

Board Meeting Agenda

Agenda/Notes for Nov 2021:

1. Housekeeping
 - a. Did you know that Zoom lets you give yourself a mustache, or lipstick, or a movie theatre audience? Now we know also!
 - b. Quorum? Lynn, Brent, Leila, Charity
 - c. Approval of last minutes/notes
 - d. Approval of new Board members (if any)
2. Strategic Planning requests/updates
 - a. No requests for a Board vote from the last meeting.
3. Department Updates
 - a. VP Communications & Marketing
 - i. Promotion for the Annual Meeting continues. Should be two more touches (email blast, blog posts) before the meeting. Zoom link will go out two days before the meeting.
 - ii. Last social media post about volunteering was at the end of September. Maybe some contacts over the holidays, or pursue this in earnest after the new year? Let's target January, so people have a chance to get through the holidays.
 - b. VP Operations
 - i. Zoho replacement:
 1. Recommend changing from Zoho to Gmail, as Gmail is cheaper than Outlook. Gmail also supports Forms, and Video chats, so we could discontinue use of Zoom.
 2. Need to look into the Zoho contract; is it month-to-month?
 3. Lynn moves that we migrate from Zoho to Gmail with the caveat that we should more directly compare the monthly costs of Zoho with the Gmail monthly costs. Brent seconds. Leila thirds. And there was much celebration!
 - ii. Lejla will connect to Zoom for the Annual Meeting, even if she needs to do it from Turks & Caicos. Just kidding; have fun Lejla!
 - c. VP Prof Dev
 - i. Chapter Meetings
 1. December is the Annual Meeting
 - a. We decided last January for the annual meeting being on the 9th – 6- 8 pm

Board Meeting Agenda

- b. VPs to send a single slide with a summary of the year. Please update your slide in the Google Slides deck by 12/2. <https://drive.google.com/drive/u/0/folders/1SKnHYVR5-pl3OVBh2Hj1E0rEjul78Yv5?ths=true>
 - c. Let's do Jackbox games again! Let's give gift cards as prizes! How about Amazon gift cards, or something similar?
 - 2. Dec board meeting on Thursday the 16th? Yes!
 - ii. Professional Development Day -- Sept 23-24, 2022 (tentative).
 - 1. What theme ideas do we have? Maybe something around business agility?
 - iii. Book Club
 - 1. Book Club continues in 2022, right? Right?!?
 - iv. Special Events
 - d. VP Finance
 - e. VP Membership & Volunteerism
 - f. Trustees
 - i. Policy & Procedures updates continue. Many of these have been finished, but there are a number of procedures around financials that need updating; this should be a focus in 2022.
 - ii. Working on the process for academic instructors to get a free desk copy of PMBOK 7. Brent will be the guinea pig for this!
 - iii. Working on getting all of our governing documents in one place.
 - g. Past President
 - h. President-Elect
 - i. 2022 budget.
 - 1. Let's consider using the 2021 final budget as the initial budget for 2022. Need to update line items for Chapter meetings, Gmail/Zoho, and Zoom/Hopin.
 - 2. Brent moves that we use the 2021 final budget as the initial budget for 2022. Lynn seconds. Leila thirds. Motion carries!
 - i. President
 - i. December Board meeting will move to 3rd Thursday.
 - ii. The initial episode of the PMI-CIC podcast has been recorded! Should be published soon. <https://youtu.be/1oHYTKk-ZqI>
4. Any other new Business
5. Motion to Adjourn
- a. Adjourned 7:17pm

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