



**Project
Management
Institute®
Central Iowa**

Type of Meeting: 2023 Board Meeting

Date: April 12, 2023

Time: 4:00 PM

Location: Zoom Virtual Meeting

Voting Members:

- | | |
|--|---|
| √ Brian Shadle, President | √ Stephen Rodriguez, President-Elect |
| √ Lejla Frazee, VP Operations | √ Zach VanCleave, VP Marketing |
| √ Vacant , VP Membership & Volunteerism | √ Vacant , VP Professional Development |
| √ Sheryl Bartleman, VP Finance | |

Non-voting Members:

- | | |
|--------------------------------------|-------------------------------------|
| √ Austin Shadle, Dir. Publications | Charity Dunwoody, Dir. Website |
| Liz Rosa, Dir. Volunteerism | Sheryl Bartleman, Dir. Registration |
| Mitch Miller, Dir. Technology | Mitch Miller, Dir. Technology |
| Franklin Makia, Dir. Membership | √ Michael Beck, Dir. Mentoring |
| Benjamin Frazee, Dir. Military Engmt | √ Sam Hillier, Dir. Communications |
| Lynn Aubrey, Trustee | Brent Humphries, Past-President |

Non-Members:

1. President Call To Order (4:11 pm)
2. Roll Call - (quorum reached)
3. Approve or amend last meeting minutes - (Motion and Second needed) Stephen motion to approve the meeting minutes as stated. (Zach - Second) Passed
4. Review and approve agenda - (Motion and Second needed) Stephen motion to approve the meeting agenda as stated. (Brian - Second) Passed
5. Voting in of new Board Members: (Motion and Second needed) Stephen motion to approve the stated board members for 2023. (Zach second) Passed
 - a. Sam Hillier, Dir Communications
 - b. Benjamin Frazee, Dir Military Engagement
6. Volunteer List Review - following up on volunteer forms [The Board sees this as a priority, so it will be a standing agenda item throughout the year.]
 - a. Help Franklin with membership
 - b. Help with Operations- Dir of Registration, Dir of Logistics,
 - c. Plan out the rest of the year (
7. Officer Updates:
 - a. President (Brian Shadle):
Officially has access to the bank.
Bank access for Sheryl and Lejla.
 - b. President Elect (Stephen Rodriguez):
LIM in San Diego -
 - c. VP Operations (Lejla Frazee): Venue is set , we need to sign the speakers agreement/ document. May venue- I am proposing using Johnston community center which is free for non profits and has no catering restrictions. Check this link for more details:
<https://www.cityofjohnston.com/facilities/facility/details/Crown-Point-Community-Center-1> catering proposal for May- In the bag
Menu list will be sent to participants.
 - d. VP Marketing (Zach VanCleave):
 - i. Reimbursement Forms for Volunteers
 - ii. Q1 Sponsor and Host Thank You Confirmation
 1. January - Host and Sponsor - Aureon
 2. February - Host - West 48; Sponsor - Robert Half Management
 3. March - Host - John Deere; Sponsor - Apex
 - iii. Department Organization
 1. Austin - Director of Publications
 - a. Event and Chapter Meeting Marketing Announcements;
New Publications to Engage Non-Members
 2. Sam - Director of Communications
 - a. Featured Member and Volunteer Highlights; PDD Marketing; PMI-CIC Member Specific Communications
 3. Zach - VP of Marketing
 - a. Back-up for Austin and Sam

- b. Promotional Marketing w/ Plaza Printing
 - c. PMI Calendar Management
 - iv. Website Admin Access and Director of Communications Email Setup -
Samantha Hillier
 - e. VP Membership (Vacant) - no report
 - f. VP Professional Development (Vacant) - no report
 - g. VP Finance and Treasury (Sheryl Bartleman) - [Monthly financial statements (e.g. Income statement, balance sheet, budget reports, etc.)]
Budget has been sent out via email tonight. Questions about expenses will follow.
 - 8. Other Business (Board/Floor)
 - a. N/A
 - b. N/A
 - 9. Adjournment - Stephen motioned to adjourn (Lejla second) (4:48 PM)