



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

Chair:	Parash Sharma
Facilitator:	Parash Sharma
Board of Directors	Trustees
X President: Parash Sharma VP Strategy: Dennis Chang VP Administration: Vacant X VP Finance: Vincent Eng X VP Communications: Vick Madenian X VP Marketing & Outreach: Deby Covey VP Professional Dev: Vacant X VP Programs: Anil Divakaran VP Membership: Vacant	X Trustee: Barbara Cooke Trustee: AJ Jafari Trustee: Keith Birch

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:

Role	Yes	No	Abstain or Not Present
VP of Finance - Vincent			
VP of Strategy - Dennis			
VP of Marketing – Deby			
VP of Membership – vacant			
VP of Programs – Anil			
VP of Prof Dev – vacant			
President - Parash			
VP Technology – Vick			

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
 - 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

Role	Yes	No	Abstain or Not Present
VP of Finance - Vincent	X		
VP of Strategy - Dennis	X		
VP of Marketing – Deby	X		
VP of Membership – vacant			
VP of Programs – Anil	X		
VP of Prof Dev – vacant			
President - Parash	X		
VP Technology – Vick		X	

Motion– 5:1:0 (Yes:no:abstain)

Programs – Anil

- Flagship
 - All set for September
 - Not set for November military speaker

Strategy – Dennis

- Operational Readiness project begins
 - https://docs.google.com/document/d/1pRRqaOdzeDUYlo5V27xl_59WpjKbarwogz5lo_HhQQ/edit#heading=h.gjdgxs

Prof Development – AJ

- Nom Com
 - Have had 1 group meeting with a few hybrid meetings
 - Keith will not be leading – AJ will be leading for the moment
 - 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
 - Will be more aggressive with vetting
- Prof Dev
 - October 12 – 4 week session
 - Difficult finding locations
 - Culver city - \$150-\$200 a class
 - May need to push out a week
 - 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
 - Lawyer is last, after PMI
 - **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