



Board of Directors Meeting Agenda
Wednesday, October 23, 2019
7:00pm – 8:00pm

Chair:	Parash Sharma
Facilitator:	Parash Sharma
Board of Directors	Trustees
X President: Parash Sharma X 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 X Trustee: Keith Birch

Due to the absence of formal admin from these meetings, the approval of the minutes did not occur. These notes have been reviewed and deemed accurate by 2019 board members in attendance who remain on the 2020 board.

Standing Items

- Starting time: 7:06pm
- Chair’s welcome and introductions
- Roll Call
- VMS: Log your hours under President’s Office → PRES Board Meeting with time log note: October Board Meeting

Finance - Vincent

- 2018 Tax Return - Review and approve by Nov 15 (3 weeks)
 - -\$58K damage last year
- Expense reports:
 - September Flagship meeting (2nd reminder) -> cannot pay credit card bill until this is submitted
 - **Anil** needs to submit
 - October Flagship meeting -> cannot pay credit card bill until this is submitted
 - **Anil** needs to submit
- Upcoming expenses:
 - Zoom

- Mailchimp
- MG2 Media
- Nov Flagship meeting - How many are registered?
- End of Year Party?

Marketing & Outreach – Deby

- Nov Flagship Meeting
 - VETERAN25 – 25% discount for all Vets + book (up to 20) for all who register
 - Need last date to order books by from speaker
 - Giving to us for \$19 each
 - Need link to order books
- Sponsorships
 - Tek Systems – willing to take a chance on us again – may have people at Nov DM just to gauge crowd
 - Interested in Career Fair if we do it
 - Interested in posting jobs
 - If numbers grow back up to 80+ they would consider sponsorship
- Leadership PMP Proposal
 - 28 of the 35 hours
 - Jason is willing to discount for members and give chapter a kick-back – what is reasonable?
 - All it will cost us is marketing it
 - **Deby** will give **Parash** Jason’s info and he will talk to Jason.
 - Future if we want to bring him down to teach it in a bootcamp he can do that as well
- IIL Video on Social Media – winner gets 10 free seats at on-line Leadership conference in March
 - **Parash** will do the video
- Access to Planner – for website enhancements
 - Planner is in teams – Technology/web team
 - VP marketing is part of the team – they can add people to the group
- **Deby** meeting with new volunteer (tomorrow 10/240 who will take on corporate outreach

Technology / Communications– Vick

- Just added “how-to post job” online
- Added note on registration on homepage

Membership – Barb covering

- Year end party – to be discussed between **Barb** and **Parash**

Programs – Anil

- **Anil** can help publish meeting info for January
- Give info to marketing team for locations
- **Parash** will work with **Meeta** to see if we can find some speakers

Prof Development – AJ

- to give \$100 discount to Amanda Li and book it against the 6575 Volunteer Rewards

President – Parash

- Vijey Kumar Scholarships
 - This year unable to start at the normal time – so unable to do it at this time
 - Maybe done at the year-end volunteer celebration

Bylaws – Barb

Strategy / President-Elect

- Board retreat plan
 - a. Date set and found a venue – need approval
 - b. Lake Arrowhead is rather far – LA seems more feasible
 - i. Will reimburse mileage if people drive to Lake Arrowhead
 - c. Getting way vs. having more people come
 - d. Gathering the budget from other places, allocate \$3500 from other places to make this meeting happen
 - e. \$300 savings from MG2Media from Comms/Tech budget - and \$1000 from Academic Outreach from Marketing
 - f. So far 3 people are confirmed from the board, 2 are tentative for trustees

Note: board retreat plan (because pulling budget from other areas)

Motion by: Dennis

Second by: Deby

Role	Yes	No	Abstain or Not Present
VP of Finance - Vincent	X		
VP of Strategy - Dennis	X		
VP of Marketing & Outreach – Deby	X		
VP of Programs – Anil	X		
President - Parash	X		
VP Communications - Vick	X		

Motion– 6:0:0 (Yes:no:abstain:)

- Leadership team recruiting
- Lindiwe gone until 11/17

Next Meeting: November 6 Status call – teleconference

Meeting Adjourned 8:52