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| 5.17.2018 | 6:00 PM to 8:10 PM | WDM Learning Resource Center  |
| Type of meeting | Board Meeting  |
| Facilitator | Candice Banghart  |
| Note taker | Craig Hinson |
| Attendees in Bold | **Candice Banghart**, **Craig Hinson**, **John Durman**, **Jan Vanderwerf**, Joel Wolcott, **Mark Havlicek**, Brent Humphries, **Rob Wiley**, **Rodney Jordan**, **Brian Sardou**, **Katie Dietz**, **Linda Cronk**, **Janet Tan**, Wes Erickson, **Stephen Rodriquez**, **Brian Naaden**, **Ben Springer, Jon Hopkins**, Vicky Campos-Dimmer, **Jennifer Pietila**, **Sarah Otte**, Lori Chambers, Lynn Reed, Danielle Ott, Robert Olinger, Mike Hoal  |
| President Updates |
| Candi Banghart  |   |
| MARCH LIM in Cedar Rapids – Those who went described the many benefits. There is much more to PMI than PMI CIC, and LIM helps us be able to take advantage of these many benefits.  |
| LIM October 2018 – Candi encouraged members who are planning to be a VP in the future to contact her, so they could discuss having them attend LIM in October 2018. Candi mentioned Lynn Reed may be presenting at LIM October 2018.  |
| Member Representation at the registration table – Candi asked the Membership team to draft a plan that includes having them be at chapter meetings to greet guests and members as they arrive, so they could encourage guests to become members, and make members feel welcome. And if a member’s membership is about up, encourage them to renew their membership. And if they recently renewed their membership, thank them for being a member for X number of years. |
| Member Recognition Dinner - Candi asked the membership team to plan and implement a Recognition Dinner for volunteers in November. |
| Motion to formally accept the roles and responsibilities document as presented by Joel Wolcott. Motion Passed. See Motions Log. |
| Candi encouraged all board members to evaluate their service to our members, and if needed, recommit themselves to effectively fulfilling their role. She reiterated that as the board, our attendance at chapter meetings and events is critical to the success of the chapter, as we are the face of the Chapter. She also discussed the importance of attending board meetings or, ensuring that VP’s had updates from each team member to present to the board on a monthly basis.  |
| Strategic Initiatives Updates  |
| Jan Vanderwerf |  |
| **Virtual Meeting Updates – Risks, Plan, etc.… New Information?**  |
| Jan reported that although the team was working towards implementation that equipment costs and speaker limitations for recording was causing some road blocks. Discussion was held around Grinnell and their desire to receive the speaker information via SKYPE – Jan and Brian will put their heads together and talk with Chicagoland chapter to get some advice from their implementation, and report back. The team said not to anticipate virtual implementation at the June meeting, but they are working to have something in place by September.  |

