

Project Management Institute - Los Angeles

Board Meeting Minutes

Meeting Date: 26 February 2020

Meeting Location: online Zoom, starting at 7:15pm

1. Welcome remarks and call to order
  - 1.1 Presiding chair: Dennis Chang, President
  - 1.2 Board Minutes by Lindiwe Stenberg, 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)
    - Naser Badr (VP of programs)
  - 2.2 Board Member Absent: James Jackson (VP of ProDev)
  - 2.3 Trustees Present: Barbara Cooke, AJ Jafari, Kay Rathfelder, Keith Birch
  - 2.4 Trustees absent: Jeanne Takano
  - 2.5 Guest and staff: Lindiwe Stenberg (Director of Board Operation)
3. Agenda Review
  - 3.1 Reading of approved resolutions (5 min.)
    - 3.1.1 VP of Professional Development Appointment
    - 3.1.2 VP of Programs Appointment
    - 3.1.3 Approval for two expenses for North LA event
  - 3.2 Motions submitted for board discussion and vote (10 min.)
    - 3.2.1 2020 Budget Revision
    - 3.2.2 2019 Expenses Reimbursement
    - 3.2.3 Approval for revised January meeting minutes for publication
  - 3.3 Any Other Business (5 min.)
  - 3.4 Approval of the minutes (5 min.)
4. VP of Professional Development Appointment
  - 4.1 Whereas, the VP of Professional Development on the board is vacant after the election
  - 4.2 Whereas, the Nomination Committee submitted James Jackson as a candidate for the position

- 4.3 Whereas, the Board has conducted an interview and subsequently voted in favor of the appointment
- 4.4 (resolution 2020.02.01) On 19 January 2020, James Jackson has been appointed to the position of VP of Professional Development and joins the board.
- 5 VP of Programs Appointment
  - 5.1 Whereas, the VP of Programs - Naser Bader - submitted resignation from the board
  - 5.2 Whereas, the Bylaws states that written submission of resignation must be immediately accepted
  - 5.3 Whereas, Naser Bader requested to rejoin the board
  - 5.4 Whereas, the reinstatement requires the board vote
  - 5.5 Whereas, the board has conducted discussion and conducted an interview for appointment
  - 5.6 Whereas, the board voted in favor to appoint Naser Bader to the position of VP of Programs
  - 5.7 (resolution 2020.02.02) On 25 February 2020, Naser Bader has been appointed to the VP of Programs and rejoins the board
- 6 Approval of Two expenses prior to budget revision
  - 6.1 Whereas, there are two expenses submitted for North LA events
  - 6.2 Whereas, the board approved budget for 2020 did not account for these expenses
  - 6.3 Whereas, the board approval is required for expenses that are not in the board approved budget
  - 6.4 Whereas, the volunteers that host this meeting have out-of-pocket expenses that need to be reimbursed without undue delays
  - 6.5 (Resolution 2020.02.03) The board approves the immediate payment for the two expense reports submitted by the North LA events team for reimbursement
- 7 Approval of 2019 Expenses
  - 7.1 Whereas, in efforts to close out 2019 finances, two expense reimbursements were found to be unpaid
  - 7.2 Whereas, the expenses were found to be valid but require adjustment to the 2019 budget
  - 7.3 Whereas, the budget adjustment require a board approval
  - 7.4 (resolution 2020.02.04) The board approves the two expense reimbursements that have not been paid from 2019.
- 8 Approval of the Board minutes for January 2020
  - 8.1 Whereas, on 22 January 2020, the board approved the minutes of the meeting on that day
  - 8.2 Whereas, afterwards a board member noted a disagreement on the words regarding the chapter policy
  - 8.3 Whereas, the chapter policy was not approved by the board
  - 8.4 Whereas, two members of the NomCom members indicated their wish to opt-out of the NomCom
  - 8.5 Whereas, it would be confusing to retain the two opted-out NomCom members to list in the minutes
  - 8.6 Whereas, the board agrees to revise the minutes to better reflect the state of the policy and the NomCom

- 8.7 Resolved (2020.02.05) the minutes section 9.5 is redacted and the two opted-out names of the NomCom are deleted from the minute for publication on the website.
- 9 Budget revision
- 9.1 *Whereas* the PMI-LA 2020 chapter budget was approved in January 2020, however, the programs portion of the budget was an estimate, and
- 9.2 *Whereas* the programs estimate was prepared by the VP Finance working with historical data and with input from other members of the PMI-LA Board of Directors. This estimate was prepared because there was no response from VP Programs to requests for input in time for the board vote on the budget, and
- 9.3 *Whereas* the VP Finance submitted a revised Programs budget developed in partnership with the former VP Programs to the Board in February. This resolution died for lack of second because other Board Members felt additional adjustments were needed, and
- 9.4 *Whereas* the VP Finance met with VP Marketing to make the final set of adjustments needed to the Programs budget, and
- 9.5 *Whereas* the total impact of these proposed changes on the Programs budget results in a loss of \$1,012 where initially a gain of \$1,510 had been approved, and the total impact of these changes on the overall PMI-LA 2020 budget results in a loss of \$12,511 where initially a loss of \$9,989 had been approved. (detailed budget provided to the board.)
- 9.6 (resolution 2020.02.06) Now, therefore be it resolved, by majority vote of the PMI-LA 2020 Board of Directors by email vote, that the Chapter budget approved on 22 January, 2020 be revised to include the changes to the Programs budget developed in collaboration with former VP Programs and VP Marketing reflected in the attached.
- 10 AOB
- 10.1 Volunteer event reminder on 1 March 2020
- 10.2 Policy workshop reminder on 1 March 2020
- 10.3 Regional 7 LIM: James and Naser not attending
- 10.4 LIMC2020 Midyear face to face in Philadelphia with international attendance cancelled
- 11 Approval of the Board Minutes for February 2020
- 11.1 Withdraw the motion to approve the board minutes
- 11.2 VP of Administration will email out for board approved
- 12 Board meeting closed at 20:20