JULY PMI BOD Meeting

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| 7.12.2018 | 6:00-8:00\* | Mama Lacona’s Restaurant |
| Meeting Type meeting | PMI Central Iowa Chapter Board | |
| Facilitator | Candice Banghart | |
| Note taker | Craig Hinson | |
| Attendees in Bold | Alex Marckmann, **Andrea Brunk**, Brent Humphries, Brian Naaden, Brian Sardou, **Candi Banghart, Charity Dunwoody, Craig Hinson**, Danielle Ott, Gopi Iyer, **Jan Vanderwerf**, Janet Tan, **Jeff Tuttle, Jennifer Pietila, Joel Wolcott, John Durman**, Jon Hopkins, **Katie Dietz, Lejla Vehabovic, Linda Cronk**, Lori Chambers, **Lynn Reed**, Madhavi Gunturu, Mark Havlicek, **Mike Hoal, Robert Olinger, Rod Jordan, Ryan Vanyo**, Sarah Otte, **Stephen Rodriquez** | |
| **FOR BOARD DISCUSSION & REVIEW** | | |
| **PMI CIC Financial Overview**   * 2017 Audit - Andrea Brunk, Director of Audit, joined us and provided a rundown of the audit she completed; see her audit report for specifics. See associated action items. * Financial Update – Katie Dietz reviewed P&L report & budgets; see her financial report for specifics. Craig Hinson reviewed the budget of $6,500 for the upcoming August event. See associated action items. | |  |
| **Strategic Initiatives:**   * Stephen Rodriquez provided a website update; we have made good progress. See updated project plan for specifics and associated action item. * Jan Vanderwerf provided an update; she is waiting for information from her team members. Andrea Brunk would like to resume having Grinnell Mutual listen into the chapter meetings. Candi Banghart approved this. As we look into additional capabilities, Andrea offered to have Grinnell Mutual be part of a pilot or proof of concept. | |  |
| * **August Membership Appreciation Event 2018** * Craig Hinson, Lynn Reed, Charity Dunwoody, and Stephen Rodriquez provided an update; see information on our website for specifics. Craig mentioned that since the focus is now membership appreciation, he has transitioned the management of the event to Lynn Reed, VP of Membership and Volunteerism. Craig will continue to be involved as the Executive Sponsor. * Brian Sardou will be working with the marketing team to provide swag. | |  |
| * + **Professional Development Update**   Brian Sardou provided an update via an email. Linda Cronk then reviewed the email with the BoD. The following is a summary of this information.  Professional Development Team  Programs:   1. Madhavi Gunturu is getting up to speed; therefore, for now, direct questions to Brian. 2. Brian S wanted Craig Hinson and the August 14th event team to know Brian S is sourcing two sets of 1st-3rd awards for August event. Brian S spoke with a swag contact and he is looking at a $300-500 budget for ‘awards’. Craig sent an email to Brian S indicating he should work with Brent Humphries’s team on this for things like PMI CIC logo. 3. Gopi Iyer will update the website for Dane (speaker for September meeting). 4. Brian S is working with Lynn Reed to create a plan to greet members at chapter meetings and then execute the plan starting with the chapter meeting in September. 5. Brian is working with Lynn to prepare for the November Member Recognition Event. Candi has provided a plan for this. 6. Brian S wanted Jan Vanderwerf to know he did not have a chance to review the charter for remote meetings.  Brian S talked with Dane and he is ok with us recording the September meeting. Brian is thinking the September meeting could be a ‘dry run’.   PDD:   1. Brian S wanted to know from Brent whether or not he has the PDD communication plan documented. From the last PDD planning session, Janet plans on sending an email blast/social media blast on the speakers on Monday's and Friday's.  Brian S is requesting the board and all PDD team members share the communication posts when they see them.  Brian S will go through the Communication Plan that we currently have and see if he can find any gaps.  Brian S will then put this topic on the agenda for our next PDD planning session. 2. Brian S is working with PMI global trying to use the mobile badge management/printing and event management software with PDD. 3. The PDD team went through our swag options and picked out a few favorites.  Katie showed them to the Board. For shirts, we selected the same polo from last year, but it will be some type of blue color.  We will finalize our swag orders by our August 30th PDD planning session, which means we will need everyone's polo sizes by then, and all Sponsor logos by then. 4. All activities are on track.  