**BOARD MEETING MINUTES**

**January 13, 2022**

6:01 Call to order

Attendees:

Brent Humphries - President

Brian Shadle – President Elect

Lynn Aubrey – Immediate Past President

Norm Veen - Trustee

Lejla Frazee – VP Operations

Shane Albrecht – VP Prof Development

Jim Allen – VP membership

Follow-up Action Items:

Brent Humphries – Send out the invite for the monthly strategy meetings

Lejla Frazee – Get CC info from Lynn Aubrey so can pay for the new GMAIL capabilities

Jim Allen – Analyze and trend membership history and report back his findings to the Board. Also see if there is a way to detail out the members who have left the past couple of years along with any contact info available.

Shane Albrecht – execute one more meeting with Lynn and continue to work on the Professional Development strategy. Report progress to Board when ready.

Norm Veen – Seek out VP of Finance to get help in updating the related policies and procedures.

Brent opening comments:

Thanks to all the departing volunteers and officers for their work this past year and to those continuing into 2022. We have the right pieces to make 2022 a year of great accomplishment.

There will be some key things to change in 2022 but continuity is also important. We cannot throw out the past. The key is to evolve with the changes in our environment.

We will keep the format of or Board meeting where we will continue to support each other. We will also execute strategic planning meetings the 4th Thursday of every month.

New things on the agenda include monthly ‘President’s’ podcast. Two of these have been completed.

Again, goal is to continue with what works and adjust to the current environment and what we learned the past year. Secondly, we will work on the identified opportunities and capitalize on the related benefits. At the end of the year, the Board will report on the results.

Operations:

Brent received an email form Dark Rino for webhosting annual subscription. We have had a positive experience with this service and will renew the subscription.

Lejla has completed her analysis and planning to move email and calendar capabilities over to GMAIL. All she needs to do now is to pay for the new service. She will get credit card info from Lynn.

Lejla has uploaded updated operating documents that Norm completed to the website. Brent gave a special thank you to Norm for this important work that is required to support continuity in leadership duties.

Membership:

Jim was having challenges getting into the PMI reporting system so it has been a challenge to report and trend the membership levels. In December we had 619 active members. The high over the years has been 829. Jim will report back when his analysis is complete.

Brent mentioned that it is important to make sure we do not go below a medium chapter size (501-1500 members).

Jim emphasized the need to focus on larger areas outside of the metro area such as Ames, Mason City and Ottumwa. The new virtual world is an opportunity to draw in these communities. We will be creating campaigns to stretch out to these geographic areas.

Brent mentioned that we will be setting up parameters to allocate and control volunteer and financial resources based upon % of prospects in each geographic area within our Chapter boundaries.

Jim wants to make sure we focus on advertising the benefits of PMI to perspective members.

Brian mentioned that we should also make sure to take into consideration PMI’s 4.0 strategy that expands the scope of PMI stakeholders out to what Brian calls ‘Change Makers’.

Norm mentioned that it is important to drive traffic to the excellent and affordable training tools in PMI.org and ProjectManagement.com.

Professional Development:

Shane continues to work on the vision for this year. He will have one more meeting with Lynn and get back to the Board with that vision. He does know though that we need to make PMI useful to ‘younger’ stakeholders. We need to make them want to show up.

In Feb 2021 we lost the VP Prof Development so we do not have the luxury of a transfer of knowledge to Shane.

Trustees:

Norm has been updating policies and procedures. He has also been working with Ankeny Highschool by forwarding useful information from PMI and other industries resources. He will be pursuing more high schools and even some colleges in the future.

Norm is also working on researching best practices for methods to report to PMOs.

Approval of non-elected positions:

Lejla and Lynn presented the names of the individuals who will continue in their current roles as well as any new members stepping up to the plate (see below). Lynn motioned to accept the individuals as listed which was then seconded by Brent. All voting Board members approved.

Brent explained the quorum rules – President, President Elect and VPs are voting members. There are 5 VPs. Therefore, 4 members present = quorum.

Shane motioned to adjourn at 6:52, seconded by Lejla. All in favor. Adjourned.

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