

**PMI-CIC Board Meeting Minutes**

**Date:** 12 May 2020, Tuesday

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

**Attendance:**

President	Finance
<input checked="" type="checkbox"/> Shelly Lawrence – President 2020	<input 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	
	Marketing
Operations	<input checked="" type="checkbox"/> Brent Humphries – Vice President of Marketing
<input checked="" type="checkbox"/> Stephen Rodriguez – Vice President of Operations	<input checked="" type="checkbox"/> Dawna Van Roekel – Director of Communications
<input checked="" type="checkbox"/> Lejla Frazee – Director of Technology	<input type="checkbox"/> Vacant – Director of Publications
<input type="checkbox"/> Charity Dunwoody – Director of Website	<input type="checkbox"/> Vacant – Director of Social Media
<input type="checkbox"/> Angela Lovan – Director of Logistics	<input type="checkbox"/> Brian Sardou – Director of Marketing
<input type="checkbox"/> NiJay Gaines – Director of Registration	<input checked="" type="checkbox"/> Kathy Richards – Director of Outreach
<input type="checkbox"/> Vacant – Director of Records Management	<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 checked="" type="checkbox"/> Twee Duong – Director of Collaborate to Succeed	
<input checked="" 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 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 6:01 pm by Shelly Lawrence, President 2020

6:02 pm Minutes for April 2020 – accept with Stephen’s changes

Stephen  
Brent seconded  
Motion approved

Stephen suggested the following change:

“Submit the information through the Provider Portal, but there are challenges doing it for people who haven’t logged in – it would be easier ~~to have when~~ everyone reports their own. We should still add it to the Provider Portal so that it will pop up when people submit it.

We need to know when it would be in Provider Portal so that we can let people know on class day. “

Announcement from PMI (check your emails):

“After numerous discussions, and the continuing disruption of COVID -19, we have decided it is prudent to move all our existing roster of 2020 **in-person events** to a new series of **virtual experiences**.

Our objective for the new virtual event roster will remain, to come together as a community, learn, ignite ideas on rebuilding and network across to as many project professionals as possible but do so - virtually.

The events impacted include:

- EMEA Congress;
- PMI Leadership Institute Meeting 2020–EMEA and North America;
- Global Conference;
- PMO Symposium;
- Brightline Strategy@Work
- SeminarWorld

Craig – June Event

Date discrepancy for DALSM in the email that needs to be resolved. (Lynn sent to Craig and Jeff.)

Need new email blast to go out.

Discount code didn't work either. (Lynn sent info to Craig and Jeff)

The correct code is “PMICIC-50”

Several groups have responded to Craig's question about collaboration on this event (awesome!)

While we are not set for a profit, John has stated that he will share the profits with us (also awesome!)

There are some nice benefits to take the class and take the test.

Break-even is ~20 students (Jeff Tuttle will check this)

Discussion on allowing an additional discount to Board Members as a way to continue to supporting the DA movement. We can't offer it completely free for Board Members, like we do for regular chapter meetings.

- Having Board members with the cert is a great way to promote
- Question: Are we setting precedence for future boards? Statement was made that this year couldn't really be considered normal.
- This option is not the same as not providing discounts for PDD, as Board members attending for a discount (that's not the kind of promotion that we need for PDD).
- Early bird pricing ends on May 22
- Discount to the Board Members (as a one time thing) is a marketing cost of the DA program

7:05 pm To aid the PMI-CIC Board in promoting Disciplined Agile, we offer Board Members a 50% discount on all three classes in June/July 2020.

Stephen

Second Lori

Discussion: This is a one-time promotional expense.

Does this include directors? Consensus was “yes”.

Motion passes

Additional commentary: We are working out the specifics to this.

### **Replacing our scholarships with Agile sponsorships**

We don't necessarily get a great response/use out of the scholarships.

However, we may see more value (good press, exposure, benefit to the community)

6:28 Motion for the Board to offer “scholarships” to PDD for student members

Jeff

Second Brent

Lori, please have Brian pull the current membership numbers (specifically number of student members)

Motion tabled for now – everyone think about this and we will revisit next Board Meeting

Jeff – May meeting

Numbers are looking good.

