

PMI-CIC Board Meeting minutes

11 February 2021 / 6:00 PM / ZOOM

Attendees

Lynn, Jim Allen, Charity, Shelly, Norm, Phil, Amanda, Lejla, Chima, Dawna

Quorum achieved at 6:01 (half dozen of the other)

Notes

Meeting begun at 6:02

Previous month's minutes approved, Lynn motions, Brent seconds (none opposed).

New Director of Volunteerism, Quentin Tarantino. Motion to accept by Jim, Brent seconds, motion passes (none opposed). (Maybe it's Carl Tarantino?)

Discussion about how to bring names to the Board for acceptance into Director positions. It's good to bring names to the Board in advance, but only a motion is truly required. In Soviet Russia, the Chapter Collaboration Platform nominates you!

Amanda requests to be added to the R2 chat and will send Lynn an email request as a follow up.

Zack Van Cleeve works for REGI and is interested in helping with the Marketing team. Welcome aboard, member in good standing!

Note: new Board members can be approved by motions and votes gathered via email.

Until further notice, any emails sent to Lejla at VP of Operations should be copied to Lynn and to Chima. Our thoughts and prayers are with her.

PDD

Beth Minner will be joining the PDD team. Welcome!

Possible theme(s): Shot in the Arm, something about resiliency, The Future Ain't What it Used to Be, "What's Next" Being a PM in a Pandemic. Can we pick a theme tonight? Let's try!

Charity motions for "Shot in the Arm", Lejla seconds, motion passes (none opposed).

Sponsorship Package

Charity reviewed the Sponsorship program deck.

If anyone has the 2018 Sponsorship package, please send to Charity.

Let's give serious consideration to having swag, even if the conference itself is virtual. Maybe we could mail things somehow? Maybe we could have an "unboxing" party on Zoom the night before the conference? Maybe sponsors could sponsor specific aspects of the mailing, like the box itself, or the postage costs?

<begin commercial>

Looking for volunteers to help with PDD stuff, particularly around swag management! We'd love to have you on the team!

<end commercial>

Maybe a sponsor could sponsor gift cards in lieu of swag, or sponsor some free chapter meeting vouchers that could be randomly added to some of the boxes? That would be a fun way to replicate the Sponsor Gift giveaway virtually. Perhaps attendees could agree to be entered in such giveaways?

How about sponsors sponsoring specific speakers? She sells project management by the seashore!

Please review and send Charity your thoughts before the next Board meeting. Thanks for your help!

Let's consider previewing the Sponsor package with a few trusted sponsors, then engage on a wider basis.

Could we post a swag-oriented sponsor video on the blog?

Any other ideas that should be considered for PDD, please send them to Lynn or bring them to the Strategic Planning meetings!

Department Updates

VP Operations

Chima has posted the updated Roles & Responsibilities to the web site. Activities for the February Chapter meeting are progressing as planned. Lejla will make sure that the Strategic Planning meetings are added to Zoho.

Can we have a page for sponsors on the web site? Chima will look into this and work with Lynn.

VP Prof Dev

If you're interested in emceeding the Chapter Meetings, please see Lynn (so she doesn't have to be the only one doing it!).

Need to confirm who's opening up / managing / backing up the Zoom meeting.

Anybody interested in taking notes for the March & April Board meetings? Brent has class (believe it or not!), and will also be teaching at Grand View during those months. Lynn will send an email to the Board asking about this.

The rescheduled PMBOK v7 event was held; really interesting changes! New version should be out in May. Let's figure out how best to publicize these changes to the membership. Let's have someone speak at PDD about this!

Your Clear Next Step is offering a Foundations in Project Management on August 3rd. If we're interested, they're willing to offer a discount to our members with the understanding that we will market the discount to our members. Lynn will fill out the Event Management form and route to the appropriate departments.

VP Finance

Need to finalize the budget; in the absence of any feedback, let's proceed with the same budget as 2020. Because of the budget deficit in 2020, it will be important this year to balance PDD spending against anticipated sponsor contributions.

It's important to have the financial skills when holding the VP Finance position; we're lucky to have Alex for this position. Thanks Alex!

We should consider engaging an accounting firm so we have consistent access to accounting skills. Alex is looking into this as a possibility.

Let's approve the 2021 budget via email after Alex finalizes any changes. Since we're not doing anything crazy this year (everyone laughs), this process should be smooth.

VP Marketing

30 people signed up for the February meeting so far! Nice work!

Dawna & Charity have publicized according to the marketing plan.

2 e-blasts & a blog entry for the upcoming Book Club meeting.

What volunteer needs do the various departments have? Charity is compiling a blog entry.

Congratulations on your "promotion", Charity! Sorry about the 5pm meetings.

Let's consider integrating the mentorship program with some of the Board activities so they can get a preview of what volunteering for the Board is like.

Are there specific activities / duties within PDD where specific requests for help could be made? Interviewing speakers? Swag management? Other things?

VP Membership

New Director of Volunteerism! Welcome!

PMI CCP is giving Jim problems, so we don't have the latest stats for membership. Jim & Lynn will work on this together.

Hey, remember MS Access! Ugh.

Trustee

Updates to the Policy & Procedures (covered under separate document).

Continuing to engage with Orbis contact and Ankeny Community School District.

Reviewed Chapter By-laws: recommend reviewing every three years. We have a few differences from the PMI template (noted under separate document).

President Elect

Reviewed proposal to update the Board structure.

Brent moves to adopt the enclosed motion; Shelly seconds. Motion passes (none opposed).

Brent motions to adjourn; Lynn seconds. Meeting adjourned 8:04pm.