PMI-CIC Board Meeting Minutes
> **Date:** 10 November 2020, Tuesday
> **Location:** On-line (Zoom)

Attendance:

President		Finance	
☒ Shelly Lawrence – President 2020		☐ Alex Marckmann – Vice President of Finance	
☒ Lynn Reed – President-Elect 2020		☒ Phil Patterson – Director of Budgets	
☒ Craig Hinson – Immediate Past President 2020			
		Marketing	
Operations		☒ Brent Humphries – Vice President of Marketing	
☒ Stephen Rodriquez – 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		☐ Vacant – Director of Marketing	
☐ NiJay Gaines – Director of Registration		☐ 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	
☐ Dusty Rauschenberg – Director of PDD 2020		☐ Vacant – Director of Audit	
☐ Vacant – PM of PDD		☒ Norm Veen – Trustee	
☐ Vacant – Director of Programs		☐ Vacant – Trustee	
		☐ Vacant – Trustee	
Membership and Volunteerism			
☒ Lori Chambers – Vice President of Membership & Volunteerism		**Incoming Board Members (Take office Jan 1, 2021)**	
☐ Twee Duong – Director of Collaborate to Succeed		Brent Humphries – President-Elect 2021	
☒ Chima Smith – Director of Volunteerism		☒ Jim Allen – Vice President of Memb & Vol 2021	
☐ Ritchie Ritter – Director of Military Engagement		Lejla Frazee – Vice President of Operations 2021	
☐ Amanda Sengbusch – Director of Mentoring			
☒ Brian Naaden – Director of Membership			

> Note: President, President-Elect (current year only), and all VPs (current year only) 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 pm.

Minutes from October meeting.
Lynn received no changes.
6:01 – Stephen motions to approve minutes. Lynn seconded.
> Motion passes.

Agenda:
VP Operations
- ~~Update from Dark Rhino (moving from Joomla to Java – sessions)~~
  - o Stephen says: I am not sure who added it to Operations, but you can remove "Update from Dark Rhino (moving from Joomla to Java – sessions)." Joomla is associated with Proteon which Dark Rhino acquired. It has nothing to do with our current platform.
- Request from Strategic Planning:

- o   Options for the Board to manage To Do's
- o   Options for email – discussion about email – needs a budget if we are going to change providers
    - ▪ What is our official policy on email?
    - ▪ Note: Charity mentioned that Microsoft 365 includes Planner, which is a nice Kanban tool.
    - ▪ Any new email platform will have to have a robust platform option (ease of use on browser and mobile devices)
- • Reminder: Angela is the Keeper of Zoom

VP Prof Dev
- • Fall Chapter Meetings
    - o   November – all set to go! Thank you to everyone who has helped!!!
        - ▪ Lori: Things are going well for the Nov meeting – discussed line up for the recognition part
        - ▪ Stephen mentioned registration – leaving it open until the event opens –
            - ▪ Does the event announcement say when registration is cut off??
            - ▪ Reminder email for registrants will go out on Tuesday afternoon with the Zoom information
            - ▪ Everyone is ok with it, if we want to… Stephen will talk to NiJay about it
        - ▪ Not seen a lot of announcements about the Nov meeting… (last comm went out 11/2)
            - ▪ Brent checked with Dawna - She sent out communications last week, and she's all set for this week. She's using the communications plan she received from Jeff on 10/16.
        - ▪ We currently have 17 people signed up for the event
        - ▪ Slide show (pre-meeting announcements) – Stephen can send it to Jeff
    - o   No Chapter Meeting in December -- Annual Meeting instead (see more below in Pres-Elect report)
- • 2021 Chapter Meetings
    - o   Meetings through May are organized
    - o   Jeff updated the Event Form (Jeff sent a copy of the November event form to the entire board)
    - o   **Request:** Board please affirm 2021 meetings will be virtual until Global starts meet in-person again and then the Board will discuss timing of the Chapter meeting in person.
    - o   6:26 pm Lynn makes motion. Seconded by Brent. Discussion. Motion adjusted.
        - ▪ Motion passes.

