

Project Management Institute - Los Angeles

Board Meeting Minutes

Meeting Date: 11 March 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 Yolanda Guan, VP of PMO & Administration
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 Operations / President Elect),  
Yolanda Guan (VP of PMO & Administration),  
Eric Brown (VP of Membership),  
James Jackson (VP of Career Development)  
Parash Sharma (Immediate Past President)
  - 2.2 Board Member Absent:
  - 2.3 Trustees Present: Barbara Cooke, Jeanne Takano, Kay Rathfelder, AJ Jafari, Keith Birch
  - 2.4 Trustees absent:
  - 2.5 Guest and staff:
3. Agenda Review
  - 3.1 Flagship Meeting on 12 March 2020 (5 min.)
  - 3.2 COVID-19 impact on chapter events in general (10 min.)
  - 3.3 Volunteer of the Month (5 min.)
  - 3.4 Charter Renewal: Annual Planning & Core Catalog of Services (5 min.)
  - 3.5 Any other business (5 min.)
  - 3.6 Review and approval of the minutes
4. Flagship Meeting on 12 March 2020 (5 min.)
  - 4.1 Whereas the COVID-19 risk is on the rise
  - 4.2 Resolution (2020.03.01): the Flagship meeting cancelled with full refund
5. COVID-19 impact on chapter events in general (10 min.)
  - 5.1 PMP Class: James to come back with a proposal
  - 5.2 Pasadena, South Bay, Culver City, North LA, & Downtown chapter meetings: Advise Directors to suspend face to face meetings for 30 day however if they wish to meet they may do so. They should make their decision minimum 7 days prior to the meeting.
6. Volunteer of the Month (5 min.)
  - 6.1 Agreed to use the form in the TEAMS channel
7. Charter Renewal: Annual Planning & Core Catalog of Services (5 min.)
  - 7.1 Dennis to take the lead to work with SK and Parash
  - 7.2 Deby to post the filled out version to the TEAMS
8. Meeting closed 20:16