**PMI-CIC Board Meeting Minutes**

**Date:** 14 Jan 2020, Tuesday

**Location:** Johnston Public Library

**Attendance:**

|  |  |  |
| --- | --- | --- |
| **President** |  | **Finance** |
| [x]  Shelly Lawrence – President 2020 |  | [ ]  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 |  | [ ]  Dawna Van Roekel – Director of Communications  |
| [x]  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 |  | [x]  Brian Sardou – Director of Marketing |
| [ ]  Vacant – Director of Registration |  | [x]  Kathy Richards – Director of Outreach |
| [ ]  Vacant – Director of Records Management |  | [ ]  Aaron Matthews – Director of Photography |
|  |  |  |
| **Professional Development** |  | **Additional Board Members** |
| [ ]  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 |  | [ ]  Norm Veen – Trustee |
| [ ]  Vacant – Director of Programs |  | [x]  Joel Wolcott – Trustee |
|  |  | [ ]  Vacant – Trustee |
| **Membership and Volunteerism** |  |  |
| [x]  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 pm by Shelly Lawrence, President 2020

**Agenda:**

1. Introductions
2. General Items
3. Vice President Updates
4. Final Notes
5. Extra To-Dos

**Introductions:**

 Shelly Lawrence – President 2020

 Stephen Rodriguez – VP of Operations

 Lynn Reed – President-Elect

 Dusty Rauschenberg– Dir of PDD

 Lori Chambers– VP Membership and Volunteerism

 Phil Patterson (Alex) - Dir of Budgeting

 Charity Dunwoody – Dir of Website

 Amanda Sengbusch – Dir of Mentoring

 Lejla Frazee – Tech

 Katie Richards – Outreach

 Twee Duong– Director of C2S

 Craig Hinson – Past President

 Angela Lovan – Dir of Logistics

 Joel Wolcott – is on Global LIM Presentation Committee

 Brian Sardou – Dir of Marketing

* 6:04 pm – call to approve Nov and Dec minutes

Approve minutes for both November and December

 Request to update Stephen’s name

 Lori motion to approve

 Lynn second

 Vote: Approved

* Make appointments for open positions / volunteers –

Suggestions made for Director of Audit; any other trustees?

Stephen provided current list of Directors and other positions that have someone needed to be voted on by the Board

 Stephen motion to approve Directors and Trustee

 Lynn second

 Approved 6:09 pm

* + Stephen to send to Shelly the list that he showed during the meeting
* Besides the Required Core Services, what else should we focus on in 2020?

·         Project Charters for NET new items – not operational items

* Transition – how is it coming?  What remains to be done?
* Lynn is finishing up the transition of M&V to Lori
* Everyone, please check your email if you haven’t already and let Stephen know if you are having issues
* NEW PEOPLE! If you want tips and tricks, please reach out to Stephen and/or Lejla for assistance in getting it set up!!!! Zoho is quirky.
* Note: if you are sending an email for a specific person, use their name (firstname.lastname@) – if you are sending an email for a specific office to answer, use their office email (ie. vpoperations@ or vpmarketing@)
* Lynn usually puts out a Zoom for Board meetings (if you can’t attend)
* Charter Renewal – Craig, do you need anything from the board members?
* Please send what you presented at the annual meeting to Craig and Dawna. (Feel free to copy Charity and Brent on the email – Charity is still transitioning to Dawna)

 Craig needs it to do a report for Global.

 Dawna needs it for blog posts

NEW PEOPLE – You are encouraged to attend the PMI (online) Orientation seminar (it’s in Feb) – this is also a good idea for us regulars, too

 Register using the email link sent out by PMI on Feb 3rd.

 Sessions available on 18, 19, and 20th.

6:34 pm – Motion to accept Joel Wolcott as Trustee

 Lori motion

 Stephen second

 Approved

**Vice President Updates:**

(3 questions - What have you accomplished/complete since we met last?  What do you plan to accomplish/complete before we meet again?  What obstacles are getting in your way?)

* VP Operations – Stephen

 1 – WEBSITE! The transition was rocky.

 2 – Working on charters to approve

 Meeting on Thursday – 22 people

 3 – Obstacles

Asking for updates to website

 This is usually has a very poor response

 Military – ASAP! Next two days – Lynn and Lori will work on this

 Everyone – take a look at your stuff and send it to Stephen

 Deadlines

Deadline for signing up for Board Meetings is the Friday before

 Deadline for signing up for Chapters is Monday @ NOON

 Chapter Promo (ppt)

 WHO OWNS THESE??? Marketing???!?!?!?! We are delegating this to Brent for now

 Chapter Meeting

 Brian will intro the speaker on Thursday

* Trustees

Joel is serving with PMI-EF (Educational Foundation) and is also serving on the committee to choose Presentations for LIM!

