

PMI-CIC Board Meeting Minutes

Date: 14 July 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	
Operations	Marketing
<input checked="" type="checkbox"/> Stephen Rodriguez – Vice President of Operations	<input checked="" type="checkbox"/> Brent Humphries – Vice President of Marketing
<input checked="" type="checkbox"/> Lejla Frazee – Director of Technology	<input type="checkbox"/> Dawna Van Roekel – Director of Communications
<input checked="" type="checkbox"/> Charity Dunwoody – Director of Website	<input type="checkbox"/> Vacant – Director of Publications
<input type="checkbox"/> Angela Lovan – Director of Logistics	<input type="checkbox"/> Vacant – Director of Social Media
<input checked="" type="checkbox"/> NiJay Gaines – Director of Registration	<input type="checkbox"/> Brian Sardou – Director of Marketing
<input type="checkbox"/> Vacant – Director of Records Management	<input type="checkbox"/> Kathy Richards – Director of Outreach
	<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 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 6:01 pm by Shelly

6:02 pm Minutes for June 2020

Alex motion to approve

Shelly seconded.

Motion.

Agenda:

- o VP Operations Update
 - Working on PDD
 - Making updates to website
 - PLEASE VPs (and pass it down) start cleaning up your email – we want to start preparing for transition

Norm: Do we have an official attention policy? Answer: Sort of – we have a doc with retention items but not in the manual

TO DO: Lejla, is there a quick way to do a mass delete?

So, when wanting to delete several emails at a time on your smartphone, you touch the "initials" of the recipient/sender on the left and then a menu will appear across the top. You can touch delete from there. On the desktop version, there are boxes on the left to check.

Once you have chosen all that you would like to delete, hit delete button.

Dawna has joined us as has Amanda and Phil

o VP Prof Dev -- Jeff

§ PDD Update – Dusty

New Charter was sent via email – please double check that your updates were made in the charter and let Dusty know if something needs to be updated

6:10 pm Motion to approve the charter

Jeff made motion

Brent seconded

Motion passed.

Need decision on platform for PDD – any questions on using Zoom Webinar / Zoom Pro/ Zoom Business?

Discussion on timeframe, cost, how long are we paying for it (one month... etc...)

6:24 pm Motion to allow PDD and Ops and Finance to make a decision on the platform and commit the Chapter (Alex, Lejla, Stephen, and Dusty)

Lori made the motion

Brent seconded

Motion approved.

§ Fall Chapter Meetings

Looking at needing only to schedule one more speaker for this year (all other Chapter meetings have been filled). Oct or Nov

6:28 pm Motion to have all chapter and board meetings for the rest of the year will be virtual with Annual Meeting to be decided later this year.

Shelly made

Brent seconded

Would that include the Annual meeting? Let's make that decision separately.

Motion passes.

Who is in charge of planning the Annual Meeting? We do not have anything official other than "There will be the Annual Meeting". Annual meeting addressed in Article IX - Section 1 of PMI-CIC Bylaws.

Norm is volunteering to help Shelly plan the Annual Meeting.

o VP Finance - Alex

§ Budget Update

Need to have a meeting for revisions to adjust the budget. Will invite the VPs – suggestion of possibly adding in those nominated and Dusty.

Alex is waiting for paperwork for the Disciplined Agile class from GR8PM.

§ Tax Filing Update

Is now back in the office, so now has access to a scanner. But, may drop it by Shelly's.

o VP Membership & Volunteerism – Lori

§ C2S

Planning to have a fall session at ISU (as of right now).

- Another new professor for the class.
- § Anniversary Recognition and Member Appreciation
 - Lori sent Lynn an email with the pin example
 - Also looking at a shirt for membership (could hand them out at a PDD drive-by “Pick up Your Packet”)
- § First Year Member Retention – Interview
 - Lynn will get the interview set up
 - Maybe an e-blast to young re-newers
 - We are currently at 777 members
- o VP Marketing – Brent
 - Dawna is rocking it on communications
 - Still struggling with sponsorships – this will come in lower than expected
 - Brainstorming with people on Virtual Only swag
 - In the execution phase of marketing (first part of year is the planning for materials and now we are procuring them)
- Trustees – NORM!
 - § Policies and Procedures – see attachment. Norm will present a table of proposed policy areas to be included in the scope of work for this review. He would like to complete the review, update and receive approval by 12/31/2021.
 - Sent out an email with a table of policies and procedures.
 - If there is anything missing, then please let Norm know!
 - He wants Shelly's help in
- o Past President - Craig
 - § PMI CIC Board Elections – update
 - Nominations committee has Brent for VP-E, James Allen for VP of Membership, Lejla for VP of Ops.
 - 3 or 4 more days for nominations
 - We have a doc to send to HQ. They send out the email for “Please Vote”. When the voting is over, they tell us who won!
 - Info is up on our website.
- o President Elect
 - Anyone who would like Lynn to send to them the Zoom invite to a non-Board email so you can add it to your personal calendar (Lynn can't get Zoho to play nicely).
- o President
 - § August Board Meeting – Virtual or In Person?
 - Yes – meet
 - Yes - Virtual

Amanda needs MENTORS!!!! An email blast will go out in the next week. Please feel free to forward.

7:18 pm Motion to close meeting
Shelly
Brent seconded