



# Board of Directors Meeting

May 12, 2015

# Agenda

- Welcome w/ Safety & Logistics
- Review & Approve Minutes from April BOD
- **Timeliness of Responses and Information**
- Scholarships (Jennifer, Tonya)
- PMIEF Partnership with NC Schools
- Handbook updates
- Mid Year Survey from PMI
- Report out by VPs & Chairs
  - Administration
    - 2015 PMI Chapter Innovation Program
    - Chapter Awards for Volunteer event
  - Finance
    - LIM in Orlando
    - Current State
  - Marketing
    - 30<sup>th</sup> Anniversary events
    - PDD
    - Social Media
    - Website
- Membership
  - Need Volunteer of the month
  - Certification & Membership Renewal Reminder E-Mails
  - PDU Processing
  - Book Club
  - Exit Surveys
  - Open Volunteer positions
- Professional Development
  - PDD
  - Certification Training
- Programs
  - (No report submitted)
- Closing

Robin Covington

# ADMINISTRATION

# Status Update

- Completed
  - Chapter of the Year, Chapter Leader of the Year and Volunteer of the Year submissions are all completed.
  - Past copies of minutes and agendas have all been posted.
- Pending
  - Chapter Innovations submission pending. Due date 31 May 2015
  - PMI Metrolina Awards - create guidelines similar to PMI.
  - Chamber of Commerce— Young professional awards - This award is due in April. Dani is the liaison.
  - Blue Diamond – IT-ology - Due in the winter

# Chapter Innovation Program

- Program Highlights
  - All PMI Chapters in good standing are encouraged to submit innovative ideas
- Chapters whose ideas are selected will be:
  - Provided with resources – resource allocation (financial/staff/SME) will be designated by PMI
  - Featured in PMI Today®, Friday Facts and announced at their respective PMI Region Meeting and at a PMI® Leadership Institute Meeting
- After successful implementation of the program idea, chapters will present their program at PMI Region, and/or Leadership Institute Meetings, will be featured in PMI Today, Friday Facts and may be the subject of a video interview.
- The first round of idea submissions will be accepted through 31 May at [www.pmi.org/ChapterInnovation](http://www.pmi.org/ChapterInnovation)

# Chapter Awards

- Proposal:
  - Create chapter awards and present at the year end event.
  - Suggested awards:
    - Volunteer of the Year
    - Project of the Year
    - Community Service Project of the Year
    - Project Manager of the Year
  - Nominee must be a chapter member.
  - Suggested submission due date 9/30/2015
  - Need a review team
  - Model requirements after the PMI GOC version of the award

# Notes from Strategic Planning Meeting - Administration

- New
  - Chamber of Commerce– Young professional awards
  - Blue Diamond – IT-ology
  - ~~• Contact list~~
  - ~~• Ask Anne what is expected for us to put on our website~~
  - ~~• Post past agendas and minutes from June to November~~

# Action Plan

- Weekly
  - Monitor e-mail for request from board, PMI and chapter members
- Monthly
  - Distribute board meeting minutes within 5 days of meeting.
  - Send reminders of deadlines to board
- Yearly
  - ~~Submit CoY award to PMI (due in April)~~
  - Submit other award paperwork as determined by board
- As Needed
  - Maintain board handbook
  - Maintain bylaws
  - Maintain roles and responsibilities document
  - Manage audits



Dwayne Chapital

**FINANCE**

# Account Balances

Current Account Balance as of 3/30/2015: \$166,108.54

Previous Account Balance as of 3/1/2015: \$164,979.10

## April Credits – \$5,810.79

Chapter Meeting	\$2774.00
Community Meetings	\$510.00
PMP Prep	\$5560.00
PMI April Payment	\$4395.00
Programs	\$40.00
Total	\$13279.00

## April Debits - \$6,963.27

CPA	\$550.00
Programs	\$1675.00
Professional Development	\$532.46
Bank Fees	\$357.50
PMP Prep	\$1955.00
R5 2015	\$25.00
Total	\$5094.96