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| Professional Development – PDD Updates  |
| Brian Sardou |  |
|  **Speakers –** PDD & Chapter Meetings: Brian Sardou provided background information on the speaker for the upcoming June chapter meeting. He also mentioned that we are in pretty good shape regarding speakers for the rest of 2018**.** |
|  **PDD Website –** Candi asked about updates to the website. Rodney Jordan mentioned that some of them have been completed. Rodney then said that he does not have a Director of Website and he was not able to make website changes until one is appointed.  |
| **PDD UPDATES & EVENT BRITE DEMO / Test**Sarah Otte provided the board a copy of the logo we will be using for PDD. Sarah also let us know they have identified all of the PDD speakers. Mark Havlicek and team are making good progress with sponsors. Mark mentioned that if any board member had connections with potential sponsors, he encouraged them to assist with signing up the sponsor. John Hopkins will soon be conducting a demonstration / test of Event Brite and would like help from the board. |
| **Early Bird Registration Communication Plans –** Sarah mentioned that early bird registration will begin 6/3/18 and go until 8/4/18. Sarah plans to update the board weekly on the status of registrations.  |
| **PMP Self Study Classes:** Brian Sardou and Linda Cronk are working on plans to facilitate the PMP Self Study groups. A survey will be distributed via Survey Monkey, in May, to members for feedback in the type of support they are looking for when it comes to certifications.  |
| **PDU Reporting –** Linda is going to dig into the process and ensure that members will be able to apply their PDU’s to our 2018 events. |
| **Status of the communication plan:** Janet Tan mentioned the communications team is working with the PDD team on the PDD communications plan, including how sponsors will benefit from this communication plan. |
| Communication/Marketing  |
| Brent Humphries  | Brent provided an update for the board that Candi read – the update clarified that each time the blog is updated, an email blast will be sent to members to provide a link to the blog update. |
| **Director of Publications** – Janet Tan advised that the blog is not “live” as there continue to be issues with email blasts and they are working on that resolution. She also confirmed she will ensure the blog is live by the end of the week.  |
| **Director of Communications** – Brent provided a written update regarding communications, but outstanding questions remain – Candi will meet with both Brent and Brian S. in the next week to confirm the plans for PDD extended marketing and communications, what SWAG will be ordered for the PMI table at PDD and how the table will be manned during the event.  |
| **Outstanding Questions:** “Welcome” email that was in progress in April? Has that been updated at this time? If yes, when – if no, what’s the delivery date?  |
| **Director of Outreach** – No new information was available. There was a request from the board that our outreach include PR for PDD via television community pages, newspaper ads, interviews, radio, etc.… specifically to tap into free opportunities to publicize the PDD and upcoming chapter meetings and networking events.  |
| **Director of Photography –** No new information was available. |
| Membership/Volunteerism  |
| Rob Wiley  |  |
| **Membership** – Rob reported the current membership count to be 795. Rob stated that after the discussion regarding the status of the website, he felt he could no longer serve in his role as VP. Rob officially resigned his position and role to the board, effective immediately. Candi asked the Membership team to utilize the plan provided, to implement, for the June meeting, an approach to sit at the registration table beginning in June to greet members as they come in. Membership team should have previewed the list of attendees be prepared to have the discussion regarding membership with non-members, renewing members, etc. Outside of that, membership team should make it a point to introduce guests, new members and potential members to other board members and chapter members. Candi asked the Membership team to draft a plan that includes having them be at chapter meetings to greet guests and members as they arrive, so they could encourage guests to become members, and make members feel welcome. And if a member’s membership is about up, encourage them to renew their membership. And if they recently renewed their membership, thank them for being a member for X number of years. |
| **Volunteerism** – Ben stated that there was a list of volunteers and asked that each director/VP sent a list of their volunteer needs to him. Specifically, he will work with Sarah to see if we have opportunity to fill the “DAY OF” PDD volunteer roles from that list.  |
| **C2S** – No new information was available. |
| **Mentoring** – No new information was available.**Military Initiative** – No new information was available. |
| Operations  |
| Rodney Jordan  |  |
| Event Brite – John Hopkins will soon be conducting a demonstration and testing of Event Brite. |
| Chapter Meeting Locations – We are set for 2018.Board Meeting Locations – Stephen Rodriquez is looking into another location for Board meetings.  |
| Candi asked Rodney to procure equipment necessary for PMI Events, including: Projector ScreenMicrosoft OfficeLavalier |
| Website Changes: Candi pointed out Website changes was a strategic initiative for 2018 and wanted to know “What changes have been made, what are coming and what’s the timeline for those changes?” Rob Wiley said that he was so frustrated with the website that he is resigning effective immediately. Rodney said that he does not have a Director of Website and he was not able to make those changes until one is appointed. Rob Wiley had previously been appointed in 2017 to lead the effort to update the website, he identified what we could update, but there were no steps to complete the update outside of changing the picture on the website. Stephen Rodriquez volunteered to take over leading the effort to update the website. |
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| Financial  |
| Katie Dietz  |  |
| Budget Status  | Report Out  |
| We were over time, so Candi asked Katie to email the board the latest financial information. Katie agreed to do so. She also mentioned she filed the tax return.  |
| President-Elect |
| Craig Hinson  |   |
| We were over time; therefore, the following items were tabled for next meeting. |
| 1) Project of the Year in 2019 |
| 2) PMI CIC Leadership Development Class |
| 3) 2018 Networking Event (Membership Appreciation Event 2018) |

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| Immediate Past President  |
|  John Durman  |
| We were over time; therefore, the following items were tabled for next meeting. |
| PMIEF Status |
| Trustee |  |  |
| Mark Havlicek |
| We were over time; therefore, the following items were tabled for next meeting. |

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| **Action Items** | **Person Responsible** | **Deadline** |
| Those that are interested in attending LIM October 2018 should contact Candi.  | All | Next board meeting 6/14/18 |
| Draft a plan to greet guests and members as they arrive and attend our monthly chapter meetings.  | Brian Sardou | Next board meeting 6/14/18 |
| Candi provided the plan for a Recognition Dinner for volunteers in November. Brian has the lead in making this happen.  | Brian Sardou | Next board meeting 6/14/18 |
| Contact other chapters for ideas for implementing Virtual Meetings. A charter and plan exist. Jan has the lead in providing details around the approach. | Jan Vanderwerf | Next board meeting 6/14/18 |
| Draft a plan for facilitating the PMP Self Study groups. | Brian Sardou and Linda Cronk | Next board meeting 6/14/18 |
| Make sure members are able to register their PDUs for past 2018 PMI CIC events. | Linda Cronk | 5/31/18 |
| Prepare a communications plan for PDD. | Brent Humphries | Next board meeting 6/14/18 |
| Email the board with an update on communications related activities, including the status of a 2018 communications plan. See 5/17/18 board meeting minutes for examples. | Brent Humphries | 5/31/18 |
| Purchase equipment for PMI CIC events, including: Projector Screen, Microsoft Office, Lavalier, etc.  | Rodney Jordan | Candi requested a 6/1/18 turn around for the purchase w/confirmation to the board |
| Perform Event Brite demonstration / test.  | Jon Hopkins | 5/31/18, Jon provided the demo at the BoD meeting  |
| Look into finding a new location for board meetings. Stephen said that Mama Lacona’s will be the new location for board meetings. Stephen will confirm with the restaurant through the EOY. All Chapter meeting locations are on the website.  | Stephen Rodriquez | 5/31/18 |
| Draft a plan for making changes to our website. | Stephen Rodriquez | Candi requested a 6/1/18 turn around for the plan. |
| Email the board a financial update.  | Katie Dietz | 5/31/18 |
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| **Motions**  | **Motion** | **2nd**  | **Aye**  | **Nay** |
| Motion to accept the roles and responsibilities document as presented by Joel Wolcott. | Candi Banghart | Rodney Jordan | Unanimous |  |
| Motion to appoint Jeff Tuttle as Director of Outreach and Public Relations, and Alex Marckmann as Director of Marketing | Katie Dietz | Rodney Jordan | Unanimous |  |
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