Chair:	Svetlana Averbukh
Access:	<u>Microsoft Teams – Governance – BoD Meeting Agendas and Minutes Channel</u>

Present (quorum=5)	Absent
☒ President: Svetlana Averbukh ☐ VP Operations: (seat empty) ☒ VP Finance: Meredith Maimoni ☒ VP PMO and Administration: Charles Ou-Yang ☒ VP Technology: Syreeta Bond ☒ VP Marketing & Communications: Deby Covey ☒ VP Career Dev.: James Jackson VP Membership: Eric Brown ☒ Immediate Past President: Dennis Chang ☒ Trustee: Barbara Cooke ☒ Trustee: Parash Sharma ☒ Trustee: Kay Rathfelder ☒ Dir. Of Board Operation: Lindiwe Stenberg	VP Programs: Kimberly Sanders Trustee: AJ Jafari
Response with Regrets:	

Standing Items
Meeting started at 7:15 PM
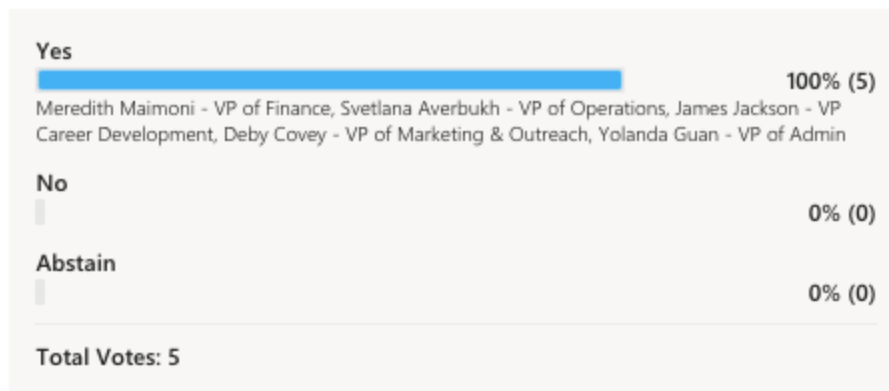Chair's welcome and introductions
Roll Call
VMS: Log your hours under President's Office → PRES Status Meeting with time log note: January Board Meeting
• meeting minutes from Dec 2020 were approved.

Polly
Results

Sender: Yolanda Guan - VP of Admin | 💥 Closed | ✅ 5 completions | 🔒 Non-Anonymous | ⏱ Closed 12/26/2020 9:11 AM

Please vote for Bod meeting minute in Dec. 2020

Yes

████████████████████████████████ 100% (5)

Meredith Maimoni - VP of Finance, Svetlana Averbukh - VP of Operations, James Jackson - VP Career Development, Deby Covey - VP of Marketing & Outreach, Yolanda Guan - VP of Admin

No

▏ 0% (0)

Abstain

▏ 0% (0)

Total Votes: 5

💬 Comments (0)

No Comments

Done

Finance - Meredith
- Budget approval
  - ○ Expenses: $82005
  - ○ Projected loss: $10,339
  - ○ We added $4K for the finance audit/review – for Q1 2021
    - ▪ The $4K will come from our bank account (we need 200% of operating expenses in the bank account per policy)

Vote: Budget Approval	Motion by: Meredith		
	Second by: Deby		
Role	Yes	No	Abstain or Not Present
President: Svetlana Averbukh			X
VP Finance: Meredith Maimoni	X		
VP PMO and Admin: Charles Ou-Yang	X		
VP Technology: Syreeta Bond	X		
VP Marketing & Communication: Deby Covey	X		
VP Career Dev.: James Jackson	X		
VP Programs: Kimberly Sanders			X

VP Membership: Eric Brown	X		
Motion passes – 6 : 0 : 2 (Yes:no:abstain)			