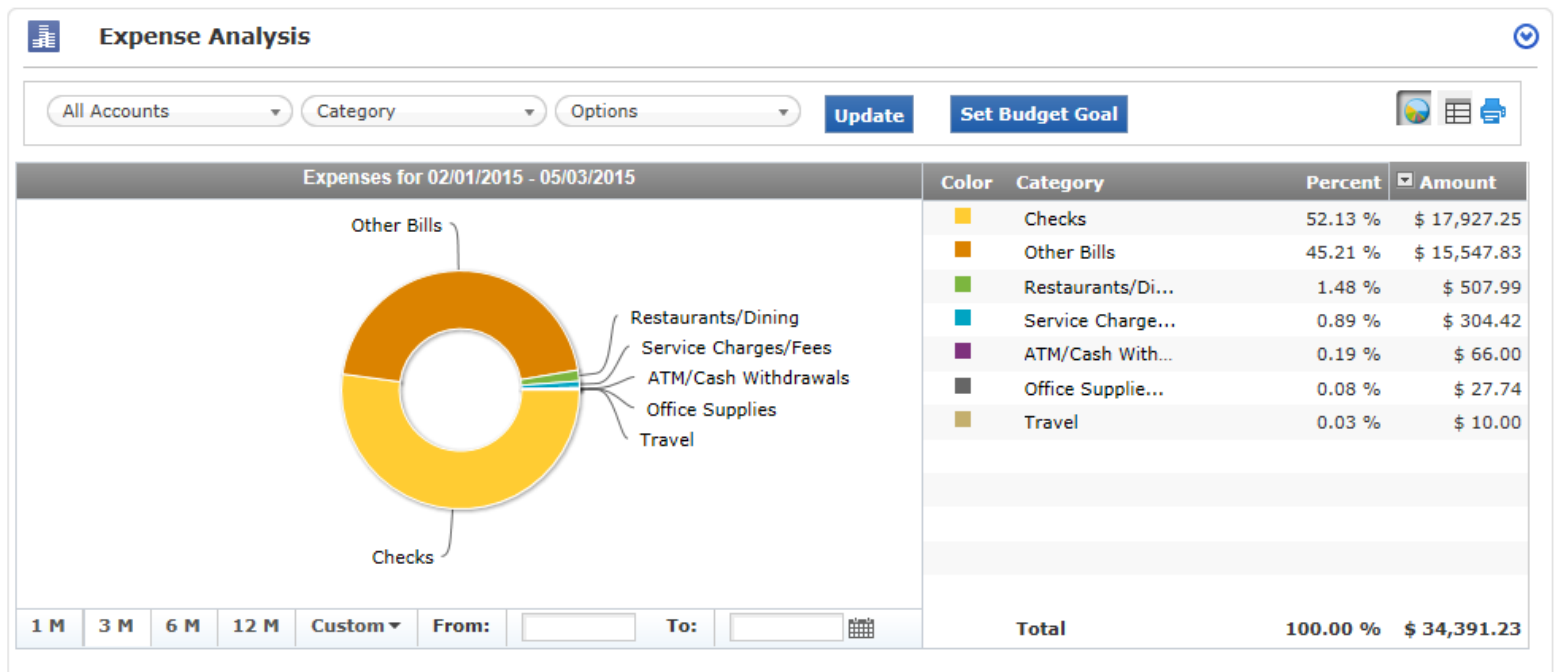
# Expense Analysis

My Portfolio

[Link an account](#)

▼ Show Getting Started

▼ Show my tools



# LIM 2015

- Room Reservations have been made and payment has been rendered for the event.
- Airline travel and transport to the venue must wait until the final attendee list has been determined.



