

PMI-CIC Board Meeting Minutes

Date: 08 September 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 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 type="checkbox"/> Dawna Van Roekel – Director of Communications
<input type="checkbox"/> Lejla Frazee – Director of Technology	<input type="checkbox"/> Vacant – Director of Publications
<input checked="" 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"/> Vacant – Director of Marketing
<input type="checkbox"/> NiJay Gaines – Director of Registration	<input 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	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 Membership & Volunteerism 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 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 6:01 pm by Lynn.

Quorum present.

6:02 pm Minutes for August 2020

Motion by Lynn

Brent second

Motion carried.

Agenda:

Past President

- PMI CIC Board Elections – update
 - Brent Humphries will be our 2021 President Elect
 - Jim Allen will be our 2021 VP of Membership and Volunteerism
 - Lejla Frazee will be our 2021 VP of Operations
- Did do it earlier than normal (in order to get it done prior to PDD) – things worked well!
- Kudos to Charity for the work on the website for candidates. Let's do this again next time!!!!
- Can we do a Meet the 2021 Board at PDD??
 - Charity, can we make a nice announcement for the 2021 Board?
 - Do we have nice pics for everyone??? Who do you need pictures of???????

6:06 pm Lynn makes motion for Brent's resignation as VP of Comms and Marketing to be effective Dec 31 and Charity Dunwoody to take over as VP of Communications and Marketing.

- Brent seconded (Charity approves of this change)
- Motion carries.

VP Operations Update

- Dir of Logistics is the manager of the Zoom account – if you need it, reach out to her (Angela) to schedule (they'll need to know date, start time, end time, and maybe some other questions).
- Lejla is our rep with Zoom – if you have issues with Zoom, you need to have Lejla do it.
- Our Zoom account (regular – listed under Software expenses) will handle our open forum presenters – we also have Zoom Webinar (listed under PDD expenses) to use with our account with PDD.
- Prep for transition, please.

VP Prof Dev

- PDD Update
 - 135 people registered! (Website says 112 – Dusty is using Nijay's tracking – her list includes group registrations) –
 - \$28K income so far – our speaker cost is \$55K – we need more registrants!
 - **Please continue to share/re-share posts on social media (FaceBook and LinkedIn)**
 - **Can we send out to R2 again?**
 - **Lynn to find list of what chapters are doing with their PDDs**
 - **SHRM is having their PDD the same two days. Katie sent info over to IIBA, but we don't know if they have shared the information out.**
 - Dusty has been paying to have the posts boosted on FaceBook
 - Initial meetings with all of the speakers have happened!
 - Our Emcee is on board! WOOT! JUGGLING!
 - Dusty is organizing a testing date.
 - We are working on when we can test (targeting next week to do that)
 - NOTE: Charity is helping Dawna roll out the marketing campaign.
 - Link to the video promos are the first sentence in the blog posts!
 - A couple of more email blasts are going out too.
 - Last day of registration is the 18th (currently)
 - Volunteers needed to help mediate the Zoom webinars as needed.
 - **Let Dusty know ASAP, so you can be included in the dry run.**

- Dusty, do you have any specific times frames that are concerning you??
- Which Board Members are going to be at PDD 2020?
- CRS issue (see membership for more info)
- Other ways to promote it?
- Kudos to helpers!! Charity is helping with communications – AWESOME!
- Jeff and Nijay to work on additional information to be added to the PDD page.
 - Looking at IBADD site – they have several items that we should look at to create for future PDDs.
 - Partnership page
- PDD 2021 – currently we are penciled in for Sept 17 at Holiday Inn --- **ARE WE GOING TO COMMIT** – we will be discussing and pushing to a decision in the October board meeting.
- Fall Chapter Meetings (REMINDER – ALL VIRTUAL per Global for 2020, Q1 in 2021, and likely Q2 2021)
 - 2020
 - Sept – None
 - October – Happy Hour time--
 - November – TBD
 - Note: M&V would like to attach a Virtual Happy Hour (like 4:30 – 6 ish) to that to do Membership and Volunteer Recognition
 - Dec -- None
 - 2021
 - January – TBD – Prof Dev is actively working on this
 - February – TBD – Prof Dev is actively working on this
 - March – TBD – Prof Dev is actively working on this

VP Finance

- Budget Update
 - Alex is working on Actuals v. Budget and will be reaching out to individuals for work it through
 - We are being pretty good about not spending a lot of money, so that is helping our Year-End numbers.
- Waiting for website hosting bill to come through. (New owners. May need to set up auto-pay again.)
- Stephen asked if Alex has gotten a copy of the General and the D&O from Toby. Alex hasn't seen it. We may need to reach out to her for a copy of the documentation.
- Get any receipts to Alex (been a while since we said it)!!!!

