

## PMI-CIC Board Meeting Minutes

**Date:** 14 January 2021, Thursday

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

### Attendance:

<b>President</b>	<b>Finance</b>
Lynn Reed – President 2020	Alex Marckmann – Vice President of Finance
Brent Humphries – President-Elect 2020	Phil Patterson – Director of Budgets
Shelly Lawrence – Immediate Past President 2020	
	<b>Marketing</b>
<b>Operations</b>	X Charity Dunwoody – Vice President of Marketing
Lejla Frazee – Vice President of Operations	Dawna Van Roekel – Director of Communications
– Director of Technology	Vacant – Director of Publications
China Smith – Director of Website	Vacant – Director of Social Media
Angela Lovan – Director of Logistics	Vacant – Director of Marketing
NiJay Gaines – Director of Registration	Vacant – Director of Outreach
Vacant – Director of Records Management	Aaron Matthews – Director of Photography
<b>Professional Development</b>	<b>Additional Board Members</b>
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
<b>Membership and Volunteerism</b>	
Jim Allen – Vice President of Membership & Volunteerism	
Twee Duong – Director of Collaborate to Succeed	
Chima Smith – Director of Volunteerism	
Ritchie Ritter – Director of Military Engagement	
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>

Attendees: Lynn, Brent, Alex, Charity, Craig, Jim, Norm, Chima, Phil  
Special Guest: Alice Hoyt Veen

Meeting called to order at 6:04 pm.

Minutes from December sent previously, no corrections. Lynn motions to accept, Brent seconds, motion passes (no opposition)

Brent to work out how best to sent final versions of Board meeting minutes with Chima for posting on CIC website. Charity recommends sending a PDF for ease of posting.

No items for Strategic Planning for this meeting.

Question about membership dues not being collected for Mary Classman by PMI website for a prospective member; Leija will email the details to Jim Allen and Brian Naaden in Membership for disposition. She also isn't receiving CIC emails because her employer is requesting them; she needs to change to a different email address.

Brent & Lynn will stop by the storage locker sometime this spring to "check on things". Should we keep a storage locker at all? Swag should be minimal for 2021; people put things in there and just forget about them. There's a bunch of stuff with the old logo in there that need to be thrown away. Recommendation to table until a plan for swag management and the storage locker is needed. Brent will check his files for an inventory sheet. Let's make sure we're complying with PMI retention policy as well. Maybe we can scan the financial records and get rid of the paper? Board recommends re-evaluating the need for a storage locker at all.

Charity moves that the financial records be moved to a less expensive storage option, and dispose of unneeded items. Alex seconds; motion passes (no opposition).

6:27 VP Operations update:

- VP Operations position is vacant; please send prospectives to Lynn for consideration.
- Need leaders for PDD 2021; Lynn will move this forward in the meantime.
- Please send PDD theme ideas to Lynn after the meeting.
- Current plan is to run two half days (like last year).
- If a current VP wants to move into VP Prof Dev and field promote one of your Directors, see Lynn.

6:29 DA Champion update:

- GR8PM presentation on new PMBOK was postponed due to storm. Let's promote this event if it's rescheduled.
- What should we be doing in Central Iowa to promote the new PMBOK? GR8PM has penciled in a date in February to share this information specifically with Central Iowa.
- PMI holds a monthly update on PMBOK changes; on demand recordings are available at [projectmanagement.com](http://projectmanagement.com) .

6:33 Book Club update

- Book Club is back! Norm is hosting the next one; 21 currently registered.

Someone from MidAmerican asked about facilitating PMP training; Norm hasn't heard any follow up. RMC Project is probably the best choice for training options.

Quick break to check Lynn's shrimp Alfredo; some of the noodles are way past al-dente. Unpeeled shrimp also; it was too much work for a creamy pasta dish.

- Sinikka wants Your Clear Next Step to engage more with CIC this year; maybe a free special event?
- Any other orgs want to do something similar, see Lynn.

