**March Board Meeting**

Thursday, March 14, 2019

Mamma 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 called the meeting to order at 6pm

Previous Meeting Minutes were approved

Voting Members: Craig Hinson, Shelly Lawrence, Katie Dietz, ~~Brent Humphries~~, Lynn Reed, ~~Stephen Rodriquez~~, ~~Brian Sardou~~ (have a quorum)

**Financial Report**

2019 Year to Date – Katie shared expenses to date. Craig asked everyone to make sure they are timely with submitting expenses/receipts to Katie for payment. This will allow us to manage our budget in real time.

2019 Budget - Katie shared the balanced budget with the board. We will approve this via email (motion by Shelly, second by Katie, all approved). Craig sent out the budget to all voting members asking for their approval; all responded with the approval (unanimous).

**Area Updates**

Angela Lovan – Logistics

* Scheduled June’s Chapter Meeting at Christopher’s Restaurant. Trying to schedule at restaurants, not hotels (which have hotel tax). November scheduled at John Deere – need to check on food and costs for this.
* Wants to work in getting October’s chapter meeting and the Annual Meeting locations scheduled. Send ideas on locations – any that maybe we can use as members of those locations (zoo, Science Center, etc).
* Book Club – 14 registered. First meeting at Smokey Row. Also have 5 books signed by John Steinbeck to use as giveaways at next chapter meeting.
* In the middle of scheduling a live Q&A for the April Book Club Meeting.
* She is working on a project plan (draft).

Stephen Rodriquez (from Angela)

* Uploaded Feb meeting for PDUs’
* Created email accounts for Karen and Joel
* Wants to videotape the March Chapter Meeting.
* Upload March attendance for PDUs
* Need to confirm April meeting information

Madhavi and Brian –

* March Speaker Marketing Video was provided for presentation.
* Reached out to Angela to get Kit’s presentation; shared with Stephen.
* Kit’s session was to be categorized as a technical presentation; have it currently set as leadership; Brian is working with Kit to finalize this.
* March Chapter Meeting – if anyone has other needs – let Brian and Madhavi know.
* Brian was looking for the registration count??? We weren’t exactly sure what this was – but Craig thought it had to do with the Membership. Margaret said registration closes Monday at noon; she will send it to Madhavi – also send to Craig, Lynn and Brian Naaden.
* Have April and June speakers signed; will be sending documentation to be published on website soon.
* Brian is working with local Confabs to find local speakers; looking for an Agile Speaker; most likely for the May event.
* May be doing a joint event with John Deere in September before PDD; our PDD is on 9/27 – JD reached out and wondered if they could borrow one of our speakers for theirs on 9/24. They are going to get back to Craig.

Charity Dunwoody

* Attacked the March Marketing campaign for Kit. Please share as you can.
* Been working on advertising the book club.
* Eblast and Blog post about getting members to follow our FB and LinkedIn pages
* Marketing campaigns for Sinikka and BrainTrust.
* Looking forward to next month – will get info from Madhavi and Brian for the April meeting.
* Janet Tan features PMI Members and PDD; Charity does the rest.
* Obstacles – doesn’t like always asking for things. She would like to start promoting 4 weeks before an event.
* Badges and Business Cards were budgeted for $2500; we have spent $882 to date. Have we gotten all the bills; name badges were $334 dollars; we need to check on this and make sure we have it fully paid – and then we can use the monies elsewhere.

Lori Chambers

* Started ISU, Grandview and have volunteers running with 3 non-profits.
* Keep all the pieces running and going.
* Obstacles – need more time.

Lejla Vehabovic

* Met with Katie and Jeff; created a project charter for the Job Fair. Would like to hold this during a member appreciate event.
* Interested in creating another project charter for the Video Event suggested; playing a video and then discussing it. Much like a book club, but by videos. If you want to help Lejla, reach out to her.
* Would like to talk to volunteers assigned to different areas to see how they are doing, etc. Hope to have an appreciate event for them.
* Still missing one Letter of Understanding – we think it is Joel Wolcott’s. Shelly will reach out to Joel.