NOTE: Please use board@pmi-centraliowa.org to send something out to the entire board.

VP Marketing and Communications

- Marketing / Sponsorship Update
 - Severely underperforming in comparison to previous years
 - Our PDD Emcee has offered to do some sponsor spots during the day.
- Social Media reminder – [Lynn note/suggestion:] blog post about how liking and sharing helps us?
- Pretty much steady state mode...

VP Membership & Volunteerism

- C2S – no updates
- Mentoring – program is moving forward
 - If you are interested in being a MENTOR!!!! Let Amanda know.
- Anniversary Recognition and Member Appreciation (November)
 - Chima – suggestions include sending out cards for volunteers, other chachkies (Yiddish for trinkets and collectibles) for milestones, and other Zoomy activities
 - Meals from the Heartland in West Des Moines is looking for orgs that are interested in volunteering (Mike Lowe)
- CRS issue – Global is looking into it, but it is causing issues with people registering for PDD
 - Affecting all chapters
 - Bug in CRS isn't showing all members on the member report
 - We are waiting for an update

Trustees

- Policy & Procedures Manual:
 - Accomplished: completed Annual Planning policy and procedure. Will distribute next week, pending link to Records Management Google drive area.
 - In Progress: working on Charter Renewal and Biennial Report policies & procedures.
 - Need: to know who else should review completed policies and procedures in addition to officers directly responsible.
- Outreach:
 - Accomplished: applied for volunteer position on Academic Insight Team at PMI-GHQ. This team will work on PMI's Integrated Youth Engagement Strategy. I have not heard about this strategy before and don't know much about it. Has anyone else heard of it?
 - In Progress: will provide follow up as needed to both Ankeny Faith Bible College & Ankeny Community School District (for Orbis program)
 - Need: nothing at this time

President-Elect (standing in for President)

- 1) Welcome to new Board Members!
 - a. Take Office Jan 1, 2021
 - b. New Directors (everyone can help with this!)
- 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!
 - d. 2021-2023 Strategic Planning Session --- Oct 24th (Sat morning starting at 10 am)
 - i. Topics include anything we need to do that is not SOP and new ideas
- 3) eCommerce enhancements
 - a. See appendix for more information
- 4) Annual Meeting Date
 - a. Thursday? Dec 3, Dec 10, or Dec 17???
 - b. Group is leaning to Dec 10th
- 5) Board meetings moving back to 2nd Thursday in 2021 – commentary welcome
- 6) Dates of Note

- a. September 2020
 - i. Sept 8 (T) PMI-CIC Board Meeting (Zoom)
 - ii. Sept 24-25 (R/F) PMI-CIC PDD
 - iii. Sept 26 (Sa) PMI-Chicago
 - iv. NOTE: No Chapter Meeting this month
- b. October 2020
 - i. Oct 12 (M) Columbus Day (many offices closed)
 - ii. Oct 13 (T) PMI-CIC Board Meeting (Zoom)
 - iii. Oct 17 (Sa) PMI LIM 2020 – Virtual and Free
 - iv. Oct 22 (R) PMI-CIC Chapter Meeting (Happy Hour event)
 - v. Oct 23 (F) National Mole Day (Avogadro’s Number – moleday.org)
 - vi. Oct 24 (Sa) 2021-2023 Strategic Planning Session
- c. November 2020
 - i. Nov 10 (T) PMI-CIC Board Meeting (Zoom)
 - ii. Nov 11 (W) Veteran’s Day (many offices closed)
 - iii. Nov 19 (R) PMI-CIC Chapter Meeting
 - iv. Nov 26 (R) Thanksgiving Day (US – offices closed)
 - v. Note: Possible Membership and Volunteer Recognition activity this month
- d. December 2020
 - i. ANNUAL MEETING???
 - ii. Dec 8 (T) PMI-CIC Board Meeting (Zoom)
 - iii. Dec 25 (F) Christmas Day (offices closed)
 - iv. Note: No Chapter Meeting this month
- e. January 2021
 - i. Jan 1 (F) New Year’s Day (offices closed)
 - ii. Board Meetings moving back to 2nd Thursday of the month
 - iii. Chapter Meetings default to 3rd Thursday of the month
- f. February 2021
 - i. Charter info usually due in Q1
- g. March 2021
 - i. None yet
- h. April 2021
 - i. Taxes usually due
- i. August 2021
 - i. Elections for 2022
 - ii. Note: Usually no Chapter Meeting this month

7:54 pm Motion to adjourn.

Brent seconded.

Motion didn’t need to be voted on – everyone was happy with the meeting.

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
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