**PMI-CIC Board Meeting Minutes**

**Date:** 11 Feb 2020, Tuesday

**Location:** Johnston Public Library

**Attendance:**

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

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

 Quorum is required.

 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 6:02 pm by Shelly Lawrence, President 2020

Introductions:

Stephen Rodriguez, Alex, Phil, Dawna, Charity, Jeff, Lynn, Shelly, Amanda, Norm, Aaron, Angela, Dusty, Twee, Brent, Craig

Note: Craig is our DA Champion

6:02 pm Minutes for Jan

 Brent motion to approve

 Alex/Jeff seconded

 Approved

6:05 pm Motion for Chima Smith (Dir of Volunteers) and Brian Naaden (Dir of Membership) to be approved

 Lynn motion

 Brent seconded

Approved

Budget Update (Alex):

 Displayed copy of suggested budget

 Discussion of budget

Discussed sponsor income (breaking out the sponsor income from PDD numbers because we are going to treat sponsors different this year)

Agile special events – April (DA Intro), need a location that we can stick around in for a couple of hours after the meeting… June (2 day training session)… one with PDD (prep for SaFE)

* Ask for copy of budget to send out with minutes
* Ask for copy of last year’s expenses (if they aren’t in your email)
* Brent – send the cost of font issue to Shelly
* Ask for PDD to break out the expense lines into larger buckets

Alex will update the budget doc (with Jeff’s numbers) and then resend to voting members. Vote via email.

7:20 pm Motion to call to get the best rate for the CD between 12-15%

Alex made the motion

Brent seconded

Approved

Questions for Craig on DA events that he is proposing

 April, June, and Sept

 Separate from chapter meetings

7:23 pm motion to approve the charter for the DA events

 Stephen motion

 Jeff second

 Approved

Craig/Trustees

 Please answer emails

 Valley event was great – answered questions for about two hours

 Making documentaries and presenting them to the student body

 Spoke about Agile

Brent

 Dir Publications and Social Media are still open

Brand Refresh – reminder for people to identify stuff that has the old branding

 Really would like to get the bulk of things dealt with in Q1

 Consensus is that the logo provided to us by Global needs to change

 Small sub-group looking at alternatives (if you are interested, let Brent know)

Sponsorship Committee

 Reaching out to sponsorship targets from last year – is getting responses back.

 Woot to BrainTrust!

Jeff

 Speakers for Feb and March

 April is underway

 Jeff is working on the rest of the year

 Will work on a Project Charter for different types of chapter events

 Panels, lunch-n-learns, extended time for technical training

 Networking events

 Looking for volunteers to help with the events

Formal proposal to gather key metrics for chapter meetings

 Would like to get hiring managers to come to events

 Refine our membership data (CRM system)

Brent will update the pre-game slide show

Dusty PDD

 Has a countdown to PDD

 No theme yet – suggestions to PDD Director email

 Looking for PDD volunteers (team – not just day of)

Alex needs the new logo to update the financial site

 Also needs to determine how to handle the financial logistics (invoicing is the default)

 When she calls about the CD she will ask about the new debit card

Stephen

 Technology Acquisition Charter

 7:45 pm Stephen made motion to accept the revised charter

 Brent seconded

 Approved

 Continuing to work on website

* Needs to understand what C2S wants to do with the website
* Looking for a volunteer for the job listing

If you aren’t receiving the eblast – check your SPAM

 info@pmi-cic.org

Norm

 He will be working on documentation

 If there are things that we can use Norm for, please let Shelly and Norm know!

 Craig needs to write the DA Champion job description so we can add that

 cictrustee@pmi-centraliowa.org

 Feel free to copy in Craig on emails to Norm or Joel

If you are interested in LIM, let Shelly know!!! ASAP, please!!!!

Jeff will send out a spreadsheet to collect alt contact info for everyone – not for posting on website, but for sharing with other board members.

7:54 pm motion to adjourn

 Seconded and approved by the attendees and that the Library closes at 8 pm.