# Notes from Strategic Planning Meeting - Finance

- Continuing
  - TBD
- New
  - ~~• Possibly learn QuickBooks~~
  - Tightening of contracts
  - Inventory of stuff – look at storage facility
  - ~~• Credit card – use points for airline miles to LIM~~
  - ~~• Review fees and classes of service with bank~~

# Action Plan

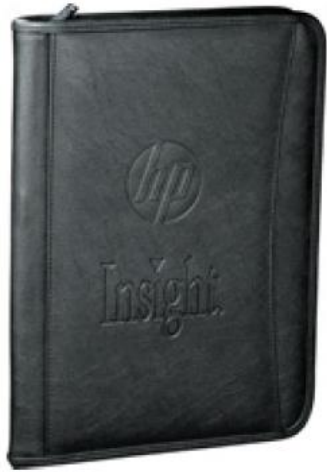
- ~~• New Credit Cards that received miles for purchases. We can use the miles to offset our travel/hotel expenses for R5 and LIM.~~
- Rent a storage facility for BOD to access 24X7 for shirts, class materials, old computer equipment, etc.
- ~~• Hire a Comptroller to maintain the storage facility via inventory controls.~~
- Comptroller to present finance actuals on a quarterly basis.
- ~~• Possibly change merchant processing to see if anyone has excel reporting. With the excel reporting we should be able to see deposits and debits as they occur and not guess from conglomerate charges.~~
- ~~• Take a class on QuickBooks and lower our monthly cost with the current CPA. He charges \$250.00 per month to input our bank reconciliation statements into QuickBooks.~~
- ~~• Get deposit debit cards only for VP Membership and VP of Programs. This will allow them to make deposits from the chapter registration desk and program events. Will create a process for them to follow.~~
- ~~• Try to change the current process of printing out all finance documents and placing them into a large binder. Would like to go fully electronic. Must create a process.~~
- Present travel cost of R5 and LIM at the 1st DOB meeting of every year.
- Create a process book for the next VP of Finance. Smoother transition.

Dani Beckman

# MARKETING



# Member Gifts for Anniversary Event



Estimated 300 gifts needed. 100 of each

- Pad Folio is \$12.95 and there is a \$75 set up fee for the embossing
- Power Bank is \$15.59 and there is a \$55 set up fee for the screen
- Sling Pack is \$15.19 and there is a \$55 set up fee for the embroidery

\*Plus shipping and tax. We need to provide camera ready artwork.

# Gifts for Anniversary Dinner, PDD Speakers and Volunteer Banquet



Estimated 100 gifts needed.

- Clock is \$21.85 plus set up fee. We have the opportunity to personalize these gifts or leave them in a generic state or combine the two options

\*Plus shipping and tax. We need to provide camera ready artwork.

# Marketing

5/12/2015

- Have logo'd items to show Board members for birthday event
- New “Contact Us” page is now Support Center
- New Logo ideas not panning out – will do more searching – will get with Joe for his contact in design
- Twitter is now engaged – we have more to come!
- Nikita is working with Tom on PDD Sponsorships
- Next SkillFest is June 22<sup>nd</sup> and have received a resume already – planning has begun
- Board needs to be better on reviewing the newsletter so that we do not run into having it go out late; several questions raised at the last minute this month, again
- Legend: 👍 = being worked

# Notes from Strategic Planning Meeting - Marketing

- Continue
  - Newsletter
  - Monday PDU Opportunities for the week
  - Social media - Enactus (projectmanagment.com) help with policy and Dani has a policy from LIM
- New
  - Rebranding
  - Marketing plan 👍
  - Website 👍
  - Social media 👍
  - ~~• Partnership agreement for 2015—schedule January sponsorship event—recruit new sponsors~~
  - Skill Fest chair is Ruby Dease

