

Project Management Institute - Los Angeles

Board Meeting Minutes

Meeting Date: 8 July 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:
Barbara Cooke , Keith Birch, AJ Jafari
 - 2.4 Trustees absent:
Kay Rathfelder; Jeanne Takano,
 - 2.5 Guests and staff:
Lindiwe Stenberg (Director of Board Operation)
3. Agenda
 - 3.1 Board meeting minutes (2 min.)
 - 3.2 Vote - VOM (5 min.)
 - 3.3 Vote -MailChimp Expense (5 min)
 - 3.4 Vote -Storage Account email change (5 min)
 - 3.5 Vote -Payment in 2020 for Vocational Voucher received in 2019 (5 min) (5 min)
 - 3.6 COVID Response Committee (5 min)
 - 3.7 Nomination Committee (5 min)
 - 3.8 Chapter asset list (2 min)
 - 3.9 July Strategy Meeting (10 min)
 - 3.10 Q1 Finance Audit findings (5 min)
 - 3.11 Employee Survey Initial Result
 - 3.12 Career Development Disciplined Agile Vendor Recommendation (5 min)
4. June Board Meeting Minutes Published
Whereas, the board conducted a board meeting on 10 June 2020 and the minutes has been distributed to the board for review

Whereas, board members approved via Polly with no objection received
Resolution (2020.07.08.01) Board approves the June board meeting minutes as published

5. Volunteer Of Month for June 2020

Whereas, the Bylaws Committee (Ida Harding, Maria McHolland, Barbara Cooke) has served the PMILA throughout 2019 and early 2020 to work with the board to update the Bylaws that had been in use since 2016 and have created multiple iterations of the updates carefully balancing the many points of view and as well as obtaining Pro-Bono legal review are volunteerism that the chapter members benefit from for many years.

Resolution (2020.07.08.02) The board hereby awards the volunteer of the month for June 2020 to the Bylaws Committee.

Yes: 5 No: 2

6. MailChimp expense

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 receipts for monthly MailChimp fees were being sent to Vincent Eng (former VP Finance) and receipts for April and May 2020 were not received by Deby Covey (VP Marketing) until 6/28/2020, and

Whereas on 6/28/2020, immediately upon receipt of the April and May MailChimp statements, Deby submitted expense reports ER-00646 (\$84.15 to be reimbursed from account 6493 Marketing Tools to Meredith Maimoni (VP Finance), charged on 4/23/2020 by MailChimp for the April monthly service fee) and ER-00647 (\$84.15 to be reimbursed from account 6493 Marketing Tools to Meredith Maimoni, charged on 5/24/2020 by MailChimp for the May monthly service fee).

Resolution (2020.07.08.03) Now, therefore be it resolved, the Board approves reimbursement to Meredith Maimoni for \$168.30 and direct the VP Finance to modify the Q2 financial records before issuing.

Yes:8 No:0

7. Payment in 2020 for Vocational Voucher received in 2019

Whereas in 2018 Kevin Smith - a PMI-LA member, was approved by Vocational Rehab in San Francisco to attend a PMP Prep class in Los Angeles for \$1275,

Whereas VP of Finance for 2019 assisted 2020 VP of Finance to locate the payment from Voc Rehab in early 2019,

Whereas the VP of Professional Development in 2019 resigned in June 2019 before honoring the PMP Prep class commitment,

Whereas the 2019 President was unaware of this commitment when he stepped in to act for VP of Professional Development in 2019,

Whereas the funds were booked as income in 2019 and moved to Reserves upon closing of the 2019 books,

Whereas the only options available are to Refund 100% of the funds back to Voc Rehab or provide the PMP Prep class at the chapter discount provide by Facilitated Methods, provide the 5

Saturdays volunteer run PMP Prep also at the chapter discount provided by Facilitated Methods, or pay 100% to another vendor which will require research to ensure that it is under the \$1275,

Resolution (2020.07.08.04) PMI-LA shall pay Facilitated Methods the chapter discount rate of \$600 from non-operational (reserves) so that this does not impact 2020 Operating Expenses.

Yes: 7 No: 0

8. Storage Account email address change

Whereas the annual changeover since 2017 from president to president is necessary due to new

presidents coming in,

Whereas this required both past-president, incoming president, and VP of Finance to come in-person to make this change,

Whereas in the past (pre-2017) the primary email was the finance@pmi-la.org due to the fact that payment (whether by check or credit card) will be made by the current VP of Finance on an annual basis (12 month rate for 13 months),

Whereas we do not know who will be on the board in 2021 when the next bill for this account is due,

Resolution (2020.07.08.05) PMI-LA shall update our current access list with a signed document submitted to Extra Space and change the email account over to finance@pmi-la.org

Yes: 7 No: 0

9. COVID Response Committee (aka Pandemic Committee)
Committee has decided we are not going F2F in 2020. All meetings will be virtual through Zoom. Outreach – may create masks (\$20 per mask). No shipping so a volunteer would have to ship the masks. Because of these reasons we have decided we will not create masks.
10. Nomination Committee
Application is due on 15 July 2020.
11. Chapter asset list
VPs are asked to check the list and update the PMI-LA Asset List as needed.
12. Educational Survey initial results
Initial result presented to the board and will be published in the members' only section of the pmi-la.org website
13. Q1 Finance Audit findings
Completed 2019 --> 2020 audit training and handoff
Developed 2020 audit work plan
Completed revenue, disbursement risk assessment
Completed disbursement testing template
Developing revenue testing template
14. Career Development Disciplined Agile Vendor Recommendation
Didn't have that many people interested in pursuing certification
Decided upon Facilitated Methods
Do we need a board vote to accept this vendor? What is the process?
Do a normal project proposal with all pertinent information and then the board will decide
15. Strategy Meeting on Sunday, 26 July 2020
For now, 7/26 is set as the date.
Time: 9 AM to 1 PM, 4 hours with breaks
16. Next Board Meeting Date and Time: 12 Aug 2020, 19:15-20:15
Board Meeting Concludes at 20:15