

**PMI-CIC Board Meeting Minutes**

**Date:** 09 June 2020, Tuesday

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

**Attendance:**

President	Finance
<input 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 checked="" 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 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 type="checkbox"/> NiJay Gaines – Director of Registration	<input type="checkbox"/> Brian Sardou – Director of Marketing
<input type="checkbox"/> Vacant – Director of Records Management	<input checked="" 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 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).

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 Lynn Reed, President-Elect 2020

Shelly was unable to attend.

6:00 pm Minutes for May 2020

Norm has one correction – on page 5 – working on exciting things with Ankeny High School

6:02 pm Stephen motion to approve with Norm’s corrections

Lori seconded

Motion approved.

## Agenda:

### ○ VP Operations Update

Still need to update several sections of the website, but Charity is working through that.

DO NOT SHARE YOUR ACCESS WITH ANYONE, YO!

The Operations team can set up people with access if they need it. Reach out to Charity or Stephen if you need help.

Lejla – still trying to decide which software to offer on-line

Zoom is a front-runner

(Lejla will set up a process to send out the log-on info and password right before the meeting)

Webinar software may have more options for supporting PDD than meeting software

Can we do a one-time pricing for PDD? Because the price per person per month gets pricey.

SHELLY – did you ask R2 what software they use for on-line conferences?? What is Global going to use for LIM and Global Conference?? Dusty reports that Shelly did ask and sent them over to Dusty.

Intrado does webinar/conference software. PMI Global is what they have been promoting to chapters.

VitalSmart's events has a nice on-line set-up (GoToWebinar?)

**We should target making a decision on the software for PDD by the end of June.**

This can be different from what we use for our regular Chapter meetings.

DUSTY is going to set up a meeting to review options for PDD. Stephen will help with this and keep an eye on needs for the regular chapter. Lynn and Lejla are also committing to help with this decision.

Charity – Is keeping up with all of the “Contact Me” emails that come in.

- Is happy to help Dusty with PDD needs.
- Is working with Lori and Twee for the C2S updates.
- Still waiting for MG2 to make a few changes (Mentor/Mentee form changes, date issue, survey module is still pending (darn COVID))
- Will be adding all the nominees and voting items (incl pics and bios of the nominees) by the end of the month.
- Have we researched being able to reach out to people who have registered? We are still looking into it. We have some information on how to send out emails to registrants, but we still need to test it.

LYNN -- Charity and Brian S have joined us. Dusty joined us too.

### ○ VP Prof Dev

#### ▪ PDD Update - Dusty

Small group met last Thursday (Jeff, Charity, and AwesomePerson)

Discussed what the day will look like, themes, and additional things

Will be setting up another meeting via WebEx

Top three items for the theme

- Navigating Uncertainty or Navigating in Uncertainty
  - This one got the most comments (Stephen, Charity, Lynn like it)
- The Certainty of Uncertainty: Adapting to Change
- Anniversary (PMI / C2S)

Dusty will double check to make sure that we aren't duplicating a theme

Check Sara's records to see what previous survey results were

Single Day or Multiple Half Day events

- Thursday afternoon / Friday morning type event (Sept 24 & 25)
  - Commentary during the meeting indicated that this is a good idea
- Or a full day (Sept 25)
- Please give Dusty your input on this, if you have it.

Vetting Speakers

- There may be some price pressure (people may not expect to pay as much for a virtual event)
- Speaking in-person and speaking on-line is two different skill sets
- Can we have some volunteers to check out some of the speakers' on-line acumen?

GOOD CALL OUT – Lori mentioned coordinating with PDD for any mailing needs – anyone else that has mailing needs, please join that conversation!!!!

Sponsorship update from Brent – Had conversation with reps from Aureon with concerning outcomes

- Aureon is concerned with the opportunities per level of sponsorship
- Moving to an on-line event has caused a notable and marked decrease in interest
- Does anyone have a good relationship with them? Joel still works for them. Brian knows people there. If anyone has any contacts there, please let Brent know if you can be of help.
- This is a potential for all of our sponsors – a concern with the benefits of a virtual event.
- Maybe we have a "Drive-By" where people could come by and pick up their SWAG bag and give the Platinum sponsors a spot in the SWAG line.
  - If we have a drive by, we could put up signs recognizing outstanding members (like graduating seniors).
- Send out a pre-package that has some SWAG or something that could be used for the day of the event.
- Could we give the sponsors an op to talk about their company before they introduce the sponsors?
- Could we have times built in during the day that sponsors staff the "room" so that people could "meander through".
- SEND ADDITIONAL IDEAS TO BRENT!!