# Action Plans

- Rebranding – (6 months – 1 year)
- Develop new Logo
  - Work with Graphic Designer 👍
  - Incorporate the geographic locations
  - Appeal to younger crowd, make it “hipper”
- “We are PMI”
  - Add tagline to website
  - T-shirts
  - Publications
- Get our name into the Community
  - Attend more Chamber Events as a Group 👍
  - Chamber YP 👍
  - Sponsor Tables
  - Partner with other groups
  - Meet with Companies to show them how PMs help their business
  - “Brand” us as something good in the Community
  - Volunteerism
    - Race for the Cure
    - Cancer Walks
    - Habitat
    - Reading initiatives
    - Food drives
- Identify our Audiences
  - ~~Millennial/40s/etc.~~
  - Create targets spots for those audiences
    - Determine which media for each target
    - Initiate the media
      - Research the options
      - Determine pricing/budget
      - Formulate a plan for each media outlet
  - Set timeline for all media
- Website 👍
- Social Media 👍
  - ~~Work with Social Media Squad to enhance our use of Social Media~~
  - Develop a new cadence for Facebook, Twitter, and LinkedIn 👍
- Skill Fest
  - ~~March~~
  - June 👍
  - August

Sheetal Puri

# MEMBERSHIP

# PDU Processing

- Multiple issues with processing that stem from a variety of sources:
  - Missing attendees from meetings
  - Attendee lists not submitted in a timely manner
  - Names omitted from attendee list on PDU submittal
  - Timely response on PDU inquiries
- Opportunity:
  - With the pending changes in the CCR system, this is going to become more complex than it already is.
- Proposal:
  - Centralize all meeting PDU processing in membership area.
  - Let programs team focus on pre-meeting activities like sending reminder emails and registration lists and completing updates to meeting attendees in Star Chapter.

# Status on Individual Action Plan from 2014 Dec Strategy meeting

- Membership Continuing
  - Submit and evaluation for mid-year survey- to do, need to know expected dates of submittal and when want evaluation completed
  - Plan for outreach (Voice)- ongoing
  - 2015 volunteer appreciation event-work on 4th quarter
  - VRMS management-ongoing
  - Submit PDU's for monthly chapter meeting in Charlotte- ongoing
  - Membership retention survey (survey is on website)-work initiated, need to finalize dates of completion-estimate End is TBD.
  - Akilah Smith assigned collection of all emails for exit surveys. Will monitor receipt and provide feedback (if any).
- New
  - QR reader for special events for registration and networking – what would it take to put the QR on a badge- Per Feb BOD meeting follow up with Star Chapter stated -cannot be supported by Star Chapter, or current system as it stands. New method/process need to be defined-need to identify expertise-Marc or Dani? Request elevated to PMI Global. Mary Keller has action but no estimated date for response.
  - Learn CRS – take formal training-self taught-done
  - POST CCR process in April Newsletter under Membership section to remind members of process change for PDU submittals-completed
  - Need to work on clean up of member list and erroneous auto emails-TBD
  - Need to work on creating templates for 90 day chapter renewal notice and PMI recent reminder notice-TBD
  - Book Club Survey-need to get that out and see if there is interest. Karen McIsaac is interested in supporting if there is a need-TBD.
  - Review Erika Flora list for other Membership ideas-follow up from R5 Event-TBD



# Notes from Strategic Planning Meeting - Membership

- Continuing
  - Submit and evaluation for mid-year survey
  - Plan for outreach (Voice)
  - 2015 volunteer appreciation event
  - VRMS management
  - Submit PDU's for monthly chapter meeting in Charlotte
  - Membership retention survey (survey is on website)
- New
  - QR reader for special events for registration and networking – what would it take to put the QR on a badge
  - ~~Learn CRS – take formal training~~

Dr. Joseph Griffin

# PROFESSIONAL DEVELOPMENT

# Certification Prep

- Spring PMP Prep Class in Progress
  - 13 attendees
  - Estimated Financials
    - Total Revenue – 9,000
    - Instructor Fees – 2,100
    - Course Materials – 2,600
    - Travel / Volunteer Cost -- \$250
    - Estimated Net Revenue -- \$4,050
- PgMP Class Update
  - June 13 – 14
  - Jennifer Baker teaching
  - Location: NWN Office
  - 2 registered to date

# Saturday PDU

- Next date – Targeting Saturday in late July
- Finalizing speaker & topic – Most likely Dr. David Kapfhammer speaking about necessary leadership skills for managing technical projects