- o Planning for 2022? Go for it.
  - o Talked about having a standard meeting time for the virtual meetings. We will be aiming for the 4 pm (central) time frame. Third Thursday is our time and place, Yo! Jeff will look at maybe linking up with other chapters and doing something virtual…
- Book Club
  - o Jeff spoke to Angela – 7 out of the 12 months (will stay away from PDD and the winter holidays and probably the summer months)
  - o Dates picked out for Q1.
- Hosts for Chapter meetings - don't make Jeff be our Uber-Emcee!!!
- PDD 2021
  - o Jeff has two volunteers for the team!
  - o Needs assistance with getting a full team. 5-6 people.
  - o We are looking for a Director
  - o Lejla volunteered to help!!! *grin*
  - o Dec/Jan Jeff will present a formal draft of a Charter/Plan for PDD
- Has a volunteer possibility for Dir of Military – will be introducing to Lori

VP Finance

- Budget Update
- Note from Alex: I may be late or unavailable tonight as we are reassessing working arrangements in the office. I attached a couple reports on here for review. Right now we are showing in the positive for income however I have not seen our last check to the Midwest Speakers for PDD go through yet. That will reduce our income by another $26,000. I have also not seen the member dues for October come through, we will probably need to check with PMI on those. One other thing to note the IRS did not receive our 2019 tax documents so resent them via mail yesterday with their document requesting a resend. I am also transferring $27,000 from Paypal to our checking now that PDD is over and reimbursements should be completed. I hate to carry to high of a balance in that account. Let me know if there is anything else if I am unable to make it back in time tonight.

Budget+vs+Actual s+2020+Budget+-
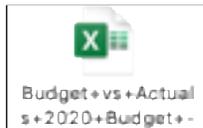
PMI-Central Iowa Chapter

PROFIT AND LOSS

January 1 - November 10, 2020

	TOTAL
Income	
Agile Registrations	700.00
Chapter Meetings	1,087.41
Interest Income	460.03
Member Dues	15,430.00
PDD Income	31,875.00
Total Income	$49,552.44
GROSS PROFIT	$49,552.44
Expenses	
Agile Expenses	4,156.18
Bank Service Charges	26.78
Bank Service Charge	-20.00
Total Bank Service Charges	6.78
BoD Expenses	
BoD Monthly Meeting Meal	738.30
Total BoD Expenses	738.30
Book Club Expenses	18.08
Chapter Meeting Expenses	5,261.91
Annual Meeting	611.10
Chapter Meeting Speakers	1,500.00
Total Chapter Meeting Expenses	7,373.01
Equipment & Software	2,283.32
Marketing	
SWAG	1,726.53
Total Marketing	1,726.53
Marketing Expenses	-1,931.16
Materials	16.53
Office Supplies and Storage	1,109.60
Pay Pal Expenses	240.00
Paypal - Bank Fees	925.67
PDD Expenses	438.66
PDD Speakers	26,000.00
Total PDD Expenses	26,438.66
Postage-Delivery	
P.O. Box Rental	226.00
Total Postage-Delivery	226.00
VP Operations Discretionary Bud	110.47
Website Hosting	3,000.00
Total Expenses	$46,437.97
NET OPERATING INCOME	$3,114.47
NET INCOME	$3,114.47

Board Meeting Minutes

VP Marketing
- Marketing / Sponsorship Update
  - Is going to be working with the sponsors from that perspective of sponsoring 2021 as a whole
  - Is going to be reaching out to our last three years of sponsors
  - Will work with Charity on creating a sponsor page – Stephen volunteers to help
- 2021 Board shirts
- Pins are in!!! If you want a board pin, email Brent (@ vpmarketing@pmi-centraliowa.org) with your addy

VP Membership & Volunteerism
- Anniversary Recognition and Member Appreciation
  - Shelly/Brent is going to ask Toby or Larissa if there is something that is already created for a certificate
- C2S
- Volunteer needs
  - IF YOU NEED volunteers, let Chima know
  - IF YOU HAVE VOLUNTEERS, let Chima know
  - IF YOU ALREADY have matched a volunteer and an opportunity, still let Chima know!
- Membership at end of Oct was 729
- No credentials earned in Oct.

