

## PMI-CIC Board Meeting Minutes

**Date:** 14 April 2020, Tuesday

**Location:** On-line (Zoom)

### Attendance:

President	Finance
<input checked="" type="checkbox"/> Shelly Lawrence – President 2020	<input checked="" type="checkbox"/> Alex Marckmann – Vice President of Finance
<input checked="" type="checkbox"/> Lynn Reed – President-Elect 2020	<input type="checkbox"/> Phil Patterson – Director of Budgets
<input checked="" type="checkbox"/> Craig Hinson – Immediate Past President 2020	
	Marketing
Operations	<input checked="" type="checkbox"/> Brent Humphries – Vice President of Marketing
<input checked="" type="checkbox"/> Stephen Rodriguez – Vice President of Operations	<input type="checkbox"/> Dawna Van Roekel – Director of Communications
<input type="checkbox"/> Lejla Frazee – Director of Technology	<input type="checkbox"/> Vacant – Director of Publications
<input checked="" type="checkbox"/> Charity Dunwoody – Director of Website	<input type="checkbox"/> Vacant – Director of Social Media
<input type="checkbox"/> Angela Lovan – Director of Logistics	<input type="checkbox"/> Brian Sardou – Director of Marketing
<input type="checkbox"/> NiJay Gaines – Director of Registration	<input checked="" type="checkbox"/> Kathy Richards – Director of Outreach
<input type="checkbox"/> Vacant – Director of Records Management	<input type="checkbox"/> Aaron Matthews – Director of Photography
Professional Development	Additional Board Members
<input checked="" type="checkbox"/> Jeff Tuttle – Vice President of Professional Development	<input type="checkbox"/> Candice Banghart – Director of Strategic Planning
<input checked="" type="checkbox"/> Dusty Rauschenberg – Director of PDD	<input type="checkbox"/> Vacant – Director of Audit
<input type="checkbox"/> Vacant – PM of PDD	<input checked="" type="checkbox"/> Norm Veen – Trustee
<input type="checkbox"/> Vacant – Director of Programs	<input type="checkbox"/> Joel Wolcott – Trustee
	<input type="checkbox"/> Vacant – Trustee
Membership and Volunteerism	
<input checked="" type="checkbox"/> Lori Chambers – Vice President of Membership & Volunteerism	
<input type="checkbox"/> Twee Duong – Director of Collaborate to Succeed	
<input checked="" type="checkbox"/> Chima Smith – Director of Volunteerism	
<input type="checkbox"/> Ritchie Ritter – Director of Military Engagement	
<input checked="" type="checkbox"/> Amanda Sengbusch – Director of Mentoring	
<input type="checkbox"/> Brian Naaden – Director of Membership	

Note: President, President-Elect, and all VPs get a vote and/or can participate in calling motions.

Quorum is required (majority out of 7 voters).

Note: Some of the people listed above were voted into place during the Jan 2020 meeting.

Board emails can be found at <https://pmi-centraliowa.org/board-of-directors>

Meeting called to order at 6:00 pm by Shelly Lawrence, President 2020

Quorum present.

6:01 pm Motion to approve minutes for March

Motion made by Lynn

Seconded by Alex

Approved

Craig - DAChampion

4/16 event

~139 people registered for the Agile event (4/16 with John Stenbeck)

John will send out the registration information (prior to the 16<sup>th</sup>)

- Should go out to email that you registered with
- Offer survey – “Are you planning to attend the June event?”
  - WHO is going to be in charge of the survey?

- Are we doing a survey?
  - Questions:
    - 1) Would you like to have PMI-CIC offer more meetings on-line?
    - 2) Are you interested in attending a June training session to become a Disciplined Agilist and get a discount for the Certified Disciplined Agilist test?
    - Need to collect the names of people who are filling out the survey
  - Need to figure out how we are distributing the link to the survey.
    - Lejla did the surveys last year
    - Stephen – reach out to Lejla about doing the survey (let Craig know who is the Awesome Survey Guru) -- if Lejla cannot do it, touch base with Alex M.
  - Can post it in the chat during the meeting.
  - Craig: Make it so!
- Are we still doing the June event?
  - We were planning on 7 hours of DA training – everyone who attends would be a Disciplined Agilist and can sit for the test to be a Certified DA (CDA) – and you get a discount for the test
  - Would we do two days or just one day?
    - Start time??
    - Two days is the direction that the board was leaning
    - CRAIG: Ask if John will do the class virtual.
  - Test -- \*you\* could take it the next day if you want to – after the class you get a link to the test
    - Can we follow it up with a Study Club? GREAT IDEA!
    - Test is through the DA division (within PMI)
- NOTE: Norm and Stephen are going to double check the job descriptions on who is responsible for surveys
- Board should discuss getting their own Zoom account
  - <https://Zoom.us/pricing>

Brent -- Marketing

Marketing is in a holding pattern – vendors are closed due to COVID

We did get an extension from Global on the brand change

Can we have one card that the entire Board can use for the rest of the year?

