

PMI Metrolina Chapter Board of Directors Meeting – June 10, 2014

ATTENDANCE:

President – Tonya Brown (present)
Past President – Craig Marek (not present)
VP of Communications – John Schneider (present)
VP of Finance – David Gadalla (present)
VP of Membership – Dwayne Chapital (present)
VP of Professional Development – Joe Griffin (present)
VP of Program – Jennifer Baker (present)
Scribe – John Schneider (present as noted above)
Guests: Dani Beckman

MEETING SUMMARY:

1) Administrative Items:

a) Meeting Emcee – Jennifer Baker will be the Emcee for the June chapter meeting.
b) Monthly Recognition – John Rush will be highlighted with an article in the newsletter in July. John Schneider asked about who was going to write this, and any future, member highlight articles. The board decided that when the member being highlighted was a volunteer, the VP over that area would write that article. In this case, Jennifer Baker would be writing the article regarding John Rush. Other situations would be addressed on a case by case basis. John Schneider asked the about the other content for this section. It was discussed that some chapter members had presentation papers that could be used in this section. Joe Griffin and Jennifer Baker stated that they would send John some presentation articles that could be used.

2) Decisions Needed:

a) Partner agreements – The board reviewed a proposal regarding a partner training event. Although the division of duties can vary, partner training events involve a speaker coming with a full presentation program and the chapter is responsible for promoting the event, securing the venue for the event, and registration for the event. The proceeds from the partner training event are split between the presenter and the chapter. Jennifer Baker shared some recent history where the chapter participated in some partner training events and how events got rescheduled and eventually canceled due to low registration. The board discussed the issue and felt that events like this did not fit our current model. Our members know there are a lot of free and inexpensive PDU opportunities available. They are just not interested in the high costs of these events.
b) Tee Shirts – At the previous board meeting, the board approved ordering t-shirts for volunteers involved in community service events. The t-shirts would be provided free to a volunteer at the community service event, provided they had not already received one. The marketing team looks at this as a brand awareness marketing campaign. By wearing the t-shirts, the community service volunteers would be recognized as a volunteer team from the PMI Metrolina Chapter rather than individual

volunteers. The board had requested 2-3 proposals from which to choose the shirt. The marketing team put together the proposal as requested, selecting Contagious Graphics as the printer, designing the graphics for front and back, selecting American made shirts, recommending that 144 shirts be ordered based on a price break, and determining the quantity breakdown for each shirt size. Marketing has three proposals, in the form of questions for the board: Should the shirts be printed one side or both sides? Should the shirt color be white, gray, or black? Should the print be white or PMI blue? In actuality, the color of the shirt drives the color of the print. John Schneider attempted to get an email consensus on these decisions, but the feedback was mixed; as a result, the decision was delayed until the board meeting. After discussing the issue, the board decided: front and back imprint, heather gray shirt, and white color print. Marketing was given approval to order the shirts, ideally accepting delivery in time for the shirts to be used at a volunteer event on June 28th.

3) Volunteer/Transition Updates: Each board member gave an update related to their team volunteers and chairpersons. Dwayne Chapital went over all the open positions in VRMS. Dwayne stated that he was unable to keep VRMS positions open longer than three months and that he had to close a positions so that accepted applicants are official recognized by PMI as serving in a position. John Schneider asked Dwayne if he would contact PMI to see how to handle situations where you create a position in VRMS for more than one volunteer, and then want to extend an offer to one applicant (and having that volunteer be recognized by PMI) without having to close the VRMS position, thus allowing other volunteers to apply for the position. The board then discussed the current list of candidates interested in VP positions, and discussed transition plans related to outgoing or transitioning board members. Tonya reminded the board to look within their team for eligible candidates for the open VP positions. Tonya stated that she was going to send an email to the board that should be shared with their chairs, encouraging chairs that are interested in running for a board position to submit their information to the nominating committee.