Our next PDD planning session will be on Thursday, July 27th at 5:30 at Granite City. 5. Logistics--At our next PDD planning session. 1) We plan on finalizing the format of the "PDD Night Before Reception 2) We will view our menu options for the day of and make selections 3) Our August and September PDD planning sessions will be at Prairie Meadows 6. All speakers have been booked and contracts signed. 7. Early Bird Registration runs through August 5th and we have over 100 registrations so far.  Please keep helping to share social media blasts or create your own!   Certification:   1. Linda Cronk is working on a PMP Self Study plan and hopes to have it ready by 9/1. She noted there was no interest from prospective test-takers in face-to-face meetings; therefore, she recommends we provide a study QA blog. She will get with the Marketing team on this. 2. Linda said the PMI certification website now has our information. This will make it easier for members to log their PDUs. 3. Linda noted that PMI requires someone with a PMP to ‘approve’ PDUs; therefore, Brian S and Linda will find someone to assist with this.   Other:   1. Rod/Stephen/Gopi – Brian’s team would like help from Rod’s team to keep in touch with new website features / changes as they become available, especially in regard to: event management (scheduling/communicating/attending/reporting), mobile, and member recognition capabilities/badges, etc. to improve member engagement. 2. The new board member orientation that we held before the June BoD meeting was helpful. Brian S recommends we make this an ongoing event to educate new board members on best practices; re: board communication, calendaring, email, and any other tools that may improve our communication. | |  |
| * **November Membership Recognition Event 2018** * Candi Banghart gave an overview of the event; see associated action items. | |  |
| **Board Round Table**   * Jan Vanderwerf reminded VPs to onboard new Directors. * Candi Banghart confirmed for Robert Olinger that PDD can be used for hours needed to meet the requirements to take the test for PMI certifications. * Jeff Tuttle is looking into a way to simplify organizing who will participate in representing PMI CIC at our table at PDD. He is also looking at what can be done to enhance the PMI CIC brand. An example would be to regularly use a phrase like “See yourself at PMI CIC”. * Jennifer Pietila asked us to brainstorm and consider ways for getting people to sign up for chapter meetings, etc. before the deadlines to reduce walk ins. * Rod Jordan encouraged everyone to review their email settings and make adjustments as needed. * Stephen Rodriquez is looking into software to help us organize our efforts. Last year we used Trello. * Since everyone’s time is limited, John Durman encouraged BoD members to consider using more volunteers. * See associated action items. | |  |

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| **Action Items for Strategic Planning Session for 2019** | | | | |
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| 1 Project of the Year in 2019 | | | | |
| 2 PMI CIC Leadership Development Class | | | | |
| 3 Roles & Responsibilities’ review and alignment | | | | |
| **Action Items** | | **Person Responsible** | **Deadline** | **STATUS** | |
| Previous Action Item: Draft a plan to greet guests and members as they arrive and attend our monthly chapter meetings | | Brian Sardou/Lynn Reed | Next chapter meeting 9/13/18 | Pending | |
| Previous Action Item: Charter was completed and approved for the Membership Recognition Dinner in November – Need status update | | Brian Sardou/Lynn Reed | Next board meeting 9/13/18 | Pending | |
| Previous Action Item: Virtual Meeting charter was presented and approved in January 2018; approaches are being considered by the VM team | | Jan Vanderwerf | Next board meeting 9/13/18 | Pending | |
| Look into what additional items should be audited and recommend the associated frequencies | | Jan Vanderwerf / Linda Cronk | Next board meeting 9/13/18 | Pending | |
| Document policy for when we cannot find a receipt for an expense, and review guidelines for the cost of meals | | Katie Dietz | Next board meeting 9/13/18 | Pending | |
| Review wording on our website and send operations any recommended changes | | All BoD members | Next board meeting 9/13/18 | Pending | |
| As needed, hold an on boarding session and make sure all BoD members have the information they need to perform their duties | | All VPs | Next board meeting 9/13/18 | Pending | |
| Review and adjust your email filters as needed | | All BoD members | Next board meeting 9/13/18 | Pending | |