John Durman – Director of Strategic Planning

* Attended the BrainTrust course
* Core Services spreadsheet sent to PMI Global
* Summary of our Annual Planning process – still working on it. Global wants to make sure chapters are going through an annual planning process (many are not). John has no lack of data for putting this together. He does still need help with the 2 largest strategic projects – high level timeline; high level budget. One should be PDD. Any ideas on #2? What about Collaborate to Succeed.
* Quicken – read only access out to everyone. John helped Katie out (bumping his head against the wall). Got it fixed if you use a personal email address. Found out that the filtering in our configuration settings need to be turned off. Have to whitelist the domain in Intuit (QuickBooks).
* Biennial Update – Candi to follow up and get this done.
* Charter Renewal – John to touch base with Candi that she has completed this. Components system says this is completed.

Jeff Tuttle – Director of Outreach

* Collaborating and tagging along with other people – met with Sinikka.
* Worked with Katie and Lejla on Job Fair Charter.
* Participated in the PDD Planning meeting to help with the event itself; as well as a Liaison to the IBAA association. Mapped out communications for the next couple of months; needs to put some messaging around it; we will promote their event in early May.
* Working on a smart sheet solution for project schedules – no decisions yet; if Jeff can do it, maybe we can use it for the plans for all of our charters. Does have an import capability.
* Putting together a project charter for a potential PMI event – will come to the board next month.

Sara Otte – Director of PDD

* Kicked off planning for PDD; have keynote and first session speaker secured.
* Only have a couple open spaces left for session speakers.
* Business Partner kickoff is upcoming. Put together a nice poster and she will then kick it off to hopefully sponsor.
* Need to touch base with the job fair team – loop in Candi with that.
* Continuing to work on speakers and get all the spots lined up.
* Have a marketing team this year; Janet is going to share how to do all the social media postings.
* Will have plan at next meeting with high level dates and make sure they are up to date
* Sitting really well for volunteers, but can find something for them to do.
* Feel they are ahead of schedule this year.

Jon Hopkins

* Met with PDD; laid out what Operations will be assigned to for PDD. Trying to get a dedicated people to help out (so it isn’t crazy).
* Now has a team of volunteers for PDD – this will help a lot.
* Talking to Stephen about consolidating our technologies – so they are more easily managed.
* Went through the app; had some additional functionality that they wanted to add.
* Site is ready to go live; need to tweak a bit for 2019. Won’t have the time required to build it.
* Need to look at contract – what do we have with EventBrite? Sara would prefer that we don’t move.
* Obstacles – being healthy (better now)

Margaret Spikes

* Completed pre-meeting; got people signed up and numbers out; got reminders out.
* Making sure that right after the meeting people get logged as showing up; Stephen takes it to make sure people get their PDUs
* Getting nametags made; making sure people know where to go.
* Worked on the charter for Registration
* Did a summary of the number of attendees – do we need to raise the cost?
* Before next meeting – wash, rinse and repeat for March.

Bryan Naaden

* Completed his first blog entry.
* Looking one quarter back for milestones…waiting just a bit of time to be able to represent accurately.
* Sent out Club 500 promotion?
* Looking at PMI Global members who have not been a PMI-CIC member for over 9 months. Looking at a blog post around this.
* Posting membership list for Internal Use Only – in membership folder.
* Interested in a survey tool. What does Brian want? Multiple groups that want to use a survey tool. Jon H will go through his notes and get back to the group.

Lynn

* Nothing to add that her directors haven’t already shared.

Katie

* Thanks John D for his help.
* Lots of discussion and updates on budgets.
* Supported PDD in their kickoff meeting.
* Supported getting Karen Adamson setup to do her audit.
* Worked on Job Fair charter. Will work with Lynn, Shelly and Candi
* Before we meet again – will work on QuickBooks access for the Executive Board
* Need to work on project plan for Job Fair.

Shelly

* Started “chunking out” the position descriptions and the policies/procedures.
* Will have a plan at the next chapter meeting.

Craig

* John Durman – had a PMO Leader Roundtable when he was President. A separate forum. John did 3 of them.

Meeting adjourned at 7:32pm

Meeting Minutes by Shelly Lawrence, President Elect