**PMI-CIC Board Meeting Minutes**

**Date:** 17 March 2020, Tuesday

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

**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** |  | [x]  Brent Humphries – Vice President of Marketing |
| [x]  Stephen Rodriguez – Vice President of Operations |  | [ ]  Dawna Van Roekel – Director of Communications  |
| [ ]  Lejla Frazee – Director of Technology |  | [ ]  Vacant – Director of Publications |
| [ ]  Charity Dunwoody – Director of Website |  | [ ]  Vacant – Director of Social Media |
| [ ]  Angela Lovan – Director of Logistics |  | [ ]  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** |
| [x]  Jeff Tuttle – Vice President of Professional Development |  | [ ]  Candice Banghart – Director of Strategic Planning |
| [ ]  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** |  |  |
| [x]  Lori Chambers – Vice President of Membership & Volunteerism |  |  |
| [ ]  Twee Duong – Director of Collaborate to Succeed |  |  |
| [x]  Chima Smith – Director of Volunteerism |  |  |
| [ ]  Ritchie Ritter – Director of Military Engagement |  |  |
| [x]  Amanda Sengbusch – Director of Mentoring |  |  |
| [ ]  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.

 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 6:01 pm by Shelly Lawrence, President 2020

6:02 pm Minutes for Feb

 V2 of the minutes were circulated last week

 Lori moved to accept v2

 Brent seconded

 Approved

Finance

 Alex sent out the draft - no comments received

 Still need to break down the PDD numbers

 Note: Likely that we will trend low for sponsor income this year due to world events

 Note: Expenses may trend low too, due to cancelled meetings

 Note: There will be no April expense for LIM Meetings because that meeting has been cancelled

 Net Operating is in the negative – due to technology expenses and the branding refresh

 Board members are concerned about not having a balanced budget, which we historically achieve.

 However, due to activities this year, we can approve with the loss in place, but look for ways throughout the year to shave that number down.

 Alex will update PDD line item.

 Motion includes everyone spending judiciously

Motion 6:20 pm

 First?

 Second?

 Approved

PDD – Jeff presented the charter

Conversation about reaching out to the venue to see if what our options are in case of cancellation/postponement – in the current climate, knowing what our alternate plans are is a Good Idea™

 We should consider having a clause for “community emergencies”

6:37 pm Motion to approve PDD Charter by Alex

 Second by Brent

 Approved

COVID-19

 March

Chapter meeting for March was cancelled

 Did cancel speaker, but made agreement to reschedule the speaker

 All refunds from March have been processed

 Logistics have been cancelled (location) – we lost the deposit (~$?)

 Anyway to apply the money for something in the future???

Can we look into that?

 Stephen will ask Angela to reach out to them to see.

 Food for Board meeting had already been purchased (~$235)

 Book Club was scheduled in March, but we are going to cancel

 April

Agile event – discussion of having it virtual

 Discussion also of how to reimagine the timing

 Originally, April (intro), June (cert), Sept (cert)

 Possibly do nothing in April, June (intro), and do one cert in Sept

Important to prioritize the Agile stuff – this is the current Direction of Things™

Can we move the site reservation out to another month?

 Botanical Center is currently closed

Let’s say no to food in April – if we have an April event, then it should be virtual

Craig is working on a location for the June certification event

Stephen to send to Craig the info on who is registered for the April meeting

7:02 pm Motion to make April a virtual Chapter meeting utilizing web conference preference of speaker

 Lori made motion

 Second made by Stephen

 Clarification: April event now becomes a one hour virtual lunch meeting

ask John to be the speaker and to set up for June meeting

 Motion approved

 Note: Cost of meeting TBD

What other events are in April?

 Book club typically – nothing currently scheduled

 Board meeting –

7:19 pm to April Board meeting virtual

 Stephen

 Shelly/Lori seconded

Craig would like to have an email address for DA Champion

 Lejla is working on that – Craig will check with her

Regional R2 Presidents Meeting

 Number of chapters are cancelling things in April and quite a few are going to virtual board meetings

 ATP – Authorized Training Partner program

 Proposals for Fall LIM are due by the end of this month

May event

 Venue is scheduled (Animal Rescue League)

 Speaker lined up, but not committed

Evening meeting – with two hours of training on a topic, then dinner, then a wrap-up topic (different than the training) – attendees could choose which sessions that they would like to attend

7:39 pm Motion to cancel the May event and work with Craig to schedule with John

 Jeff

 Brent seconded

 Approved

Annual Plan

Annual Plan needs to have feedback to Shelly!!!!

Lynn will nag you if you don’t get feedback to Shelly

 Stephen is off the hook for this

Charter Renewal

 Craig is working on this

VP Updates

Stephen

7:43 pm Motion to make Nijay Gaines to be Dir of Registration

 Stephen made

 Jeff seconded

Would like to have more feedback from people who have pages out there…

Brent

Work slowing down a little due to the C-19 virus

Working the brand refresh (progress is slow)

 UPDATE YOUR BUSINESS CARD/BADGE INFO in the Google spreadsheet (Brent sent the link in his Jan email)

 Shelly asked Brent to reach out to Global to ask for an extension

Sponsorship is progressing

Jeff

Most of his items were covered in the conversation above

Scheduling the PDD venue for 2021

 Anyone have any suggestions (feel for) topics/workshops that we should have available at PDD?

 Norm suggested something along the lines of “Great Uncertainty”

Norm

Has finished the position descriptions

 He will highlight the changes that he made

 Added DA Champion position

 Removed PDD PM, references to Dir of Certification,

 Changed Dir of Newsletter to Dir of Publications

Will follow up with Lori on the C2S positions and will have a final document for next month

Phil (Finance)

Get anything for finance to Alex as soon as you can!

Looking at switching to a smaller mailbox at the PO

Alex got the Uber account cancelled

Lynn

Nothing extra

Craig

Nothing extra

Shelly

Annual report is the big thing at the moment

Lori (Chima)

Looking for PM volunteers to help with our mentoring program, to write and tell the C2S story. If anyone is looking to give some of his or her leisure time and share some expertise to something important will be greatly appreciated!

8:04 pm motion to adjourn