4) Saturday PDU / PMP Prep Lessons Learned (Part II): Joe Griffin continued with his lessons learned update from last month. With regard to the Saturday PDU events, 90% of the attendees stated the class was excellent or very good. Joe reiterated that the recent change of charging non-members \$25 for the Saturday PDU class was very effective in allowing more seats for chapter members. With regards to the PMP Prep class, Joe has talked to the instructors regarding changing the training material and that most of them were in support of the change. Joe also proposed the idea of holding a shorter duration prep class. Instead of holding the prep class for five consecutive Saturdays, it would be held over the course of two weekends. The prep course would the same 35 hours of training, just covered in two more intensive training weekends. Joe planned to offer the five consecutive Saturdays format and the two weekend format at different times of the year. The board was in support of the proposal. Tonya Brown requested that the board receive a detailed summary of the feedback from the PMP Prep Class, much like what the Programs team does for chapter meetings.

5) PDD Update – Jennifer Baker gave an update on the PDD. She stated that she had not heard back from PMI with regards to Steve DelGrosso being allowed to the keynote speaker at the PDD. In light of

no response from PMI, she stated that she asked Karen McIsaac, author of the *A Change Management Alphabet*, to be a keynote speaker. She also stated that her volunteers (Collette Collins and Pam Almeta) were doing a great job leading the PDD planning effort. They were planning to order special shirts for the volunteers at the PDD. Jennifer stated that registration would be open in the next couple of weeks. John Schneider stated that marketing would promote the event directly to the neighboring chapters, add it to the R5 calendar, and get it added to the PMI calendar.

6) Scholarship criteria (Part II) – Dwayne Chapital went over his revisions to the PMI Metrolina Chapter Hardship Criteria for Yearly Dues (PMI Global and Metrolina fees). The board reviewed it and made two modifications. The first modification was to state that the “Individual does not meet the criteria for PMI’s hardship program.” The second modification was to clarify that the chapter would only reimburse for transportation expenses related to volunteering. Tonya Brown went over the scholarship program the chapter was going to establish. She stated that we needed to establish criteria for the scholarship. It was suggested that we contact PMIEF to get some examples of criteria for some examples of criteria. It was decided that as our PMIEF liaison, Rich Rodberg should contact PMIEF, get the information needed, and report back to the board.

7) R5 President’s Call Update:

a) Region SME – Tonya Brown gave an update stating that David Offenkrantz was still looking for volunteers to be Subject Matter Experts (SMEs) for PMI Region 5.

b) Global updates (CRS, Friday Facts) – Tonya Brown reported that David Offenkrantz told the presidents that if any board needed training on the Chapter Reporting System (CRS), they should contact Nancy Berger at PMI. He also stated that the Friday Facts email is going to be changing and that chapters should be on the lookout for a survey regarding recommended changes.

8) Chapter Handbook status & next steps – Tonya Brown reported that she had completed her first pass at the Chapter Handbook and had emailed it to the board. She requested that the board review the whole document paying special attention to the board member’s team area. She requested that she receive comments and updates from everyone by July 31st. She stated that she wanted to complete the update to the Chapter Handbook by the October, so that it can be approved by the board.

9) Action Items Review – John Schneider reviewed and updated the list of action items from the March, April and May Board of Directors meetings. He also read from his notes, the action items for the June Board of Directors meeting.

10) Approval of Board Meeting Minutes – John Schneider stated that the minutes for the March, April and May Board of Directors meeting had been emailed to the board. The board was directed to review those minutes and provide any corrections to John by the end of the weekend. John was approved to post the minutes online after applying any corrections he might receive.

11) Open Discussion/Adjournment:

a) Dwayne Chapital reminded the board to have all guests, including partners, registered for chapter meetings. Dwayne also reminded the board to wear their blue shirts and name tags to chapter meetings.

b) Tonya Brown asked John Schneider to email the board the distribution list for each team's chairs. The board was directed to review and update the list of chairs and send any changes back to John.

ITEMS POSTPONED TO NEXT/LATER MEETING:

1) (April) Determining whether there is a requirement for a VP to be located local in the Metrolina area, or whether they can live in a remote location, in effect being a virtual VP, was postponed and will be addressed by the board as part of the review of the handbook.