#### 6:41 VP Finance

- 2020 final statement arrives tomorrow; Alex will forward.
- Alex will send last year's budget in Excel as a basis for 2021 budget planning.
- Reimbursement form needs updating to fully align with budget line items; Alex will revise and send.
- Quickbooks has email receipt capability; let's figure out how to use.
- Let's vote in February on the budget; hopefully the conversation will be more straightforward. Given the financial performance in 2020, we need to keep tight controls on budget items and look at options for being more frugal.
- Moving towards all events being planned to break even is a desirable outcome.
- 2020 loss was approximately \$20,000, all of which was attributable to PDD expenses and drastically lower sponsor income.
- Sponsorship program for 2021 will be part of Strategic Planning exercises this year.
- Were there any sponsorship success stories in R2 from 2020? Lynn will ask.

#### 6:53 VP Marketing

- Marketing campaigns: good start on completing forms & gathering information for upcoming events; this work will continue.
- Dawna is doing a phenomenal job managing all of the communications going out.
- 31 attendees so far for next week's monthly meeting.
- Book club promotion is going well; email blasts & social media posts are helping.
- CIC masks: One-color printing, 50-100 count minimums for order, this would be a \$300 expense.
- Quarter-zip sweatshirts: XS to 3X, but they're a bit expensive (\$35).
- Let's table discussion on Board gear and bring it up a bit later in the year when there's a better understanding of what and when in-person events will look like.
- More volunteers are needed, specifically for slideshow creation, surveys, marketing campaign creation & management for PDD, interviewing Featured Members.
- Could we enlist students for some of the creative work? If there are options for setting up interns, see Lynn.

#### 7:08 VP Membership

- Jim is in the house!
- 2020 has challenged and 2021 will challenge this area. Looking for ideas and leaders; see Jim with any possibilities.

#### 7:09 Trustees

- Review of "President Changes" document.
- No longer verbiage in the by-laws about filling Director positions; proposed policy changes account for that.

- Proposal for dealing with quorums when Board positions are vacant.
- Norm moves to approve changes to the policy language, Charity seconds, motion passes (no opposition).
- Lynn will check with PMI Global about policy changes submitted in November.
- 2020 Annual Meeting was extremely well executed. Well done! Let's post the deck to the website so the membership is better aware of what was accomplished.
- Proposed that a Strategic Foundation document be created as a part of strategic planning and published when ready so future Boards can make decisions with it in mind.

#### 7:20 Past President

- Reminder that Nominating Committee is anticipated to select candidates for 2022 positions so they can be announced at PDD.

#### 7:23 President Elect

- Please review the minutes. ;)

#### 7:24 President

- The new Chapter Collaboration Portal is very useful as a resource. Lynn will send a link to your Board inbox. Lynn will need to make sure you're in the Component System, so please see Lynn if you need access.
- PMI Global has an orientation for R2/R2 coming up on 1/20 @ 6pm Central via Webex; see Lynn for the Webex information. It's useful to log in 5-10 minutes early if you aren't familiar with Webex.
- We've been invited to host a booth at two upcoming virtual conferences focusing on professionals in Minneapolis & Des Moines. Do we want to pursue these? Do we have the capacity to staff a virtual booth? Since these are outside of our mission/focus, Board appetite appears lacking. Lynn will keep an eye out for opportunities like this; feel free to bring things like this to Lynn's attention.
- Annual Meeting: let's set the date early! 12/9 is the second Thursday; let's consider doing it then, and move the Board meeting. Lynn moves to move the Board meeting to 12/2 and move the Annual Meeting to 12/9, Brent seconds, motion passes (no opposition).
- Lynn intends to make liberal use of the Zoho calendar. Feel free to leverage the reminder capabilities and other features of Zoho Calendar.
- Next Board meeting is 2/11.
- Strategic Planning meeting will be 1/28, covering PDD and other strategy items.

Charity motions to adjourn, Brent seconds. Meeting adjourned 7:37pm.