**May Board Meeting -** Meeting Minutes by for Shelly Lawrence, President Elect

Thursday, May 9, 2019

Mamma Lacona’s Restaurant

Facilitator: Craig Hinson, President

**In Attendance:**

~~Alex Marckmann~~, Angela Lovan, Brent Humphries, ~~Brian Naaden~~, Brian Sardou, ~~Candice Banghart~~, Charity Dunwoody, Craig Hinson, Janet Tan, Jeff Tuttle, ~~Joel Wolcott~~, ~~John Durman~~, ~~Jon Hopkins~~, ~~Katie Dietz~~, Lejla Vehabovic, Linda Cronk (via Zoom), ~~Lori Chambers~~, Lynn Reed, Madhavi Gunturu, Margaret Spikes, Mark Havlicek, ~~Robert Olinger~~, ~~Ryan Vanyo~~, Sarah Otte, Stephen Rodriquez, Shelly Lawrence

Craig called the meeting to order at 6:01pm.

Previous Meeting Minutes were approved by consensus.

Voting Members: Craig Hinson, Shelly Lawrence, ~~Katie Dietz~~, Brent Humphries, Lynn Reed, Stephen Rodriquez, Brian Sardou (6 of 7 - have a quorum)

**Budget / Financial Report – Katie Dietz**

John Deere has reached out to Craig for a document to sign for sponsorship so they can send a check. Sara will follow up with Candi to get the document. Craig also needs list of who has been contacted for sponsorship.

Stephen noted that we have set up Google docs to store out documents. Everyone should be using this for documents.

PDD Income – team has some checks already from sponsors.

Katie – can you note in the expenses which line items are completed – for example, PO Box Rental and Strategic Planning Session.

Fall LIM – one free; Shelly will also check and see if she is reduced price due to Leadership Institute Masters Class; Craig has info on registering. Week of 10/2.

**Project Charters**

Stephen – Technology Project Charter – motion to approve charter by Stephen; seconded by Shelly; Motion passed (6 voting members)

Lejla – Job Fair – she sent out a survey; 54 members responded – 50/54 wanted to attend. Wanting to get started on the project. Use some of the responses as testimonials. Motion by Shelly; second by Lynn; motion passed.

Craig – Senior Leadership Summit – get senior leaders together to share challenges; utilize Ian Frasier to facilitate the summit; tie it into PMI’s 50th Anniversary; suggested cost is a break even plan; Brent made a motion; Shelly seconded; no additional discussion; motion passed.

**Area Updates**

Stephen Rodriquez – VP of Operations

* Reviewed Position Descriptions and sent to Shelly
* Have an open position to replace John Hopkins – he will remain working with the PDD team (also a major obstacle)
* Updated April PDUs
* Logistics (Angela) – booked December venue (Hilton Garden Inn).
* Book Club – we had a good meeting in April. John Stenbeck did a mini presentation for the group on Agile topics; have next two discussion leaders identified.
* Video Club has been delayed in favor of the Job Fair (Lejla)
* Margaret – need to update reminders for the Chapter Meetings.

Brian Sardou – VP of Programs

* Number of meetings w/ PDD and getting the schedule solidified; almost done.
* Big email blast going out on Friday; meeting next week to assess where they are at with PDD.
* Programs – been doing a lot of updates for PDU’s getting them in online.
* Getting speaker info to Charity for May and June. Trying to focus fall speakers on local speakers – working on limiting cost some. Any ideas on local speakers, send to Brian Sardou.
* Start utilizing the Region 2 speaker database – Shelly, Brian and Madhavi.
* Madhavi – Brian covered most of the info; one thing she has been working on is the Chapter Meeting Checklist – got great feedback. Please send any additional feedback to her. Looking to add in target timelines to the document. Target is to have it ready by the next board meeting.
* Madhavi – got great feedback from Chuck Long’s presentation; have reached out to get it. She will share once we have it (if we get it).
* Madhavi – need to get October and November speakers setup; possibly December.
* Sara – all speaker contracts signed; all first installments of payment have been made; logo is created and shared! Started testing for the registration site – they do know the logo is missing and the schedule out there is not finalized. Send feedback to Sara or John Hopkins. Early bird target has been pushed back one week (5/20 through most of July); have 3 sponsors secured. Members can only get the early bird price. Not sure if this is an error or not. Sara will take this as a take away and check on it.

Brent Humphries – VP of Marketing

* Quality and timeliness of communications has been AMAZING! CONGRATS!
* If you have communications – don’t send a one liner; draft a blog post. Post about whatever you are doing – get the excitement building. Once this is done – there is a workflow that takes it and makes it very easy to make it happen. And if you see them, SHARE them! That helps us reach even more folks.
* Strategic Coordination with IIBA is continuing to flourish. We continue to take advantage of this coordination.
* Charity – first blog post might be intimidating but then it gets better ☺. Charity can also help with this. She has put on 6 blog posts this past month; changed the chapter meeting on the home page; also ready to help out PDD if needed (Janet has this). Tons of social media shares – keep it up. Needs the location for the June Chapter Meeting (it is at Christopher’s Restaurant) – needs updated on the web page. Hand out your business cards!!!
* Janet – working with PDD Communications team so that they have the capabilities to do the Communications. There is a bit of a learning curve for these folks.
* Jeff – attending IIBADD on Friday.

Lynn Reed – VP Membership and Volunteers

* Membership is at 853.
* C2S has wrapped up both Iowa State and Grandview; working with Iowa State to plan next go around. Working on blog posts; very excited about the showcase idea.
* Mentorship – survey out to coordinate the next meeting date;
* Military – going well; reaching out and making connections with those service members interested in the program.
* Linda – would like to continue doing C2S; would like to look for a director of Certifications (Brian Sardou). Will keep on until someone takes it or the year is up.

John Durman / Mark Havlicek – Trustees

* John and Mark continue to work on the audit. Need to allocate the time to understand it.

Shelly Lawrence – President Elect

* Have received some of the Job Description updates; all are due to Shelly by June 30th. Shelly will then combine and check for conflicts; will start bringing to the Board to review and approve.

Craig Hinson - President

* Attended Region 2 Meeting
* Hearing good things about the Board

Region 2 Update

* Great information; well done by PMI Manitoba; Craig echoed that people need to go to an R2 meeting; would be worth going. In celebration of the 50th year of PMI, they are pledging 50,000 hours to support the 17 Sustainable Goals of the United Nations.
* Main points for Brent were a very improved Marketing Portal; second was an Integration with Secondary Education institutions – a LOT of resources are available.
* Main point for Brian were to connect with his peers in other chapters and discuss revenue generation ideas. When promoting events – make it an opportunity where people really want to come and speak at your event.
* Main points for Stephen was looking for Best Practices and different ways of doing things. One was Orientation; do orientation before they on the board; get them all ready and understanding of what it means to be on the Board.
* Shelly attended to learn and get back up to speed on where things were at.

Meeting adjourned at 8:02pm