Board of Directors Meeting Agenda  
Wednesday, August 28, 2019  
7:00pm – 8:00pm

<table>
<thead>
<tr>
<th>Chair:</th>
<th>Parash Sharma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilitator:</td>
<td>Parash Sharma</td>
</tr>
</tbody>
</table>

**Board of Directors**

<table>
<thead>
<tr>
<th>X</th>
<th>President: Parash Sharma</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>VP Strategy: Dennis Chang</td>
</tr>
<tr>
<td></td>
<td>VP Administration: Vacant</td>
</tr>
<tr>
<td>X</td>
<td>VP Finance: Vincent Eng</td>
</tr>
<tr>
<td>X</td>
<td>VP Communications: Vick Madenian</td>
</tr>
<tr>
<td>X</td>
<td>VP Marketing &amp; Outreach: Deby Covey</td>
</tr>
<tr>
<td></td>
<td>VP Professional Dev: Vacant</td>
</tr>
<tr>
<td>X</td>
<td>VP Programs: Anil Divakaran</td>
</tr>
<tr>
<td></td>
<td>VP Membership: Vacant</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trustees</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Decisions made:**
- Approved meeting minutes for July
  - Motion carries with vote of 5:2:1

**Open items:**
- VP Membership resigned – position is now open on volunteer website and applications are being accepted
- Bylaws update – committee is discussing updates to bylaws
- FINANCE
- STRATEGY
- MARKETING
- TECHNOLOGY
- PROGRAMS
- PRESIDENT
- PROFESSIONAL DEVELOPMENT
- BYLAWS

*Meeting Started @ 7:06*  
*Meeting Adjourned @ 8:31*
VOTE: Approval of July Board Meeting Minutes

Motion by:  
Second by:

<table>
<thead>
<tr>
<th>Role</th>
<th>Yes</th>
<th>No</th>
<th>Abstain or Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>VP of Finance - Vincent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VP of Strategy - Dennis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VP of Marketing – Deby</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VP of Membership – vacant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VP of Programs – Anil</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VP of Prof Dev – vacant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>President - Parash</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VP Technology – Vick</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Motion – :: (Yes:no:abstain)  
Lindiwe to email July minutes and August status minutes to all for approval

Finance - Vincent

1. July PayPal reconciliations: Transactions are missing event details - dates and titles = Delay reimbursements
   a. Parash to talk to MG2
   b. Worst case scenario is to stop paying
2. 2018 Tax Return
   a. Vince to follow up
3. Chapter Insurance - $200 (deducted from dues)
4. Upcoming expenses - PO Box renewal, Mailchimp, and MG2 Media
   a. Parash to check with the bank about the foreign transaction fees
5. Expense reports - Meetup renewal
   a. Deby needs to submit Meetup
   b. Anil has submitted Zoom expense report and will submit North LA & flagship

Marketing & Outreach – Deby

1. Upcoming Marketing Events - still need variety of information - OK to use ALLVOLUNTEERS channel?
   a. Deby will move info over so everyone can have access
   b. Darci is sending out emails about historical data from Sharepoint – please let her know if you’re missing something
2. Weekly emails – restarted – FROM used to be COMMS – suggestion to rotate the FROM among the BoD addresses in order to not desensitize members from receiving from one account - Explanation of Cadence & segmented emails
3. SPAM of Members & Marketing Cadence
4. When can we get videos & Webinars & past slides posted onto the website? (USS IOWA, What’s changing in the PMBoK 6 exam this December? University changes, wall of fame, BoD contacts)
   a. How does someone individually reach out to someone?
   b. Email link to each VP address
5. Is there a better process for entering website requests? (Planner?)
   a. Be specific with requests
6. Team Channel versus link for Minutes? Unable to locate past minutes. Clean-up of BoD channels in O365? Status reports from Departments?
   a. Deby found the minutes
   b. Deby uploads Marketing status to the marketing channel
7. Can we get Guest Passes in BoD channel? (DTLA success!)
   a. Example is Military outreach – Deby to send link to Parash
8. Google Analytics – cannot get our account back from Proteon
   a. We need to get our own Google Analytics account

Technology / Communications—Vick
- Vick worked something out for the master calendar
  o Vick has 3 how-to's - please test and let Vick know
- Added AJ & Barb as “interim VP” as well as trustee

Membership – Barb
1. VMS – cleaning up data, specifically volunteers status, position descriptions, etc.
   a. Which are the real positions, etc?
   b. Barb will send out email for more info from everyone
2. Automated emails – to whom (new members only?); content?; frequency?
   a. Deby & Barb to discuss offline
3. Sustainable PM – possible event led by Tom McGrath of Vital Cleantech Ventures (at the downtown LA Cleantech Incubator campus)

VOM – Deby sent doc to board
**VOTE: Approval of VOM (Brian Franke) - September**
Motion by: Deby
Second by: Parash

<table>
<thead>
<tr>
<th>Role</th>
<th>Yes</th>
<th>No</th>
<th>Abstain or Not Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>VP of Finance - Vincent</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VP of Strategy - Dennis</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VP of Marketing – Deby</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VP of Membership – vacant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VP of Programs – Anil</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VP of Prof Dev – vacant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>President - Parash</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VP Technology – Vick</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Motion – 5:1:0 (Yes:no:abstain)

Programs – Anil
- Flagship
  o All set for September
  o Not set for November military speaker

Strategy – Dennis
• Operational Readiness project begins  
  o https://docs.google.com/document/d/1pRRqaQdzeDUyl05V27xL_59WpjKbarwogz5lo_HhQQ/edit#heading=h.gjdgxs

Prof Development – AJ  
• Nom Com  
  o Have had 1 group meeting with a few hybrid meetings  
  o Keith will not be leading – AJ will be leading for the moment  
  o In 24-36 hours, application for the board to fill out  
    ▪ Please fill out or hand off to a team member to fill it out  
    ▪ Deby & AJ will connect on email  
  o Will be more aggressive with vetting  

• Prof Dev  
  o October 12 – 4 week session  
    ▪ Difficult finding locations  
    ▪ Culver city - $150-$200 a class  
    ▪ May need to push out a week  
  o Velacoteach  
    ▪ Don’t want to use until we know dates  
    ▪ Sell to other chapters to recoup some money?  
    ▪ Can’t resell for profit – Deby will introduce AJ to VP of ProfDev in IE

President – Parash  
• 2019 planning updates sent to PMI  
• 2020 high level planning for PMI  
• Event in Cerritos  
• Cheap Venue for PD events  
• One Calendar Project Status – Yolanda PM  
• Org Chart Project Status – please check and make changes

Bylaws – Barb  
• Draft turned sent to the BoD to review late Monday night – responses due back in two weeks on Sept 10  
• Tentative timeline also sent to BoD; main dependencies are how many changes are requested by the BoD, how long it takes PMI & the lawyer to review, and how many changes they request  
  o Lawyer is last, after PMI  
  o Parash will create excel file on channel under bylaws so everyone can put comments, etc. and have consolidated doc

Next Meeting: September 11 Status call – teleconference  
Meeting Adjourned  
Meeting ended: 8:36