



Board of Directors Meeting Agenda
Wednesday, November 27, 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	Trustee: Barbara Cooke X Trustee: AJ Jafari X Trustee: Keith Birch
Meredith & Yolanda as new board members attended, Barb sends her regrets, Dennis couldn't join	

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

Meeting started at 7:07 pm

Chair's welcome and introductions

Roll Call

VMS: Log your hours under President's Office → PRES Board Meeting with time log note: November Board Meeting

Finance - Vincent

- Budget:
 - 2018 Tax Return - additional expense - \$388 - Need BOD approval?

VOTE: Approval of Additional Expenses for Tax Return

Motion by: Vincent

Second by: Parash

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 Membership – vacant			X
VP of Programs – Anil	X		
VP of Prof Dev – vacant			X
President - Parash	X		
VP Technology – Vick	X		

Motion– :: (Yes:no:abstain) 5:0:3

- Lake Arrowhead Retreat - \$3500
 - Reimburse those who have submitted
 - If more than \$3500, will vote as a board via email
 - Don't wait more than 30 days
- Closing the 2019 Books - Dec 15 (Top Priority)
 - Reminder: No events or expenses after mid-December
 - Please submit all expense reports by this time if you want to get reimbursed - no exceptions!
 - DTLA meeting
 - Nov Flagship meeting
 - Zoom for Nov and Dec
 - Mailchimp for Nov and Dec
- More website PayPal issues
 - Cannot register for upcoming events
 - Pending payments that needs to be captured manually - is this resolved?
- Missing expense reports required for upcoming credit card bill due on Dec 5:
 - Zoom for Oct - \$14.99
 - Hyatt Place El Segundo for PMP Course - \$662.47
- Upcoming expenses:
 - End of Year Party at Courtyard Marriott on Thursday, Dec 12
 - Nom Com - New BOD Orientation on Dec 15
 - MG2 Media - on hold until all issues are resolved

Marketing & Outreach – Deby

- Results for logo contest will be sent out around Dec 15 to Parash to submit to PMI

Technology / Communications – Vick

- What is the policy we have in place in the chapter for authors or merchandise that is for sale at a chapter event?
 - Ex: If a member writes a book and would like to sell it to the members – do they need board approval for this?
 - Member should at least discuss with board?
 -

Membership – Barb covering

Programs – Anil

Prof Development – AJ covering

President – Parash

- Welcome to new board members
- Orientation for new BOD is Dec 15

Bylaws – Barb

Next Meeting: December 11 status meeting – teleconference

Open items: policy for authors or merchandise for sale at a chapter event

Meeting Adjourned 8:01PM