

Project Management Institute - Los Angeles

Board Meeting Minutes

Meeting Date: 10 June 2020

Meeting Location: online, 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 (Vice President of Finance),
Vick Madenian (Vice President of Technology),
Deby Covey (Vice President of Marketing & Communications)
Yolanda Xiaoyan Guan (Vice President of PMO & Administration)
Eric Brown (Vice President of Membership)
Parash Sharma (Immediate Past President)
Meeta Autrey (Vice President of Programs)
James Jackson (Vice President of Career Development)
Svetlana Averbukh (Vice President of Operations/President-Elect)
 - 2.2 Board Member Absent: None
 - 2.3 Trustees Present:
Jeanne Takano, Barbara Cooke
 - 2.4 Trustees absent:
Kay Rathfelder, Keith Birch, AJ Jafari
 - 2.5 Guests and staff:
Lindiwe Stenberg (Director of Board Operation) , Mern Reeves (NomCom member)
3. Agenda
 - 3.1 May board meeting minute approval (2 min.)
 - 3.2 VOM (5 min.)
 - 3.3 COVID Response Committee (5 min)
 - 3.4 Nomination Committee (5 min)
 - 3.5 Chapter Finance (5 min)
 - 3.6 Chapter Message regarding Floyd and protest (10min)
4. May Board Meeting Minutes approval
Whereas, the board conducted a board meeting on 13 May 2020
Whereas, the minutes of the board has been distributed to the board by the VP of PMO & Administration for review followed by Polly poll
Whereas, seven board members submitted approval via Polly with no objection received
Resolution (2020.06.10.01) Board approves the May board meeting minutes as presented by the VP of PMO & Administration to be posted on the chapter website

5. Volunteer Of Month for May 2020

Whereas, Mern Reeves has successfully led the set up and testing of the MS Teams functionality for surveys resulting in cost savings and process efficiencies for the chapter Resolution (2020.06.10.02) The board hereby awards the volunteer of the month for May 2020 to Mern Reeves

6. Finance

Whereas the PMI-LA 2020 Finance Policy (approved by the Board March 1, 2020) section 2.3.5 requires "All expense reimbursements will be for legitimate and budgeted Chapter business purpose, be filed timely (within 30 days of purchase or event), have proper supporting documentation, and be submitted through the Chapter-approved expense reimbursement system," and

Whereas on 6/9/2020, Svetlana Averbukh submitted two reimbursements from 2/6/2020 totaling \$406.81: 1) \$306.81 for 6632 Region 7 Travel and Entertainment (airfare), and 2) \$100.00 for 6631 Region 7 Registration (non-refunded registration cost).

Resolution (2020.06.10.03) Now, therefore be it resolved, by unanimous vote of the PMI-LA 2020 Board of Directors during the June Board of Directors meeting, that the Chapter approve reimbursement to Svetlana Averbukh for \$406.81 and direct the VP Finance to correct the Q1 financial records before issuing.

7. COVID Response Committee

Virtual meetings for foreseeable future. Will monitor people going to work and advise.

8. Nomination Committee

Timeline worked out. 3 months transition period.

Open 14 Aug – 7 Sep 2020. Announce 8 Sep. 15 July application due.

9. Chapter Message regarding the death of George Floyd and protests

Deby to create document for collaboration. Board to complete review/edit by Thursday, 11 June 2020 to support the Final edit and publication by Friday, 12 June 2020.

10. Next Board Meeting Date and Time: 8 July 2020, 19:15-20:15

Board Meeting Concludes at 20:13