

PMI-CIC Board Meeting Minutes

Date: 13 October 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 type="checkbox"/> Lejla Frazee – Director of Technology	<input checked="" 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 type="checkbox"/> NiJay Gaines – Director of Registration	<input type="checkbox"/> Vacant – 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 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	Incoming Board Members (Take office Jan 1, 2021)
<input checked="" type="checkbox"/> Lori Chambers – Vice President of Membership & Volunteerism	Brent Humphries – President-Elect 2021
<input type="checkbox"/> Twee Duong – Director of Collaborate to Succeed	<input type="checkbox"/> Jim Allen – Vice President of Memb & Vol 2021
<input checked="" type="checkbox"/> Chima Smith – Director of Volunteerism	Lejla Frazee – Vice President of Operations 2021
<input type="checkbox"/> Ritchie Ritter – Director of Military Engagement	
<input type="checkbox"/> Amanda Sengbusch – Director of Mentoring	
<input checked="" type="checkbox"/> 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 6:02 pm by Shelly.

Quorum present.

6:03 pm Minutes for September 2020

Motion from Stephen to accept with changes (two typos).

Lori seconded.

Motion passes.

Agenda:

VP of Operations

Gearing up for transitions.

- Reviewing Zoom best practices.

- Web site training is going on (Charity has been leading those).

- Charity gave Stephen two thumbs up.

If you need help with tech stuff, please reach out!!

VP of Finance

PDD – we received payment for the invoices from Wellmark and Aureon.

- There is one invoice outstanding.

- We haven't seen sponsorship payments yet (Brent will cover in Marketing section).

Will get the PDD items added in and then will disperse an updated budget v. actuals.

VP Marketing

Marketing continues to rock it!!!!

We will be getting pins with the Chapter logo on it (so we can wear them during chapter meetings!!)

Discussion about sponsorships.

- We will be moving forward with getting people thinking about 2021 and working towards sponsors for next year.

Thank you to Marketing team members who supported PDD this year.

LYNN: Dusty has joined! (I need to remind myself so I can add him to the table at the beginning of the doc.) And Lejla is with us too – she started the meeting.

VP of Membership and Volunteerism

C2S Director resigned

Will have several positions opened

Working on virtual event

- Can Lori have a copy of the PowerPoint template for meetings??

- Will do a recognition of 5, 10, 15, and 20 year awesome people

- ACTION ITEM (Board):** Looking for conversation starters and questions that could be used for polling (Zoom has that feature – you need the questions ahead of the meeting – Lejla is happy to help with setting that up before the meeting)

- Will have a presenter afterwards (so people can get a PDU)

- Jeff is working on a presenter (Lori will follow up with him)

Membership information from Global is now looking good.

Would like to check on making sure that we have received the actual amounts that we are supposed to be.

Alex has seen some transactions coming through. She will double check. There is one coming through for August and September.

We are at 747 members for the end of September. This is lower than this time last year.

PDD!

Budget

Low point – We didn't get as many attendees as we had wanted (about half). We spent more than we made.

Considering everything that has happened this year, the budget vs expenses isn't a horrible thing.

We've had a lot of good comments – excellent participation.

We achieved our goals – we had a PDD and we did it virtually.

Lessons Learned

Dusty will send over for the notes

ACTION ITEM (Shelly): Is there an R2 speaker list/database? If so, we should share out with them the feedback we have on speakers. How do we get information into it???

Attendee survey

Small group is interested in helping get this out

Holiday Inn is asking about dates for 2021

We need to talk about having PDD in person (pending COVID), say "nope – 2021 is virtual", and when we are going to have it.

Keep two half-days? Go to a hybrid model? Have two PDDs – one in the fall (in person) and one virtual (when we want to schedule it)?

ACTION ITEM: Dusty will facilitate a meeting to talk through the future of PDD.

ACTION ITEM: Dusty will reach

Trustees

Completed a few policies and procedures.

Heard back from Shelly.

ACTION ITEM (people who got the email from Norm): Get back to him with comments, feedback, or at the very least "I got your email and I don't have the time – can I get comments to you by XXX XX?"

Past President

Incoming Pres/Pres-Elect/VPs... you are much better off if you have your new people selected BEFORE January.

If you need assistance with finding new volunteers, you can reach out to Chima (Dir of Volunteers) or Craig.

We do recommend that *you* fill them, because *YOU* need to be able to work with them, but we are always looking for new volunteers.

President-Elect

- 1) Meeting invite going out ASAP for 2021-2023 Strategic Planning Session on the 24th (Saturday) @10 am
 - a. Topics include anything we need to do that is not SOP and new ideas
- 2) Prep for next year's Board
 - a. Clean up your email
 - b. New Board member orientation (want it? I'll organize it)
 - c. Need help operationalizing/documenting what you do? Reach out!
- 3) Annual Meeting Date
 - a. Group is leaning to Dec 10th
 - b. Note: Board meeting is that Tuesday (Dec 8th)

Next Board Meeting is Nov 10!

7:31 pm Motion to adjourn.

Brent seconded.

Appendix

eCommerce

Hello Chapter Leaders,

As you know, at PMI we are committed to providing value to our Chapters and always looking for ways to improve. We recognized that there were several hurdles for members to smoothly purchase and renew their Chapter Memberships annually.

We are pleased to share with you that a recent system upgrade has enabled improvements to both Chapter Membership auto renewal and to Chapter Membership purchase restrictions. These changes should both improve the customer experience and ensure a more seamless collection of annual Chapter Membership dues.

Additional Important Information Regarding Chapter Membership Auto Renewal Changes

- Similar to a PMI Membership, when you complete a Chapter Membership purchase, your Chapter Membership will now be automatically opted-in for auto renew.
- Your Chapter Membership will move onto the same cycle as your existing PMI Membership renewal cycle.
- If you wish to opt out of the Chapter auto renewal post-purchase, you must opt out in your myPMI profile.
- Please note that Student and Retiree PMI Memberships require manual renewal. Auto renew is not an option.

Additional Important Information Regarding Chapter Membership Purchase Restrictions

To prevent a customer from buying a Chapter Membership twice or purchasing a Chapter Membership for an undesired short duration, there are new rules to restrict Chapter Membership purchases and improve the Chapter Membership experience.

- When you attempt to purchase or renew a Chapter Membership you will be restricted from purchasing/renewing a Chapter Membership if you do not hold an active PMI Membership and/or do not have a Membership product in your Cart.
- If you are a PMI Member who is eligible for renewal (i.e. in last 3 months of your current membership), you must have a PMI Membership renewal product in the Cart in order to purchase any Chapter Membership.
- If you purchase a Chapter Membership after purchasing a PMI Membership, its renewal cycle will automatically align to the PMI Membership auto renewal cycle.

Our Chapters are incredibly important to PMI, and we appreciate your dedication to the profession. We hope that this eCommerce enhancement will greatly improve your experience with PMI. Please read the FAQ document (attached) for more details. Reach out to your Chapter Partner with any questions or concerns regarding these changes.

Thanks,

Leah Eble
Project Management Institute
Leah.Eble@pmi.org
www.pmi.org