- Payment to Dark Rhino for 1-2 months last year and January payments that need to be done.
  - Will only need to approve if the budget is not approved
  - We can get them on the card since they are no longer only overseas
- Payment to VMS, approve a $335 expense for the membership system. The expense should be paid by the 31st of Jan.
- Spectrum Financial Services – Contracting for 2021
- All line items for Finance are approved
- Do we have a credit card? Changing names on the account – remove Dennis from the account
  - **Meredith** is still working on it with BofA
  - **Deby** to pay MailChimp

Membership – Eric
- Volunteer recruitment event – will be separate from the policy meeting
  - Targeting to have it at the end of Feb – 17, 18, 25 @7pm for 90min
    - **Eric** will let the board know when the date is picked
  - Before event, please write up job descriptions of positions you need filled – send to Eric and Barb
    - Each VP should have an AVP
    - Think about next year elections and preparing leaders for next year
  - **Eric** to send template slide so each VP can update for their team
  - Will have breakout rooms for each VP to speak to the potential candidates about their positions
  - No PDUs for this event, but do get volunteer time
  - Position needs to be open on the VMS site – Barb can help
- Please look on VMS at all activities in your category and update/delete – send to Barb your changes
- Don't use the contact on your volunteer page! If you have a question, please contact Barb or Eric

Programs – Kimberly
- N/A

Career Development – James
- Looking to get a roster of trainers solidified

Marketing & Communication – Deby
- Jan Business Meeting Deck and Updates
  - Need Eric, Meredith & Kimberly's update
  - Barb will speak for Eric if he can't make it
  - Dennis will speak for Meeta if she can't make it
  - 1 hour for old business, 30 min for new business
  - **Deby** will send deck

Technology – Syreeta
- Transition access
  - Please make sure trustee distribution list updated with new trustees
  - Please make sure BOD list has correct members including past president
  - How to restore past emails?
    - Create separate folder in the same account
  - How can we retain records? **Syreeta** to discuss with Vick
- Event posting process

- - Once VP of programs approved, then Syreeta gets notified to post – speak to Kimberly
  - Some people work directly with Technology to post
  - James will have his team send email to tech and marketing when things are ready to post

PMO and Administration – Charles
- Teams or Email as the first form of communication
  - If everyone is on board with teams, then will need to reduce # of channels
  - Critical messages – WhatsApp group

President – Svetlana
- Vote to approve Trustees (should be done BEFORE the meeting so that they can be invited to the meeting).
  - We had a vote for trustees: AJ, Barb, Kay, Parash
  - Vote passed
- Pandemic Committee
  - Met on 1/12 – vaccines are rolling out so are recommending no F2F until at least July
    - Kay is putting together some FAQs
    - Will present to the board when complete
    - Svetlana would like to post something on the website about Pandemic Committee
      - **Svetlana** to let Deby know if she wants to create a new letter
- Chapter Policies Meeting
  - Do we need a separate meeting to vote & discuss? Yes
  - Policy meeting will be on Jan 30 @ 10am
    - Include trustees
    - **Charles** to set up meeting
- Status reports
  - **Svetlana** will send template to group – should be short, please return to Svetlana when updated
  - Policy says send votes in 3 weeks ahead of time for agenda
- VLIM (April) and R7 in October
- Chapter Leadership Orientation
  - Had meeting on 1/12 – **Svetlana** will send orientation to everyone
  - Register via PMI headquarters
- New PMI Products (distribute to members)
- Chapter Guest Passes
- Board Speakers at chapter events
- Annual Plan and Catalog of Core Services
  - Due on 3/31
  - Would like to do this more collaboratively – would require another meeting
- Nomination Committee
  - Will talk about this next month, but need to start the process of choosing committee

Next Meeting:

	Notes
2/10/21 Wednesday	
3/10/21 Wednesday	
4/14/21 Wednesday	
5/12/21 Wednesday	
6/9/21 Wednesday	
7/14/21 Wednesday	
8/11/21 Wednesday	
9/8/21 Wednesday	

10/13/21 Wednesday	
11/10/21 Wednesday	
12/8/21 Wednesday	

Meeting Adjourned <mark>9:10 PM</mark>