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| PMI Central Iowa Chapter Board Meeting  |
| 4.3.2018 | 6:00 | Wobbly Boots Restaurant  |
| Type of meeting | Board Meeting  |
| Facilitator | Candice Banghart  |
| Note taker |  |
| Attendees | **Candice Banghart**, Craig Hinson, **John Durman**, **Jan Vanderwerf, Brent Humphries,** **Brian Sardeau**, Katie Dietz, Rob Wiley, **Rod Jordan**, Joel Wolcott, **Mark Havlicek,** Linda Cronk, **Stephen Rodriquez, Sarah Otte, Jennifer Pietila**, Robert Olinger, Jon Hopkins, **Brian Naaden**, Ben Springer, Wes Erickson, Lyn Reed, Lori Chambers, Mike Hoal,  |
| President Updates |
| [Time allotted] | Candi  |
| Discussion |  |
| **Summer Event -** Several options discussed – Sleepy Hollow, Adventureland, Wine or Micro-Brewery Outing, Golf Outing, Escape Chamber – in general the board tended to lean towards a wine venue with a band so that members could choose to attend with family or do more networking. Still tbd |
| **Open Board Positions -** Push at next Chapter meeting to fill open board positions |
| **R2 – Next Week –** Katie will coordinate ride-shares. |
| Action Items | Person Responsible | Deadline |
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| Strategic Initiatives Updates  |
| [Time allotted] | Jan  |
| **Military Initiative -** Candi will present the military initiative for Joel at the R2 meeting at Joel’s request |
| **Virtual Meetings –** Virtual meetings are more complicated than originally expected, but still in progress. Timeline has shifted to May to pilot the initial virtual meeting during a Chapter meeting. |
| Action Items | Person Responsible | Deadline |
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| Professional Development – PDD Updates  |
| [Time allotted] | Brian Sardeau  |
| Discussion |  |
|  **Speakers – PDD & Chapter Meetings**  |
| **PDD team feels that they are about 80% ready** from a planning perspective. The plan is that by the 23rd of April to provide Mustafa and Jon all of the speaker bio’s, session topics and “hook”, speaker photo and if possible a small clip of our keynote(s) – The team plans to test the website once it’s in place and providing the website is ready to receive information, the team feels confident to open registration as of 6/1/2018. \*Communication plan for heavy marketing of PDD has not been completed, but is in process – Sarah, Brian and Brent will work to complete the communications plan.**Ben Springer has agreed to support PDD in addition to his current Director of Volunteerism role.** (thanks Brian Naaden for reaching out) – Sarah and Brian Sardeau will reach out to Ben and get him up to speed on how best to support this role and what it entails. Mark and John will support the efforts with Ben managing the packet and administrative portion of the sponsorships. Thanks Ben!  |
|  **PDD Website**  |
| **Website/Registration Prep** - Rodney is reaching out asap to get us quotes on Event Brite for use with PDD. Concerns are that the cost is actually more than C-Vent, something that had not previously been a part of the discussion. Plan B will be to utilize the standard Registration process through the PMI CIC website. Rodney has committed to have this information available for discussion via email amongst the board members by 4/7.  |
|  **PMP Self Study Classes**  |
| **Brian will reach out to Linda Cronk to identify the overall plans to stand up the PMP Self Study groups** in Des Moines. Linda will work with the director of logistics to identify a consistent meeting place. Linda will reach out to Director of Communications to plan an approach to announcing the startup of these sessions. Brian and Linda will collaborate to announce the study groups at the April Chapter Meeting and request sign up from anyone interested.  |
| **Chapter Meeting & Marketing/Communications**  |
| **A request was made by the board that a standardized monthly communication plan** be put into place by the Professional Development Team and the Marketing/Communications Team so that there are several planned communications each month regarding chapter meetings. We’ve noted that registration jumps up with each communication, but communications are not consistent or as frequent as necessary.  |
| **Chapter meeting Detailed Event Schedule** |
| **Brian has advised he will complete the schedule for the April Chapter meeting** – All VP’s are requested to provide updates and agenda items to be discussed at the chapter meeting by end of day 4/11/2018.  |
| Action Items | Person Responsible | Deadline |