OPEN ACTION ITEMS:

- 1) (March) Tonya Brown to work on developing criteria and amount of the endowment scholarship that was approved to be managed by the PMI Educational Foundation Scholarship Program. (President)
- 2) (March) John Schneider to have marketing team put together a plan for relationships like golf tournament for the future. (Communications)
- 3) (March) Board to be on the lookout for qualified individuals and encourage them to run for VP positions. (BOD)
- 4) (March) John Schneider to redo the organization chart in Microsoft Visio. (Communications)
- 5) (March) Dwayne Chapital to look into the feasibility of performing interviews of new chapter members to see why they joined the chapter and former chapter members to see why they did not renew their membership. (Membership)
- 6) (March) David Gadalla to develop a donation plan for the old laptops. (Finance)
- 7) (April) John Schneider to add all the board members to the member list for the CharlotteChamber. (Communications)
- 8) (April) Tonya Brown to check with Piedmont Triad, North Carolina and Hampton Road chapters with regards to assigning all the non-chapter affiliated NC zip codes (roughly speaking 278xx - 279xx), identified as the area east of the North Carolina chapter and north of the Metrolina chapter (aka Elizabeth City area), to the Hampton Road chapter. (President)
- 9) (April) John Schneider to set up a Google Voice phone number for David Gadalla to use on credit card receipts processed with Authorize.net. (Communications)
- 10) (April) John Schneider to add to FAQs, procedure for new chapter members to follow, in the event they are not in the chapter database before the advance registration deadline, so that they can attend the next chapter meeting at the member advance registration date. (Communications)
- 11) (April) Jennifer Baker to add to chapter meeting details, procedure for new chapter members to follow, in the event they are not in the chapter database before the advance registration deadline, so that they can attend the next chapter meeting at the member advance registration date. (Programs)
- 12) (April) John Schneider to set up an automatic reminder to all VPs to take their team to lunch. (Communications)
- 13) (May) John Schneider to have the marketing team put together a two option proposal regarding volunteer t-shirts and send it to the board via email for review, voting and approval. (Communications)
- 14) (May) Joe Griffin to talk to the instructors regarding switching the curriculum for the PMP Prep

Course to new material from a new provider. (Professional Development)

15) (May) Jennifer Baker to get names of web developers in Fayetteville that can possibly help on the website design team. (Programs)

16) (May) Dwayne Chapital to run annual chapter survey from May 27th thru July 3rd. (Membership)

17) (May) John Schneider to send out email to board explaining what is meant by Copy-ready for Newsletter/Website. (Communications)

18) (New) Jennifer Baker to write article regarding John Rush to be used in the Member Highlights section of the June newsletter. (Programs)

19) (New) Joe Griffin and Jennifer Baker stated that they would send John some presentation articles that could be used in the future in the Member Highlights section of the newsletter. (Programs / Professional Development)

20) (New) John Schneider to order t-shirts for volunteers involved in community service events. If at all possible, the shirts should be available to be used at a volunteer event on June 28th. (Communications)

21) (New) Dwayne Chapital to contact PMI to see how to handle situations where you create a position in VRMS for more than one volunteer, and then want to extend an offer to one applicant (and having that volunteer be recognized by PMI) without having to close the VRMS position, thus allowing other volunteers to apply for the position. (Membership)

22) (New) Tonya Brown to send an email to the board that should be shared with their chairs, encouraging chairs that are interested in running for a board position to submit their information to the nominating committee. (President / BOD)

23) (New) Joe Griffin to present to the board a detailed summary of the feedback from the PMP Prep Class, much like what the Programs team does for chapter meetings. (Professional Development)

24) (New) Once the PDD is listed as a published event in StarChapter, John Schneider to promote the event directly to the neighboring chapters, add it to the R5 calendar, and get it added to the PMI calendar. (Communications)

25) (New) Dwayne Chapital to finalize the PMI Metrolina Chapter Hardship Criteria for Yearly Dues (PMI Global and Metrolina fees) and email it to the BOD for a final review. (Membership)

26) (New) Joe Griffin to have Rich Rodberg, our PMIEF liaison, contact PMIEF to get some examples of criteria used in scholarships, and report back to the board. (Professional Development)

27) (New) Board to review the whole Chapter Handbook paying special attention to the board member's team area. Send comments and updates to Tonya Brown by July 31st. (BOD)

28) (New) John Schneider to email the board the distribution list for each team's chairs. The board should review and update the list of chairs and send any changes back to John. (Communications / BOD)