**March Board Meeting -** Meeting Minutes by Lynn Reed (for Shelly Lawrence, President Elect)

Thursday, April 11, 2019

Mamma Lacona’s Restaurant

Facilitator: Craig Hinson, President

**In Attendance:**

Alex Marckmann, ~~Angela Lovan~~, ~~Brent Humphries~~, Brian Naaden (on Zoom), ~~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 (on Zoom), 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 6:01pm.

Previous Meeting Minutes were approved by consensus.

Voting Members: Craig Hinson, ~~Shelly Lawrence~~, Katie Dietz, ~~Brent Humphries~~, Lynn Reed, Stephen Rodriquez, ~~Brian Sardou~~ (4 of 7 - have a quorum)

**Financial Report**

2019 Year to Date – Slides provided via email. Also displayed at the meeting.

Highlights:

* Expenses ahead of schedule for PDD compared to previous years.
* We haven’t spent anything in SWAG, but the team will be talking more about that later.
* Small discussion about adjusting schedule for receiving PDD sponsor revenue.
* Commendation: Teams are meeting!!!
* Will be working on the budget for the Job Fair
* Katie did her first ever international wire transfer for a PDD speaker.
* Reminder: Don’t forget to turn in your receipts on a monthly basis. We need those receipts in on a timely fashion because it makes it easier for us to make financial/budget decisions.

**Area Updates**

Alex Marckmann

* SWAG – Is there anywhere where we will need SWAG? – please give her a heads up… they are trying to maintain inventory.
* She will send out an email – please respond to her email with needs and timing.
* Are there any volunteers to do an inventory of the storage unit? She’s looking for a few good people to donate a couple of hours to go through the inventory. She will send out an email for that as well.
* Craig reminds people that if you want to hand things out for the Chapter Meetings – for instance, May is Agile – let Alex know.
* Jeff mentioned that we need to think about what we want to have at our booth at PDD.
* Sponsorships for some of the chapter meetings are still underway – Mark says he is going to look for a sponsorship/chapter meeting agreement packet.
* Katie wondered if Stephen has a list of all of the equipment that we have? He does, but there might be more in individual teams.

Stephen Rodriquez – VP of Operations

* Location for October is Des Moines Social Club.
* March Book Club meeting went well.
* Updated March PDUs
* Completed surveys for Proteon and Global
* Secured December meeting venue
* We should look at getting the PDU info submitted more in advance since we know the schedule for the year
* If you aren’t able to respond to your emails right away, turn on your vacation reply setting –

1. Login to Zoho Mail

2. Click the Settings  icon.

3. Go to Vacation Reply

4. Click Add Vacation Reply.

* Updating your auto-fill on email – you will need to delete out your contacts (on each device) so that it will re-populate with the correct picture/information
* Planning for another Website change to better align with Core Values and business teams/functions.

Brian (per Craig) – VP of Programs

* Team has a reoccurring meeting first Thursday of each month
* “some inter-department topics this month will be event surveys, the Programs RACI / Checklist, discussing an idea around providing a CAPM course to university students, video content for members, activity\financial tracking with data, extra event ideas such as panels \ workshops \ coffees, and strategic planning.”

Charity Dunwoody (for Brent) - Marketing

* Working on April event
* Currently 70 people attending April event at Wellmark
* Final email blast will go out this weekend
* Looking to add a Data Analytics position – person would be working with survey results –
	+ We have someone interested, Diane Higgins; we think this will take 5-10 hours per month.
	+ She was really only interested in the survey work and not the other analytics that we have been discussing.
* Janet Tan does communication for PDD and Featured Members – Charity takes care of everything else.

John Durman – no update

Jeff Tuttle – Director of Outreach

* Preparing for IBADD
	+ Looking to have some members cross-attend (some of us going to IBADD and some of them coming to our PDD)
	+ Are there folks who are interested?
	+ May 9-10
* Would like more project plans out on the site so he can demo a software solution called SmartSheets (Craig reminded people that we need to create project plans for our Project Charters to help communicate progress.)
* Is going to look into MeetUp and Channel 8’s Community Calendar

Sara Otte – Director of PDD

* Secured all of the speakers
* 3 contracts outstanding at the moment
* Eventbrite site - everything is built based on what we did last year - Janet has already started a DropBox with speaker info and head shots
* Early bird goes live May 13th
* Janet is meeting with Marketing Communications team tonight
* Communication plan is ready to go - just a couple of outstanding tweaks

Candi Banghart– Sponsors

* Added 25 new companies this year to the list
* Zoho Campaigns are not the most user friendly app – and is now at the Zoho Compliance team for their review before they will be allowed to be sent out
* Charity’s email blasts goes through Joomla – we aren’t sure if Joomla can handle attachments

Lynn – Membership and Volunteers

* Team has been meeting
* IDIA Volunteerism

Lori – C2S –

* we have Grandview and ISU with just a few weeks left. All seem to be excited about progress. Wish we could get more of these going, with the need that is out there.
* non profits that would like stories told about there PM and tech needs

Brian – membership -- 849 members

Ryan – Mentorship

* looking at doing a mentor/mentee of the Month post
* will be doing a small event here soon (in May)

Lejla – Volunteerism

* Met recently about Job Fair – will be sending out a survey soon to membership on interest
* John Stenbeck will call into April Book Club Meeting to answer questions; he is the author of the April Book Club book
* Craig/John will do an impromptu survey at a Chapter Meeting
* Created a member of the month on Diane Higgins
* Craig mentioned that Global wants to have our volunteer (helping the world) hour count (we can count Military, C2S, or anything that is for helping the world)
* Robert – Military – not in attendance

Shelly – President Elect

* Completed the planning and outline for BoD job description updates
* Sent out update request to each VP to update their portion of the BoD job descriptions
* Started work on President-Elect section of the BoD job descriptions

Craig (and other items)

* Craig reminds us that the May meeting is at the Botanical Center and our topic is the Agile Panel (people will write questions and we will hand the questions to the panel to answer).
* We do not have a chapter meeting planned for July, August, or September. (PDD is in September).
* Job Fair Project Charter review by Lejla
	+ We are looking to have this as a part of the August Appreciation Event
	+ Military initiative and mentoring – definitely of interest to those two groups
	+ Have you thought of having some mentors review resumes? Other ideas were discussed for the event.
	+ We don’t have to approve Project Charters during a Board meeting – as soon as the sponsor approves it, then let Craig know and we can vote on it over email.
* Technology Project Charter update from Stephen
	+ Back-end technology stuff and how to clean up email and stuff… the charter is posted in the Board area for Board review.
	+ Some members were surprised that we were video-taping, but that spurred some good conversation.
	+ The video team said we were very hospitable.
	+ Stephen hasn’t seen the video yet – since we aren’t being charged for it, he told them that time was not a factor.
	+ Website –
		- We need more focus on updating the content.
		- We may re-arrange to group it by our core services.
		- Stephen sent out the information via email.
* Lejla recommended planning ahead for Board positions (and not wait until November) – it is Past President’s job to get the election process going – Candi will start having conversations about that with people on the Board if they are staying or not.
	+ VP’s… keep in mind that PDD volunteers are good members to consider in filling positions!
	+ We can adjust the timings of the elections, which is an idea that was well received because we lose a lot of availability to make progress with next year planning due to the holidays.
* Trustees – John and Mark will be helping with the audit.

* Meeting adjourned at 7:47pm