| Communication and Marketing Plans for Chapter Meetings & PDD EVENT | Brent/Brian/Sarah |  |
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| Communication/Marketing  |
| [Time allotted] | Brent Humphries  |
| Discussion |  |
| **Strategic Goal for Comm/Marketing is a “Gamification”** of the PMI CIC Opportunities and Events - The board is very excited to participate in this and Brent has advised he will create a smaller team to begin to review and create a charter for formal approval of this opportunity.  |
| **PMIEF – PMIEF** is a responsibility of the immediate past president – John & Kristina will work in tandem to promote and manage this process for the PMI CIC applicants.  |
| **Communication team is currently working on a re-write** of the “Welcome” email new members receive with their membership. This is at the request of the membership team and will replace a current, “clunky” computerized version. The goal is to ensure the welcome letter is clear but inviting as well.  |
| **Brent presented two candidates** to fill open positions on the Comm/Marketing team – **Janet Tan** – Director of Publications \*previous director of newsletter - Bringing in Jan will end the paid process for newsletters and will open a new era for PMI CIC to usher in a new process more in line with blogging and presenting current, immediate relevant information as it’s needed, ending the once per month newsletter (vote and approval 2/18) **Jeff Tuttle** – Will take on the role of Outreach and Public Relations **Discussion** – Combined motion by Brent; seconded by Rod Jordan – Vote with quorum – motion carries and both candidates are voted as new PMI CIC Board Members. |
| Action Items | Person Responsible | Deadline |
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| Membership/Volunteerism  |
| [Time allotted] | Rob Wiley  |
| **Brian Naaden** – Stand in for Rob -  |
| **Membership Updates –** Glad to hear that welcome letter is in process |
| **Volunteerism –** We have open positions on the board we need to fill. Rob/Ben will need to discuss the open positions at the April chapter meeting and ask for volunteers who would be willing to fill the roles or the remainder of 2018.**Open Positions include:** *Director of Audit \*after meeting this role was filled* **Director of Marketing; Director of Programs; Director of Website** *(being offered to Mustafa Mehboob – but will need to be offered to the chapter if he has not agreed or is not able to fill the role by the time of the April Chapter Meeting.* |
| **Brian Naaden** has been discussing PDD with a member, Luke Dixa from NE Iowa and is hopeful that member will attend. |
| Action Items | Person Responsible | Deadline |
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| Operations  |
| [Time allotted] | Rodney Jordan  |
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| **Update on Event Brite Website**/Registration Prep - Rodney is reaching out asap to get us quotes on Event Brite for use with PDD. Concerns are that the cost is actually more than C-Vent, something that had not previously been a part of the discussion. Plan B will be to utilize the standard Registration process through the PMI CIC website. Rodney has committed to have this information available for discussion via email amongst the board members by 4/7. |
| **Board Meetings – Need ideas for venues for board meetings for last half of the year.**  |
| **Chapter Meeting locations planned for remainder of the year –** Stephen will send out a list of venues for the remainder of the year for both BOD meetings and Chapter**Operations Team** will use existing budget to purchase as projector screen for meetings as a one-time cost to avoid monthly costs of renting the venue equipment. **Steven and Rod** will put verbiage on the website to state that children are not allowed to attend chapter meetings. Candi to provide the verbiage. |
| Action Items | Person Responsible | Deadline |
| **ALL EVENT BRITE Cost Details to Board**  | **Rodney** | **4/7/2018** |
| Purchase projection Screen, Purchase multiple HDMI connector cords,  | Rodney  | 4/15/2018 |
| Send out Meeting locations remainder of year  | Stephen  | 4/15/2018 |
| Financial  |
| [Time allotted] | Katie Dietz  |
| Discussion |  |
| \*See hand out – Hand out sent to board for review  |
| Director of Audit identified following the meeting – previous board member, Andrea Brunk will provide the audit for 2017 details.  |
| Action Items | Person Responsible | Deadline |
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