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

Thursday, August 8, 2019

Mamma Lacona’s 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 (via Zoom), Lori Chambers (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 (7 of 7 - have a quorum)

Craig called the meeting to order at 6:00pm.

Previous Meeting Minutes – the last two months were approved by consensus.

**Budget / Financial Report – Katie Dietz**

Katie sent out the Financial Report in advance (thank you!). She asked everyone to be looking at spots where we can reduce or eliminate costs. She continues to pay bills and reimburse folks!

**Area Updates**

**Stephen Rodriquez – VP of Operations**

* Records Management – send the location of the documents that each position owns to Stephen. Please provide them to Stephen by August 31st.
* The Board Meeting in September will be held at the Machine Shed; the October and November meetings are at the Urbandale Public Library; December will be at Christopher’s.
* Annual Meeting will be at the Hilton Garden Inn (86th and Interstate 80) – prize in one presentation; gets everyone around the room; PowerPoint would be easier, but it is really dry and lose people. What about trivia? Operations folks need to know if appetizer or sit down meal. This can wait until the September Board Meeting. Craig has volunteered to lead this effort.
* Shared the information on the Liability Insurance policy – everyone needs to review this.
* Book club is going well. Have read 5 books so far. Plans to spend more than $100 for the year.
* **CHECK YOUR UNREAD FOLDER IN ZOHO MAIL**

**Brian Sardou – VP of Programs (Brian was not in attendance)**

* Presented the contracts for the 2020 PDD. Right now the dates are September 3rd and 4th – which is the Thursday/Friday right before Labor Day. It was also asked if we could do a Monday type of meeting. Brian will check on dates. Another option is another location. 8/5 8/6 week of 8/31 through Sep 4th; September 10th / 11th; Monday 14th and Tuesday 15th; October 5/6. Brian will call Prairie Meadows and see what other dates there are.
* Programs – working on lining up no-cost speakers – working on October and Nov – working on Q1 logistics for next year – want to do more surveys after events – trying to provide some event ideas/themes –
* PDD – Brian and Sara spending the majority of their time. Getting everything lined up and things paid. Reaching out to folks for last minute sponsors. Cutoff date is the 14th for sponsors – think about other sponsorship opportunities. Working on John Steinbeck’s schedule – one last date to work out with Wellmark.

**Brent Humphries – VP of Marketing**

* Executing against plans for upcoming events. Handling business. Largely an operational group.
* Brent’s information had a lot of holes. He will get that updated and get Shelly a date on completion.
* Inventory of storage locker on the 18th @ 1pm. Reach out Brent and Alex for the details / locations.
* SWAG buys – working on what is needed.
* Gamification has been slow.
* Charter also included a review of PMI Marketing Core Services – that will be later this year.
* PLEASE like, share, subscribe, forward social media. PLEASE!
* Marketing table thinking about giving out prizes from their table. Will send out ideas for people to review. Would like to have a lot of our things we do at the booth.

**Lynn Reed – VP Membership and Volunteers**

* 50th Birthday party for PMI at Zoo Brew – board members wear a shirt with logo on it.
* PMI Members are free - +1 is $9. Bring ID – will get carded.
* Will have tables and light appetizers in the room. A little happy birthday. People can do whatever they want.
* Lynn is reporting this back to PMI and utilizing the “Party in a Box”; after the event is over – send receipts to PMI – will take up to 4 weeks to get reimbursed – up to $1,000.
* Registration ends on Friday, August 16th.
* Send volunteer needs to Lejla – so she will have a sheet for PDD so that we can share during the event. Want to include an org chart as well so people know where the position is.
* Ryan Vanyo has accepted a position in Minnesota; will need to replace him. The team was reaching out to a few folks who would be interested in taking it over. Lynn has this with Lejla.
* Lejla working on gathering survey results from last meeting and getting volunteers for PDD. Getting contacts for mentorship.
* Not heard anything from Military Group; C2S they are prepping for spring semester (ISU does not do in fall) as well as process documentation.

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

* Mark and Joel are helping with elections. Stephen asked if we are moving the date up – moved it up a week or two last year. Would like to have it a bit earlier. We just need to work with the Region to move it up. Joel will work with Candi and Mark to get people and move it up if we can.
* **Send positions that are or will be open as of 12/31 to Candi and cc: Joel and Lejla.**

**Shelly Lawrence – President Elect**

* Start planning for 2020. Especially planning ahead.

**Craig Hinson - President**

* Karen Adamson will help us with a mid-term audit. Did not give a date, but complete before December 31st.
* John Durman – Director of Strategic Development – Shelly contact him and start planning.

Meeting adjourned at 7:36pm