* VP Comm & Marketing – Brian S. (for Brent)

 1 – Brent sent notes around

 Also check your email for the links to

add the stuff you have in your area that needs brand refreshing

Business cards and nametags

 Sponsorship – Brent has a charter for a change in how we are approaching sponsorships

 If you have an interest, please reach out to Brent

 2 – Marketing meeting scheduled for end of Feb

 3 – Fairly healthy budget ask that Brent has

 Kudos to Brent for using Google Docs!

* VP Prof Development – Brian S.

 1 – Chapter Event on Thursday

 2 – Feb – Midwest Speakers Bureau

 March – Agile group of some sort

 Jeff is working on a plan for the rest of the year

 Craig to follow-up with Jeff on the Senior Leadership Summit

 Question about doing something with John Stenbeck in Q1 – we are going to keep investigating it

 3 – Transition

* VP Membership & Volunteerism – Lori

 1 – Working with Twee to get her up and running

 2 – Fill open roles -- Working on getting people for the open roles that we have

3 – Update website

 4 – Obstacles

Feeling better – if anyone can fix that

 Volunteers for ISU / C2S

 Need blog announcement posted (Lejla to resend to Charity)

 Lynn and Twee to make announcement at Thursday night chapter meeting

* VP Treasury & Finance – Phil

 Alex sent email update

I am reworking what Katie had out there so I did send it over exactly as she has in the past because it was manual in some aspects. I spent a good share of time reconciling the checking account in Quickbooks from Jan 2014 through this month. There are a few uncleared items which I will work on clearing out (total of $1,396) but the good news is that we should be up to date going forward. I have been talking with Shelly about 2020 budget and we will need to get this completed ASAP. I am hoping that Phil Patterson may be able to fill in for me tomorrow and join the team to help out as a Director of Budget and Reporting. I look forward to hearing about all the updates and just email or text me if you need me to follow up on anything.

Attached:

2018-2019 Comparison on Profit/Loss

2019 Budget to Expenses

      - Do note that I had to pay a couple of expenses in the first week of 2020 so they will not show against that 2019 budget item.

      - We were under budget on a lot of items and the chapter meetings were a great help!

 VPS! You need to report to Pres and Treasurer what you need for budget in 2020. –

Deadline: $$ by Feb 1 – target is to approve budget at next Board Meeting

* President-Elect - Lynn

 1 – Emails and transitioning

 2 – Finish transitioning

ride herd on Shelly

3 – no major obstacles -- set up meetings with VPs on what they would like to do for 2020

* Immediate Past President - Craig

 1 – Coming up to speed

 2 – reviewing charters, working with Joel on PMI-EF

* Trustees - Joel

 1 – Event next week at Valley HS to talk about PM

 2 – Event coming up at another alternative HS in WDM

* President – Shelly
	+ GAP Analysis; Annual Planning; Position Descriptions

 1 – Annual planning and catalog of Core Services

 2 – BOD procedures – updating

 Region 2 Spring 2020 LIM

Milwaukee, WI – late April 23-25 – send Shelly an email if interested

It runs Thursday through Saturday

 Jim was putting together documentation of roles and contacts. Not all transition in January.

* VP of Operations -- Stephen

 Discussion: Technology Acquisition Charter

 Replacing old equipment and acquiring equipment for new projects.

Discussed priorities.

Discussed breaking out the recording needs into its own charter or something like maintenance vs. new initiatives.

Add consumables to budget list.

 1, 2, 6, 8 go with chapter meetings

 All others are for reaching out to members who can’t attend meetings

7:39 pm Motion to approve charter 1 for $3K or less for equipment replacement

 Motion made by Lori

Stephen – second

Approved

Charter 2 – will be revised to have added info (project plan)

**Final Notes:**

October Board meetings – because of the LIM – Oct 6th

 Chapter meeting Oct 22nd

Two-factor authentication will start tonight for your emails

 We are ok with people participating in this

Job listings

 We need to come up with a framework to do that

 Are we going to charge? Can we charge? Anyone want to own this?

 We are looking for a volunteer to create a charter for this

 There are businesses that are interested in doing this

7:47 motion to adjourn –

Motion made by Stephen

 Seconded by Lori

 Passed

**Extra To-Do:**

?!?!?! Shelly will send an updated Board Position Description doc out to everyone

Lynn – create an At-A-Glance for what was approved at previous meetings

Craig will post Charter template or people can use one that is already out in GoogleDocs

Lynn to schedule 1:1 with VPs for 2020 planning

Lynn/Stephen – make sure that we share out a calendar of 2020 dates with the Board

Shelly will send out a copy of the budget in a spreadsheet to the Board