August PMI BOD Meeting Minutes

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| 08.09.2018 | 6:00-8:00\*   | Mama Lacona’s Restaurant    |
| Meeting Type meeting | PMI Central Iowa Chapter Board   |
| Facilitator | Candice Banghart  |
| Note taker | Craig Hinson |
| Attendees in Bold | **Alex Marckmann**, Andrea Brunk, **Brent Humphries, Brian Naaden, Brian Sardou, Candi Banghart, Charity Dunwoody, Craig Hinson**, Danielle Ott, **Jan Vanderwerf**, Janet Tan, Jeff Tuttle, **Jennifer Pietila**, Joel Wolcott, **John Durman, Jon Hopkins, Katie Dietz, Lejla Vehabovic,** Linda Cronk, Lori Chambers, **Lynn Reed, Mark Havlicek**, Mike Hoal, Robert Olinger, **Rodney Jordan, Ryan Vanyo, Sarah Otte, Stephen Rodriquez**  |
| **FOR BOARD DISCUSSION & REVIEW** |
| **Strategic Initiatives:** * See Jan’s email with attached recommendations – discussion
* Jan has arranged for a WebEx presentation from PMI –
* John – 2019 Election
 | Jan made a motion to hire a company to pilot recording our September chapter meeting. Katie seconded the motion. The motion passed.If members are interested in running for open board positions, John asked them to contact him after the meeting. |
| * **August Membership Appreciation Event 2018**
* Membership Appreciation - Next Tuesday, August 14
	+ Update on final plans –Stephen/Craig
	+ T-Shirts – Charity
	+ SWAG – Brian Sardou
 | Craig and team members confirmed we were ready for the event. |
| * + **Professional Development Update**
* PDD Update following Early Bird Registration
* Board meeting for October – same as last year
* Plan for providing a Facebook/Linked-In Site for Study
 | Brian S and Sarah updated the board on PDD. Things are on track and progressing well. |
| * **November Membership Recognition Event 2018**
* Update from Lynn Reed and membership team on planning
 | Lynn stated that her team is in the planning stage for this. |
| * **Previous Action Items**
* See updates to previous action items at the end of this document
 | Craig facilitated the discussion of previous action items.  |
| **Board Round Table & Updates on Pending Action Items**  |  Stephen: He encouraged us to use the calendar on our website.Katie: She provided a budget update.Lynn: She made a motion for Linda Cronk to replace her as C2S Program Manager. Rodney seconded the motion. The motion passed.Lejla: She is creating a database of volunteers.Brian N: He provided the good news that our membership is at 825.Jon: He reminded us of the challenges with the software we are using with PDD.Mark: He praised the Communications Team for doing a great job of keeping our members informed.Craig: He asked the board to consider promoting REPs (PMI Registered Education Providers) that are PDD sponsors. Candi asked that we table this discussion until our 2019 strategic planning session.Jen: She mentioned that we have 130 people registered for the 8/14/18 event. Ryan: He mentioned that he will be scheduling the Mentoring Kickoff session.Charity: She reminded team members to pick up their t-shirts for the 8/14/18 event. |

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| **Action Items for Strategic Planning Session for 2019** |
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| 1 Project of the Year in 2019 |
| 2 PMI CIC Leadership Development Class  |
| 3 Roles & Responsibilities’ review and alignment |
| **Action Items** | **Person Responsible** | **Deadline** | **STATUS** |
| Previous Action Item: Draft a plan to greet guests and members as they arrive and attend our monthly chapter meetings | Brian Sardou/Lynn Reed |  9/13/18 Board Meeting  | Pending |
| **Previous Action Item:** Charter was completed and approved for the Membership Recognition Dinner in November – Need status update   | Brian Sardou/Lynn Reed |  9/13/18 Board Meeting  | Pending |
| **Previous Action Item:** Virtual Meeting charter was presented and approved in January 2018.  Approach is being considered by the VM team | Jan Vanderwerf |  9/13/18 Board Meeting  | Pending |
| **Auditing 2019** – Review Approach, Establish Cadence for specific documents, etc.… | Jan Vanderwerf / Linda Cronk |  9/13/18 Board Meeting  | Pending |
| **Expense Reimbursement Policy**- Document policy for when we cannot find a receipt for an expense, and review guidelines for the cost of meals | Katie Dietz |  9/13/18 Board Meeting  | Completed |
| **WEBSITE REVIEW & FEEDBACK FROM VP’s** - wording on our website and send operations any recommended changes | All BoD members |  9/13/18 Board Meeting  | Pending |
| **PMI Onboarding** – Needs a cadence defined and role assigned to be responsible for this annually. (I’m thinking Joel may not want to come in and do this when he’s 80) 😊 **VP Team Onboarding** – Each VP should have a documented approach for onboarding their directors and it should occur each time a role is filled throughout the year.  | All VPs |  9/13/18 Board Meeting  | Pending |
| Review and adjust your email filters as needed. | All BoD members |  9/13/18 Board Meeting  | Pending |