# PDD Update

- Agreements:
  - 16 of 18 speaker agreements sent out 5/4
  - 1 of 16 returned signed, 3 committed to be returned in a few days
  - I requested all to be returned by 5/29
- Book reviews:
  - Andy Crowe's review completed (Bulk price \$15)
  - Joe Topinka's review in process – to be done this weekend (Bulk price \$18)
  - Bob Gower review completed (Rally Software may provide at no cost)
  - Sonja Kassis Stetzler – eBooks and new printed TBD (will be considered/reviewed as available)

Note: I am considering either the Andy Crowe or Joe Topinka book as the featured attendee item, could be a random mix of both books and attendees get one or the other

- Schedule of topic tracks: Tentative for the following:
  - Agile
  - Change Management/Communications
  - Quality and Requirements
  - Risk and Resources
  - Non-Profits/Start Ups

# May PDD Deliverables

- Confirm remaining speakers and send out agreements
- Confirm the topic tracks
- Map out the schedule of speakers – If only partial I will still provide that
- Try to get commitments for the event shirts and badge/lanyard In-Kind sponsorships.
- Event booklet – you will see a draft likely without the photos and graphics so we can concentrate on the content, then I will add the imagery (final layout for approval) – This will be an electronic PDF only
- Finalize the list of print materials – At a minimum it will include a printed postcard with the schedule on one side and speaker info on the other, A separate printed 2 page flyer (mini event guide) will be printed in color
- Design print materials – Includes
- Inventory the attendee items

# Pending PDD Tasks

- Visibility of what Marketing activities have occurred.
- Clarification on the printing of signage, attendee bags, schedules, etc.
- The registration process off my plate, especially the group discount details and processes.
- Details of charities supported by this event.
- A Presidents letter for the event
- A photo of the board either as a group or individually for the event guide with titles and names.
- Anything else that needs to be mentioned in the event guide aside from sponsors/partners and speakers.
- Confirmation of how we should do the event survey.
- How/When will the speaker gift be provided and who will do this?
- Event Volunteers: Approximately 10

# Notes from Strategic Planning Meeting – Professional development

- Continuing
  - Saturday PDU Events – 4 per year/Quarterly
  - PMP 3 per year
  - PDD 1 per year - September
  - PgMP – 1 per year
  - Mentorship
- New
  - Special initiative – ASQ Pilot at their PDD – We are helping them by providing speakers and offer PDU's to people. We are R.E.P. At our PDU event, we are providing table so they can be an exhibitor



Mark Cichonski

# PROGRAMS

# Chapter Meeting Agenda

The facilitator for the meeting will be **Dwayne Chapital**. The meeting agenda for the chapter meeting is as follows:

- Welcome & Introduction
- Congratulations to our newest Credential Holders
- Welcome to newest PMI Metrolina members
- Volunteer of the Month – **NEED A NAME**
- Volunteer Opportunities
- Corporate Partnership
- PDU Opportunities
- Upcoming Events
- Speaker Presentation
- Closing

# June Programs

## Scheduled

- Ballantyne
- Jacksonville
- Asheville
- Concord

## Not Meeting

- Wilkesboro
- Wilmington

## Pending

- Fort Mill
- Gastonia
- Mooresville
- WLKN
- Fayetteville
- Uptown Charlotte
- Huntersville
- Hickory

# 30<sup>th</sup> Anniversary Programs

- Each BOD member is assigned at least one location to present in July.
- Expectations
  - Speak on behalf of the chapter commemorating the 30<sup>th</sup> anniversary. Notes will be provided.
  - Distribute gifts to the members in attendance (no guests/prospects)
  - Promptly expense dinner
- Jennifer – WLKN, Wilmington
- Robin – Wilkesboro
- Mark - Jacksonville
- Sheetal – Gastonia, Fayetteville
- Dani – Mooresville, Huntersville, Concord
- Dwayne – Fort Mill, Ballantyne
- Joe – Hickory, Asheville

# Notes from Strategic Planning Meeting - Programs

- Continuing
  - Submit PDU for community meetings
  - Community meetings
  - Talent triangle program
- New
  - TBD