**September Board Meeting -** Meeting Minutes by for Shelly Lawrence, President Elect

Thursday, September 12, 2019

Machine Shed 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 (on via Zoom), Lynn Reed, ~~Madhavi Gunturu~~, ~~Margaret Spikes~~, ~~Mark Havlicek~~, ~~Robert Olinger~~, Sarah Otte, ~~Stephen Rodriquez~~, Shelly Lawrence

Voting Members: Craig Hinson, Shelly Lawrence, Katie Dietz, ~~Brent Humphries~~, Lynn Reed, ~~Stephen Rodriquez~~, Brian Sardou (5 of 7 - have a quorum)

Craig called the meeting to order at 6:01pm.

Previous Meeting Minutes – the last two months were approved by consensus (Shelly will change title to reflect August not May)

**Budget / Financial Report – Katie Dietz**

Katie sent out the Financial Report in advance (thank you!). Doing really well on expenses- people are being very mindful and getting things in to her. Highlights:

* Sr. Leadership Summit – have enough to breakeven. Have sent out an invite to all members. Will get one check from Aureon.
* Membership Appreciation – came in under budget; will get reimbursed $1K from PMI.
* Military to PM Program – Robert has resigned; sent contact info for someone to take over. Lynn will speak to them. Have money in the budget that can be used. Lynn will find out what the new person wants to do.
* Mentoring – Lynn also needs to find someone here – there will be some expenses in 2019 for this.
* Jeff asked about membership dollars – we do accrue them so it is a bit behind; also usually have a bump at year end.
* Office Supplies and Storage – will be a little over budget on that one. Storage costs have gone up.
* PDD Expenses – Katie has chatted with Sara. Currently only at 5% of spend. Bulk of expenses will come after we get Prairie Meadows invoice. Make final payment to speakers Day of Event. Expenses are coming in under budget. Marketing for PDD is coming in about half of 2018. Very mindful of what they are giving away. Didn’t order a lot of extras of things. Haven’t received Aureon’s registrations. Ticket sales are trending under. Will most likely see a surge next week. Feel that they will be comparable to last year (364); currently at 288.
* Website Hosting – came in under budget about $600
* Shelly won’t spend the President-Elect Budget

**Area Updates**

**Immediate Past President - Candice Banghart**

* Tomorrow is last day to nominate anyone – all open positions are covered.
* Board – Candi needs to understand what director roles are open

**Stephen Rodriquez – VP of Operations**

* No update
* Brian and Stephen were going to figure out why some emails were not getting through – what is going on here – we need to get that fixed (very quickly)
* Got to get mobile app in place for PDD (John Hopkins is working on it????) Waiting till we get closer to cutoff for registration. Need to have this figured out for next year (IIBA has a good one); Brian said Stephen was going to follow up on the M2M app/site – need update from Stephen

**Brian Sardou – VP of Programs**

* Speakers – in discussion with Shawn Whitmore for October session; will get information to put up on website. Reaching out to Terry Jenkins (CIO for Holmes Murphy for a number of years) to speak in November. Both speakers are pro bono. TekSystems will buy the meal for November. Doing Annual Meeting in December (required by Global) – talked about it before meeting; Craig putting it together and get it figured out.
* Reached out to Operations on Q1 schedule; will get it set up before transitioning off the board. Norm Veen has volunteered to do a CAPM course in 1st Quarter.
* Working with surveys – engaging with Lejla on these chapter meetings. Madhavi will be working with her to put together the questions for the surveys.
* Shelly dropped the ball on PDD dates; she will reach out to Deb at Prairie Meadows and get a fall date scheduled.
* Entire team is turning over at the end of the year; trying to pull people in for these positions; do directors want to try something else out (great idea Charity)
* PDD – had a glitch – one speaker is not coming; but his business partner is coming in his place; he is even speaking on similar topics; website should be updated in the next couple of days; speakers are doing personal videos; doing a count-down to last day of registration (9/23).
* PDD is in final push for registration; waiting on Aureon to send their list of attendees; they are getting 3 free registrations

**Brent Humphries – VP of Marketing**

* Janet is resigning effective 9/30.
* Director of Publications needs to be filled; Janet has a potential person for this
* Final run of PDD communications; leading up to the final day of registration (9/23)
* Alex shared that they cleaned up the storage unit. There was a lot of leftovers from PDD last year; will bring in new next year.
* Jeff reported on what he is putting together for PDD
* Charity is working on a lot of campaigns right now

**Lynn Reed – VP Membership and Volunteers**

* Collaborate to Succeed – not offered in the fall at ISU;
* Needs to replace Ryan and work on change in military leadership; need to touch base with Brian. Also have not talked with Lejla lately.
* Craig would like a project overview of C2S.

**Joel Walcott / John Durman / Mark Havlicek – Trustees**

* No update

**Shelly Lawrence – President Elect**

* Shelly is working on the policies and procedures. Reformatting the documents; still have a couple that are outstanding. Hope to have it out in 2 weeks for people to review.
* Start planning for 2020. Especially planning ahead.
* Who do I want in the role of Strategic Planning for 2020

**Craig Hinson - President**

* Data from Headquarters showing feedback is that someone volunteered and no one contacted them; Shelly asked how many data points are in the survey.
* For those going to R2 LIM, check out what they have.
* Organization for Annual Chapter Meeting – if you want to help, let Craig know; VPs give update on their charter; Shelly adds her vision for next year; going with posters (have to be done by December 1st); Brent took care of everything (he copied Lynn)
* Craig is looking for featured projects within the group
* More featured members’ articles – please do them
* Karen Adamson will help us with a mid-term review/audit. Craig will check with her and get a date.

Meeting adjourned at 7:29pm