Sinikka is hosting on her Zoom account (as we haven’t secured ours yet)

Happy Hour 3 pm – 5 pm

PDD

**BIG QUESTION:** Do we want to go completely virtual for PDD, with the PMI decision to go virtual for the rest of the year?

We have a contract with the venue. Worse case, if we decided to completely back out of the venue, we could refuse to pay (which is risking bad relationship with that venue) or pay the “cancellation fee” which is about 25% of the cost of the contract.

- We could look at changing the date
- We could look at keeping the venue and rolling with what-ever happens
- We could cancel completely

6:48 pm Motion to move to virtual event for PDD and renegotiate the contract w/ venue for next year

Jeff

Second Brent

Motion passes

Discussion:

Board needs to move quickly on securing the technology for the event.

- Reach out to PMI Global to see what technology that they are using
  - Norm attended a PMI Global educational all-day conference and it went very well with attendees from all over the world
  - Here is the link to the Student Virtual Summit that was held last November:  
<https://onlinexperiences.com/scripts/Server.nxp?LASCmd=AI:4;F:QS!10100&ShowUUID=18A51378-A40E-4A36-B45D-C9BE82E86363>
- There was a group mentioned in last month’s Board Meeting minutes that does virtual work
- Dusty is going to review his notes on his conversation with John Deere
- No identified need to change date

Phil had to leave before we could get a financial update.

Dawna reported a corrected newsletter went out.

Norm

Sent out an updated list of Position Descriptions

7:12 pm Motion to approve Position Descriptions sent out May

Stephen

Second Brent

Motion passes

## Stephen - Ops

Send website changes to Charity

Some pages really do need updated information

Working with MG2 with some programming issues

Registration forms goes to NiJay

Charity has been researching the email usage – some employers are automatically unsubscribing people from the emails

## Brent – Marketing

Sponsorships are trailing slowly – Brent is working with Brian S to strategize

There should be a discussion on how to leverage the virtual offerings

Marketing refresh is continuing – is going to have the business cards done soon – not sure when people are going to get them, but they will be available

Continuing to achieve operational excellence on Marketing

Kudos to Dawna

## Lori – M&V

ISU has finished their projects – did it all virtually

Twee is working on updating our website with the information

But, they can't do that without appropriate permissions

Grandview is also completed

Students built a function/survey for Non-Profits to sign up with us

Created a Success Story page

Created a Job Posting page

Mentoring

Doing a “Mentoring Lite” version of the program

Volunteers

Chima is working on a Memb Appreciation Committee

Committee – please talk about options to appreciate members via virtual or a small thing in the mail or maybe something right before PDD (virtually)

## Craig – Past Pres

Elections – Consider moving up the elections in order to facilitate participation in planning sessions earlier in the year.

There is a timeline laid out in Policies and Procedures manual. The process starts in Jan with an appointment of nominating committee.

Recommendation is so that we can introduce the new Board Members during PDD.

If you have an opinion about this, then contact Craig or Shelly with your commentary by the end of this week.

7:36 pm Motion to move forward on adjusting timeframes for elections (7.2.6 of Policies and Procedures)

Stephen

Second Lori

Motion approved

Norm – Trustee

Working on some exciting things with Ankeny High School (Designed Thinking, Project Management, Agile rolled into one program) – Orbis Program

Norm has shared some info from PMIEF with them and they are working on a charter

Working on Policies and Procedures – WOOHOO!

Lynn – Pres-Elect

June Board meeting – having one and on the 9<sup>th</sup> and virtual

Default is Lynn’s zoom, but if we have the tech that we are going to use for PDD

Let’s resolve that question ASAP

Plan on having a July and August board meeting

July 14<sup>th</sup> and Aug 11

SHELLY!!! – Pres

Loves to see your smiling faces!!!

7:45 pm Motion to Adjourn

Shelly

Second Brent

Third Shelly’s kids

Motion approved

Next Board Meeting is June 09, 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