

PMI-CIC Board Meeting Minutes

Date: 18 August 2020, Tuesday

Location: On-line (Zoom)

Attendance:

President	Finance
<input checked="" type="checkbox"/> Shelly Lawrence – President 2020	<input type="checkbox"/> Alex Marckmann – Vice President of Finance
<input checked="" type="checkbox"/> Lynn Reed – President-Elect 2020	<input checked="" type="checkbox"/> Phil Patterson – Director of Budgets
<input 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 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 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 type="checkbox"/> Lori Chambers – Vice President of Membership & Volunteerism	
<input type="checkbox"/> Twee Duong – Director of Collaborate to Succeed	
<input type="checkbox"/> Chima Smith – Director of Volunteerism	
<input type="checkbox"/> Ritchie Ritter – Director of Military Engagement	
<input 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 required – 4 out of 7 voters).

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

Meeting called to order at 6:02 pm by Shelly

6:02 pm Minutes for July 2020

Stephen motioned

Brent approved

Motion carried.

Agenda:

- VP Operations Update - Stephen
 - Website transition to Dark Rhino
MG2 got bought by DR. So far we haven't seen any impact.
 - Records moved to Google Drive
CONTINUE TO USE THIS!!! Reach out if you don't know where these drives are!
Every VP has their own drive on GD. There are some extra folders in there (i.e. R2, Global, PDD, Chapter Meetings... etc)
- VP Prof Dev – Jeff
 - Kudos to Dusty for all that he has gotten accomplished!!
 - PDD Update – Dusty
 - Note: Our entire experience is different this year – we are virtual and our income will be different – we are all aware of this, but please keep this in mind.
 - We are expecting sponsorship to severely underperform.
 - Do we have any registrations yet? Yes – 17 registrations.
 - The list of speakers is pretty exciting!
 - Logo for event (Lynn to figure out how to use technology to attach here)
 - Using Zoom Pro / Webinar for the event
 - ASK: Dusty has some volunteer needs – please see him for volunteer opportunities!!!
 - Thursday night “Drive-Through” event.
 - 6:42 pm – Due to lack of enthusiasm about doing an in-person event (that we've never done before), let's not do this this year.
 - Jeff motioned.
 - Brent seconded.
 - Note: not having SWAG will release about \$10K from the budget.
 - ASK: Thursday and Friday, have some people available on camera or available for questions. The Emcee will be pointing those folks out. (We will brainstorm about what Board Members could do about being visible – stay tuned!)
 - REQUEST for PDD Registration form: needs to have a little more detail on it – days, times, some session info
 - Speaker contract: \$52,000 contract (covers all but one speaker)
 - Need to send the info out to groups in the region and push registration.
 - Early bird reg has a deadline of Aug 31st.
 - Send Shelly the info and she will blast it out to R2. (If they are PMI members, they would get a member rate.)
 - Would IIBA be interested in the information? We should share it.
 - Anyone have contacts with the Agile Iowa group?
 - Anyone non-member orgs?
 - Lynn will send info to DevOps Des Moines and with St Louis BA.
 - Dusty will send to SHRM.
 - Ask Charity if she has some ideas of groups to send to.

Midwest Speaker's Bureau wants half down (by Aug 28th) and the other half due by Sept 14th.

No concerns at this time with signing the contract. Shelly will sign and move it forward.

CHIMA JOINED US!

▪ Fall Chapter Meetings

Speaker lined up for October – looking at a Happy Hour timed event
Working on November

Lining up for the first part of next year – aiming for virtual events

Global is saying 1st Qtr 2021 will be virtual and 2nd Qtr is looking likely as well.

Looking at the “price per PDU” and considering what we want to charge for our chapter meetings.

○ VP Finance - Phil

▪ Budget Update – No updates

▪ PMI Insurance Package (just an overview for everyone of what it is)

○ VP Marketing – Brent

Brian S regrettably had to resign.

Dawna is knocking it out of the park.

Sponsorship is light this year.

Pretty quiet on the swag front.

○ VP Membership & Volunteerism – Chima and Lynn reported

▪ C2S – Still reaching out to ISU professor for Spring activities

▪ Anniversary Recognition and Member Appreciation (November-ish)

Still working on ideas of how to do something for this

▪ First Year Member Retention – Interview Update

○ Trustees – NORM!

▪ Policy & Procedures Manual:

▪ Accomplished: gained access to PMI leadership website & materials (good stuff!)

▪ In Progress: working on Annual Planning & Charter Renewal policies & procedures

▪ Need: to understand structure of Google drive to determine where best to store supporting documents for the Board (answered during Board Meeting)

▪ Outreach:

▪ Accomplished: provided information on PM educational materials to Ankeny Faith Bible College (to Professor Jared Baldwin) with Jeff Tuttle

▪ In Progress: will provide follow up as needed to both Ankeny Faith Bible College & Ankeny Community School District (for Orbis program)

▪ Need: nothing at this time

○ Past President – Craig

▪ PMI CIC Board Elections – update

Emails went out. Voting closes on Aug 28. When voting closes and HQ has let him know the results, he will let us all know.

- President Elect -- Lynn
- President – Shelly
 - Gave updates from last night’s R2 President’s Meeting
 - September 8th Board Meeting
 - Note: Day after Labor Day

7:34 Lynn motioned to close
Brent seconded.
Motion carried.