

Project Management Institute - Los Angeles
Board Meeting Minutes
Meeting Date: 22 January 2020
Meeting Location: online Zoom, starting at 7:19pm

1. Welcome remarks and call to order
 - 1.1 Presiding chair: Dennis Chang, President
 - 1.2 Board Minutes by Lindiwe, Director of Board Operation
2. Roll Call
 - 2.1 Board Member Attendees (quorum=5):
 - Dennis Chang (President),
 - Meredith Maimoni (VP of finance) ,
 - Vick Madenian (VP of technology),
 - Deby Covey (VP of marketing),
 - Svetlana Averbukh (VP of strategy),
 - Yolanda Guan (VP of administration),
 - Eric Brown (VP of membership),
 - Parash Sharma (Immediate past president)
 - 2.2 Board Member Absent:
 - Naser Badr (VP of programs)
 - 2.3 Trustees:
 - Barbara Cooke,
 - AJ Jafari,
 - Kay Rathfelder
 - 2.4 Guest and staff:
 - Lindiwe Stenburg (Director of Board Operation),
 - James Jackson (Candidate VP of ProDev)
3. Agenda Review
 - 3.1 Reading of approved resolutions (5 min.)
 - 3.2 Motions submitted for board consideration
 - i. Budget (15 min.)
 - ii. Policy (15 min.)
 - 3.3 Any Other Business (5 min.)
 - 3.4 Approval of the minutes (5 min.)
- 4 Expenses approval prior to 2020 budget approval.
 - 4.1 Whereas, the VP of Finance submitted a motion for urgent approval of expenses to operate the chapter critical functions prior to the 2020 budget approval by the board

4.2 (resolution 2020.01.01) On 13 January 2020, the board passed the motion by e-vote authorizing VP of Finance to make payments to 6 specified vendors for the exact amount.

5 Nomination Committee Appointment

5.1 Whereas, the Nomination Committee members require appointment by the President each year per the Chapter Bylaw.

5.2 (resolution 2020.01.02) on 12 January 2020, the President appointed the following to the 2020 Nomination Committee: AJ Jafari, Keith Birch

5.3 (resolution 2020.01.03) The Board acknowledges the 2019 NomCom members (AJ Jafari, Keith Birch, and Meeta Autrey) for their work in building the 2020 Board and thanks for the 2020 NomCom to continue its work in filling the vacant board positions as well as the election for 2021 Board.

6 VP of Membership Appointment

6.1 Whereas, the VP of Membership on the board is vacant after the election

6.2 Whereas, the Nomination Committee submitted Eric Brown as a candidate for the position

6.3 Whereas, the Board has conducted an interview and subsequently voted in favor of the appointment

6.4 (resolution 2020.01.04) On 19 January 2020, Eric Brown has been appointed to the position of VP of Membership and joins the board.

7 Trustees Appointment

7.1 Whereas, the Trustees are required per the Bylaws and appointed each year by the Board

7.2 (resolution 2020.01.05) On 20 January 2020, the following past-presidents are appointed to serve as chapter Trustees for 2020: AJ Jafari, Barbara Cooke, Jeanne Takano, Kay Rathfelder, Keith Birch

8 Budget

8.1 Whereas, Article VIII - PMI-LA Chapter Finance Section 5 of the PMI-LA Bylaws state a budget showing anticipated revenue and expenses shall be adopted annually by the PMI-LA Chapter Board with a target date of January 1, and

8.2 Whereas, the VP of Finance developed and obtained concurrence from each of the existing members of the Board of Directors - excepting VP Programs - and two additional PMI-LA trustees serving in interim Board of Director roles, and

8.3 Whereas, the revenue projections in the budget are conservative and only include membership income, Professional Development income to the extent that it matches Professional Development expenses, and limited sponsorship income, and

8.4 Whereas, the expenses have been conservatively projected and supported with the business purpose and historical experience, and

8.5 Whereas, Professional Development expenses are listed through June 30, 2020 and will be developed for July 1, 2020 - December 31, 2020 and submitted for separate Board approval.

8.6 (resolution 2020.01.06) Now, therefore be it resolved, by majority vote (4:2:1) of the PMI-LA 2020 Board of Directors at the monthly Board Meeting on the 22nd day of January, 2020, that the PMI-LA 2020 annual budget for the period January 1, 2020 - December 31, 2020 be approved.

9 Policy

- 9.1 Whereas, on 17 November 2019, the combined board members of 2019 and 2020 held a board retreat to plan for 2020.
- 9.2 Whereas, at that meeting the 3 level chapter governance document structure was designed and agreed upon 1) Bylaws, 2) Policy, and 3) Procedures as recorded in the [team meeting note](#).
- 9.3 Whereas, at that meeting, the Policy document was deemed critically important to the operation of the board and the chapter and therefore set as a priority
- 9.4 Whereas, at that meeting, the attending members agreed to have one document for simplicity and immediate start having experienced many delays in the prior year of attempting to update but not completing nor approving the multiple policy documents.
- 9.5 [redacted]
- 9.6 Whereas, recognizing that the initial policy may be revised or replaced with subsequent board approval
- 9.7 The resolution failed. The [Policy: Chapter Policy PMILA](#) document version 20200122 is adopted as the chapter policy to be effective immediately. This resolution was voted down (2:4:1) The board will consider future resolution on the policy

10 AOB

- 10.1 none

11 Minute approval

- 11.1 Now, therefore be it resolved, the PMI-LA 2020 Board of Directors at the monthly Board Meeting on the 22nd day of January, 2020, that the minutes from the 1/22/20 board meeting are approved.