**February Board Meeting**

Wednesday, February 13, 2019

Mama Lacona’s Restaurant

Facilitator: Craig Hinson, President

**In Attendance:**

~~Alex Marckmann~~, Angela Lovan, ~~Brent Humphries~~, ~~Brian Naaden~~, Brian Sardou, Candice Banghart, Charity Dunwoody, Craig Hinson, ~~Janet Tan~~, Jeff Tuttle, ~~Joel Wolcott~~, ~~John Durman~~, ~~Jon Hopkins~~, ~~Katie Dietz~~, Lejla Vehabovic, ~~Linda Cronk~~, ~~Lori Chambers~~, Lynn Reed, Madhavi Gunturu, ~~Margaret Spikes~~, Mark Havlicek, ~~Robert Olinger~~, Ryan Vanyo, ~~Sarah Otte~~, ~~Stephen Rodriquez~~, Shelly Lawrence

Craig started the meeting with a few housekeeping items:

1. Update signature line in email – Craig sent an example at the bottom of the Board Meeting Agenda document. Everyone needs to update their signature line and picture in the email system so that it is clear who is sending the email, because Zoho can make this challenging.
2. If you haven’t already signed the LOU – Lejla is missing 4 or 5
3. Shelly to follow up with Charity on the storage of meeting minutes
4. Financial Report – did not have an updated financial report at the meeting; Craig has asked for a few columns to be added and that we can receive this in advance of the meeting in the future
5. A quorum was identified from those in attendance – including 2 VPs, the President Elect and the President (4 of 7 voting officers)
6. Project Charters – the remainder of the evening was spent reviewing the project charters:
   1. 2019 Overall Program Charter – change item #13 to be the same as #12 (response). Shelly moved; Lynn seconded; motion passed.
   2. Programs Charter – still working on contracts for March, April and June; have speakers identified. Also looking at a workshop. Need more time to work through charter – target date is to have it ready for review by 2/28. We were not able to approve it tonight.
   3. Professional and Career Development Charter – not voting on this tonight; Brian will have this done by 2/28. Shelly will share her handwritten notes with Brian.
   4. Membership Charter – Lynn will update her charter – to add in anything for 50th Anniversary as well as update the budget numbers. Lynn will update this one by the 28th.
   5. Volunteerism Charter – Shelly moved to approve with updates to the dollars; Brian seconded – all voted aye – charter approved.
   6. Website Charter – needs some updates to charter to look at items we can get from PMI; also items under Constraints – constrained by the tool. Will try and have updated by 2/28.
   7. Member Recognition (Fall) Event Charter – no changes need to be made; Shelly moved to approve as written; Brian seconded the motion; all voted aye – charter approved.
   8. Member Recognition (Summer) Event Charter – Shelly to draft this; Candi will send a version from last year (complete)
   9. Additional charters were tabled until the temp board meeting on 2/27. All board members are asked to place their charters on the storage site and to review charters in advance. We want to approve the remainder of the charters at the 2/27 meeting. Angela will find a location to hold the meeting on 2/27. With this the above 2/28 target dates were changed to 2/27 or before, so that Board Members have time to review them before the meeting.
7. Budget (plan) review – need to come to an answer as a board as to why we are doing PDD. What is the reason for the PDD? Is it ONLY member value or it is member value and funding other things. If 6K is the best profit we can make – then we have to live with it but other items in the budget will have to change so that we have a balanced budget, unless we are investing in the future. Request from the VPs who met in January was to make PDD profits $40K.
8. There was a lot of discussion around how to handle the promotion of PM Classes to our Membership. Charity volunteered to write a project charter around this.

Meeting adjourned at 8:02pm

Meeting Minutes by Shelly Lawrence, President Elect