Trustees
- Policy & Procedures Manual
  - Working on Transitioning – will be sending out emails this week
- Outreach
  - New certification for High School students – is going to pass the information on to Ankeny
- Charter Agreement Modifications (3 pages) – see email from Norm
  Board Members,
  I reviewed the proposed Charter Agreement Modifications and provided my commentary in the attached. Items highlighted in yellow represent items that should be reviewed by the Board and/or are those about which I have questions. The others are FYI items only.

For 2021 – Shelly will send out an email to Board for nomination for Directors for 2021. Spreadsheet will be attached.

Past President
  Was with us, but had no topics to discuss.

President Elect
- Strategic Planning Session Update
    o See notes via email and reminder notes
    o Thank you for the "Woot! Woots!"
- Annual Meeting
    o December 10 (Thursday) evening
    o Asking for slides from each Department (try to fit it on one -- if you HAVE to have more, let Lynn know)
    o Investigating Kahoots
    o VIRTUAL!!!
- 2021 Board Orientation meeting - Jan 7th
    o Do you have something that you would like the Board to be reminded of (information, requests, forms, updates, links... etc)?
    o Send that to Lynn
    o We will be covering: accessing your email, hooking up to personal devices, signature lines, Google Docs, resources for the Board, meeting expectations... etc
- Teams
    o Do you need new people? Do you have all the positions that you need? What do you need help with?
    o Let's get a list over to Chima ASAP!!
- Citizen Development Initiative
    o Who has looked at it?
    o https://www.pmi.org/citizen-developer?utm_medium=social_owned&utm_campaign=CitDev&utm_thm=CitDev&utm_content=CitDevHome
- New roles for volunteers
    o Certification Path Program
        ▪ Certifications offered by PMI:
            <u>Standard Project Management Certifications</u>
            1. PMI Project Management Ready
            2. Certified Associate in Project Management Professional (CAPM™)
            3. Project Management Professional (PMP®)

            <u>Agile Certifications</u>
            4. PMI Agile Certified Practitioner (PMI-ACP℠)
            5. Disciplined Agile Scrum Master (DASM)
            6. Disciplined Agile Senior Scrum Master (DASSM)
            7. Disciplined Agile Coach (DAC)

8. Disciplined Agile Value Stream Consultant (DAVSC)

<u>Other Certifications</u>
9. Program Management Professional (PgMP^{SM})
10. Portfolio Management Professional (PfMP^{SM})
11. PMI Risk Management Professional (PMI-RMP^{SM})
12. PMI Scheduling Professional (PMI-SP^{SM})
13. PMI Professional in Business Analysis (PMI-PBA^{SM})

<mark>SHELLY!</mark> Is PMI going to phase out the PMI-ACP cert???

NOTE:
1) **PMI Project Management Ready ™** - New entry-level certification available to those who do not yet have a high school diploma and/or may not have the 23 educational hours needed to take the CAPM. Modularized learning aligned to 4 domains: PM Fundamentals and Core Concepts, Traditional Plan-Based Methodologies, Agile Frameworks / Methodologies, Business Analysis Framework.
2) **CAPMs** - Active and expired CAPMs pay $60 USD regardless of membership to renew their certification and receive an online course at no cost. From Oct 2020 ~ 31 March 2021. Yes, just pay $60 Expired CAPM – Reactive your certification for 3 years Certified CAPM – Extend your certification for additional 3 years.
3) PMP exam is changing effective Jan 2, 2021!!! It will be different and if you know anyone who is prepping, let them know that they need to be aware of the changes.

o   Member Contact Program
o   Outreach Program
o   PDD (not really, but we need a team for 2021!)

President
- Charter Update from PMI GHQ – went over in Norm's (Trustee) section.
- December Board Meeting
  o   Dec 8th
  o   Virtual, yeppers!

Lynn will plan a Session for PDD 2021 Planning

8:04 PM Brent Motions to Adjourn. Jeff Seconds. No one opposes!!