Can we have a QR code that links to the Board listing (so people can get to email addys)?

<https://pmi-centraliowa.org/board-of-directors>

NOTE: consider putting your Board Service in your LinkedIn Profile

consider including your Board email addy

6:41 pm Motion to doing a unified business card for the Board

Brent motions

Everyone seconds

Sponsorship is down right now.

Brent is keeping an eye on things to evaluate the best time to reach out to push sponsorships again.

Team is looking at ways of offering sponsors more exposure – job postings and sponsoring blog posts.

Please let Brent know if you have items in your area that needs to be rebranded (if you haven't already).

Membership would like a re-design for the membership recognition certificates.

## Lori – Membership & Volunteerism

Chima and Amanda are also on the call

Chima: Lori needs a committee to plan the membership event (usually in August)

Have the committee come up with a plan for options including: rescheduling or alternate delivery (virtual?), combine it with a volunteer opp (like Food Bank or the like),... etc.

What would it cost to mail something to each member?

Yes, that would require price of object and price of mailing.

## Amanda – Mentoring –

updated website – two mentoring tracks (Prof Dev and Career Dev)

Working on ad hoc mentorings rather than a “semester”

If you have any one interested in Mentoring, please have them send an email to Amanda.

"Amanda Sengbusch - Dir Mentoring" [dirmentoring@pmi-centraliowa.org](mailto:dirmentoring@pmi-centraliowa.org)

For blog posts send your post to Dawna

"Dawna Van Roekel - Director of Communications" <dircommunications@pmi-

centraliowa.org>

## C2S:

Working on updating webpages

ISU is up and running

## Chima – Volunteers:

People are volunteering – but things are a little upside down because of COVID

Hoping that more people will reach out after COVID settles down

## Stephen (“with a Q”) – Ops

Note: Normal way of submitting the PDU’s for an event?

Submit the information through the Provider Portal, but there are challenges doing it for people who haven’t logged in – it would be easier when everyone reports their own. We should still add it to the Provider Portal so that it will popup when people submit it.

We need to know when it would be in Provider Portal so that we can let people know on class day.

Jeff: Please arrange

Provider.pmi.org

## Charity – Website

Photo Gallery is completed with all the photos we have so far (will continue to grow)

PDD is up next!

## Professional Development – Jeff

PDD – Dusty

Charter was approved in March

Anyone have questions?? Let Dusty know!!!

COVID impacts are being managed

Conversation on having PDD be a virtual event

Amanda mentioned the Women Lead Change Conference for Eastern Iowa that used the app called: <https://whova.com/>

## Chapter Meetings

June – DA Cert  
July – break  
August – break (possibly a Memb Apprec event)  
Sept – SAFE? PDD  
Oct –  
Nov –  
Dec – Annual Meeting (no chapter meeting in Dec)

Jeff is working on something for Oct and Nov

What's up with Book Club – Jeff is going to touch base with Angela about that...

Is there anything that we can do with May that would be virtual, but low cost?  
Would Sinikka be able to do something?  
Happy hour?  
Jeff: Run with this!

## Pricing for meetings

Has been static for a while – now we are offering virtual meetings and they aren't getting a meal paid for with the cost  
Venue and meal consume the cost for the meeting (meetings do not break even when you add in the speakers)

We need to be consistent in our pricing structure.

Lynn suggests that we need to consider that whatever pricing we go with, we should consider a blog post or some method of being transparent to the membership as to what the Cost of Meeting is for the chapter. "Where does my money go?" - type of post/communication/webpage

Note: Alex suggested Mural (good tool for whiteboarding and discussions virtually)

Next steps: Jeff, please come up with a pricing structure and what costs as associated with each. We can discuss further.

Next steps for May: See if Sinikka is interested. Target is for event cost is either free, free for members, or a low cost.

Remember: DA in April was free because it was a new topic and wanted to emphasize that we support Agile.

## Alex – Finance

We are leaving the PO Box as is for now (due to current environment)  
Reports – will send out this week via email

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Tax doc – had to look for an old form – will get it updated and sent out (note: copy has to be sent to Global)

Norm – Trustee

Completed updates to the Positions Descriptions document – copy is with Shelly for review  
Will send out an updated copy to officers – target to vote on the changes next month

Lynn – Pres Elect

Nothing to report on

Shelly – Pres

Charter Renewal and Annual Plan was approved by Global  
May 12 is our next board meeting and there was no opposition to it being virtual

7:59 pm Motion to Adjourn

Next Board Meeting is May 12, 2020 on Zoom (Lynn will send out the Zoom info prior to the meeting).