volunteer banquet in December
- IT-ology – they have requested a volunteer from our chapter to run the award. They will have job description by end of the month. Jennifer says there are several retirees that may be interested. This will be another opportunity to earn PDU's.

Finance

- We did well in April. Next month will receive additional statement.
- Dwayne will send Q1 budget analysis next month.
- LIM in Orlando arrangements have been made other arrangements after attendees are known.
- Lots of points from credit card to be used for LIM. Around 39k points.
- For next board meeting we need to think about where to have the meeting that has a conference phone

- Take excess money and make an investment/CD to earn a better interest rate

Marketing

- Dani presented the awards. They will be given to members.
- Meeting/invite will be dinner, gift and celebrate PMI. Jennifer to give notes of what to cover. Happy celebration! Everybody leaves with something. Guest will have to pay for tickets. Members are free. Alcohol is not included. Dwayne will purchase Visa gift cards and give to board members to use for dinners at community meetings. All receipts will be turned in. Pictures are needed at each community event. Mark to send an instructional note to the communities. Victoria Kumar will be the guest speaker at the July chapter meeting.
- Contact page has been updated. Be sure to reply.
- Skillfest is June 22
- Dani requests everyone read the newsletter and reply.

Membership

- PDU Processing – Site leads don't have access to Star Chapter. Sheetal has an idea of having leads do 4 community meetings. Go to Star chapter and pull list and send to site lead. Check off people who attend and walk-ins, update spreadsheet and send back to lead.
- PDU's are not being recorded. PMI has been challenged in the last months with recording PDU's. Mary to ask if we can do anything different to make this process better. There have been at least 5 meetings with this challenge. Mark to cc Mary on the next list.
- Walk-in's - watch for next 30-60 days and determine if we need to address the problem.
- VRMS updates discussed and updated
- Book club – Jennifer to show Sheetal how to set up adobe. Sheetal to find a volunteer. Look for authors in our chapter to support them. Looking for place to hold meetings.
- Member contacted us about a hardship. We can cover the chapter membership. Mary and Sheetal to discuss the hardship case for this member.
- Adobe professional, export to word and edit it for QR code. Mark and Sheetal to work together on this.

Professional Development

- PDD – we have 18 companies with 10 or more employees who are members. Jennifer has created a coupon for discount for employee members of \$20.00 for members and non-members. This will get people in door. Possible free training for most employees attending. Mark looked into bring a friend with a coupon code. All board members approved.

Programs

- Dwayne to facilitate May chapter meeting and Sheetal will facilitate June.
- Volunteer of the month - Jessica Lagoy
- July 21 - 30th anniversary – gift for guests will be M&M's. Jennifer to order.

Meeting adjourned at 8:00.