- Note: We were still planning on having a “Social Hour” as part of the event – a Drive By or something that accommodates Social Distancing
- SUGGESTION: Reach out to Sinikka to see if she has any suggestions
- Update on Agile Events (with Past President)
  - Craig sent out attendance information a couple of days ago
  - ~21 people registered for the event (14 from our Chapter and 7 from Manitoba)
  - Other chapters were interested, but couldn’t get the timing going with Board meetings
  - Definitely want to report on this to R2!
  - How are we getting the registration money from John? (Registration goes to John and then he will do some profit sharing with us.) Jeff can get the information to Alex on what the arrangement was.
- Prof Dev Team role for event promotions / communications / web postings – conversation around possible rebalancing of roles, but can be tabled for now
- Chapter Meeting Checklist Review – a few changes were made to update
- Strategic Focus for Education / Development for 2020 – question that was mostly solved with the PDD theme conversation
- Pricing Model for Chapter Meetings – conversation suspended for now as we get a better handle on what virtual events “cost” us
- REQUEST for OPINIONS – Could we have volunteers who want to PM an event for the year? They coordinate with the VP of Prof Dev. They coordinate the deliverables.
  - Jeff hasn’t started drafting guidelines for that yet, but there is the makings of a formal documentation guidelines
  - Lynn would like to see us delve into this idea further – it provides a nice micro-PM opportunity that members could use for experience
- Updating the deck before Chapter Meetings
  - Who is responsible?
  - Input needed from all areas
  - We need a better process for getting that deck updated and in place
  - Can we have a couple of mini-working sessions to go through Budget items and updating the PPT for the Chapter Meetings?
    - BUDGET – Alex, please send Lynn the people you HAVE to have in the room and Lynn will set up a meeting (at least one, but more if needed)
      - Are there any team working sessions that could be utilized for these conversations?
    - Chapter Deck – Lynn and Stephen are happy to work with Brent and Jeff to get an update to the process – Lynn will push for a meeting time.  
\*grin\*
- VP Finance - Alex
  - Budget Update
    - We need to refocus on what the budget looks like this year – COVID has impacted us and we now need to recalibrate (PDD, sponsorship lower than hoped, etc)
    - -\$3K-ish is our current net for the year – we were expecting it to be lower, but we need to be careful about our spending for the year

- NOTE: People are missing cross-team collaboration.
- Tax Filing Update
  - Shelly had some questions – Alex, Lynn, and Shelly need to discuss Reimbursements – Alex does give people a heads up when the reimbursement is processed (turn around is about a week to get mailed to your house)
- Trustees
  - Position Descriptions Document - complete and posted to the PMI-CIC website (Thank you Charity!)
  - PMIEF - working with Ankeny school district (under their Orbis program) to create certification for design thinking and project management (including Agile/Scrum) skills
  - Policies & Procedures Manual Updates - will need help from Board to determine revisions. Current manual can be found on PMI-CIC website under Menu-->Project Management Impact & Professionalism-->Documents-->Policies & Procedures
- Past President
  - PMI CIC Board Elections – update
    - We are moving the dates up (per conversation during last month’s meeting)
    - We are targeting to announce winners during PDD
    - Targeting to be ready to send out the call for nominations this weekend. Brent will double check with Dawna to verify, but should be good.
    - Pres-Elect, VP Ops, VP Memb & Volunteerism, etc.... Encourage people who would be good fits... you will need to submit a bio and pic to Craig. If you have any questions, feel free to reach out to Craig or the VP who
    - HEY! Start thinking about Director positions for next year!!!
  - PMIEF and Agile Training
    - More Agile training? Possibly and bringing other speakers.
    - We should look at having an “immediate feedback” survey at the end of chapter meetings... is there a way to do the “if you respond now, you are entered into a drawing for a socially distant cup of coffee...” or something similar.
- President Elect
  - Audit – need to select someone to do it
    - There are specific qualifications for the Dir of Audit
    - Needs to be in a leadership role previously on the Board, preferably a past-pres not associated with last year’s funds
    - There isn’t anything in the current By-Laws about an annual audit, but Norm is going to check the Policies and Procedures
    - Don Kerr may be a possibility
    - Alex would like to stress that we need to look for someone who understands how to use QuickBooks (current version) or is REALLY interested in learning – also someone who understands accounting principles.
    - PMI-CIC, PDD, PayPal accounts are all in scope. Bank-statement-level audit and a transactional audit. Documentation of expenses. Procedures review. Asset inventory. Reconciliation. Review of past audits suggestions and if the suggestions were followed.

○ President

- July Board Meeting – Virtual or In Person?

Everyone is ok with it being virtual.

Request was made to have virtual options when we can go back to in-person meeting.

Lynn really likes that, but needs better equipment to make that happen. \*grin\*

VP of Member & Volunteerism

NEEDS to be included in the conversation about SWAG!!!

Next Board Meeting is July 14th, 2020 and it will be virtual.

- 1) Either be on the new tech that we will use for PDD or
- 2) Will be on Lynn's Zoom – she will send out the Zoom info prior to the meeting

8:01 motion to adjourn

Stephen

Lori seconded

We outta here!