

Project Management Institute - Los Angeles

Board Meeting Minutes

Meeting Date: 12 August 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),
 - Vick Madenian (Vice President of Technology)
 - Meredith Maimoni (Vice President of Finance),
 - Deby Covey (Vice President of Marketing & Communications)
 - Yolanda Xiaoyan Guan (Vice President of PMO & Administration)
 - Eric Brown (Vice President of Membership)
 - 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: Parash Sharma (Immediate Past President);
 - 2.3 Trustees Present: Barbara Cooke, Keith Birch, Jeanne Takano
 - 2.4 Trustees absent: Kay Rathfelder, AJ Jafari
 - 2.5 Guests and staff: Lindiwe Stenberg (Director of Board Operation), Mern Reeves
3. Agenda
 - 3.1 Board meeting minutes (2 min.)
 - 3.2 Vote - VOM (5 min.)
 - 3.3 DA Training Instructor (5 min.)
 - 3.4 Vote on Job Board(5 min.)
 - 3.5 Vote on Pandemic Committee Budget (5 min.)
 - 3.6 Vote on Chapter Membership Fee (5 min.)
 - 3.7 Nomination Committee report
 - 3.8 Finance report
4. July Board Meeting Minutes Published

Whereas, the board meeting minutes from 8 July 2020 was distributed to the board after the board meeting

Whereas, an e-vote was requested by VP of Career **Development**

Whereas, the board voted to approve the minutes on 1 August 2020

Resolution (2020.08.12.01) The board acknowledges and thanks the team for the publication of the 8 July 2020 Board Meeting Minutes
5. Volunteer Of Month for July 2020

Whereas, Farrokh Shoar has stepped up to take the lead in engaging new speakers for the Pasadena Morning Meeting and grapple with the new technology of going virtual.

Whereas, Farrokh secured a second speaker after a no-show DURING the meeting, complete with a presentation deck, with no interruption to the meeting.

Resolution (2020.08.12.02) The board hereby awards the volunteer of the month for July 2020 to Farrokh Shoar.

Vote: Yes: 8 No: 0 Abstain: 0

6. Disciplined Agile Training Instructor

Whereas, the Careers Development team pursues a new Disciplined Agile (DA) training as a new benefit for the members and a source for new revenue as a part of their department charter

Whereas, the Chapter needs to select a trainer for the new DA class,

Whereas, the Educational Survey revealed that only a small number (2.7%) of respondents were interested in the fairly new DA certification,

Whereas, the DA Champion team is working to generate more interest in the DA certification,

Whereas, the Career Development subcommittee has conducted a vendor evaluation,

Whereas, the Facilitated Methods certified DA trainer has been identified based on evaluation criteria including minimum class size, potential revenue, and past experiences

Whereas, the Career Development subcommittee in full agreement has recommended Facilitated Methods for selection

Whereas, the Career Development VP has requested an e-vote to finalize the agreement to provide adequate time to market an event in August and that e-vote was conducted to conclude on 1 Aug 2020

Resolution (2020.08.12.03): The PMI-LA Board resolved that Facilitated Methods is designated as the Chapter's first Disciplined Agile instructor

Vote: Yes: 5, No: 0, Abstain: 3

7. Chapter Job Board

Whereas, Career Development proposes to upgrade the PMI-LA chapter's Job Board functionality to allow members to better search job listings and interface with recruiters

Whereas, MG2, the host of the <https://www.pmi-la.org/jobs> website, has recommended their partner CPS Media Inc.

Whereas, there is a possible risk in the partnership between MG2 and CPS Inc, due to slow Phase 2 development

Whereas, CPS Media Inc has already formed similar partnerships with eleven PMI chapters

Whereas, the Job Board Committee (James Jackson, Heather Sutton, and Arch Ravi) met with the following Board members:

1. Vick Madenian who has reviewed the Technology aspects
2. Deby Covey who has reviewed the Marketing aspects
3. Meredith Maimoni who has reviewed the Financial impacts

Whereas, CPS Media Inc has performed a demo of their product/process to the above-mentioned chapter members

Whereas, CPS Media Inc has provided this [contract](#) (click to follow the link to the document)

Whereas, there is no risk to the chapter by trying this option, all the above-mentioned parties have reviewed and approved the contract

Resolution (2020.08.12.04) Board approves the contract with CPS Media to provide enhanced job search functionality for the PMI-LA members.

Vote: Yes: 8 No: 0 Abstain: 0

8. Budget allocation for Pandemic Committee

Whereas, the Pandemic Response Committee (PRC) was formed to monitor current COVID-19 situations and determine best practices to prioritize member health while maintaining business continuity,

Whereas, onsite events are discontinued through 12/31/2020 and member engagement is limited to virtual events, the PRC would like to initiate an effort to increase member engagement via social media,

Whereas, the PRC has outlined a social media campaign encouraging members to post pictures of fun activities to build an album for the PMI-LA community and participants (must be members of PMI-LA with a valid email address on file) will receive a \$10 gift card for participating in the campaign,

Whereas, the PRC was not allocated a budget for activities but plans to do two social media campaigns through remainder of 2020 (August-September and November-December) which will not exceed \$10,000.

Resolution (2020.08.12.05) The Board authorizes the allocation of a new budget of \$10,000 to Pandemic Response Committee from the Non-Operating Expenses account for the year 2020.

Vote: Yes: 7 No: 0 Abstain: 0

9. Volunteer Appreciation Committee - A Standing Committee

Whereas, the board recognizes the importance of volunteers for the success of chapter

Whereas, the PMI-LA is 100% volunteer run organization

Whereas, the volunteer appreciation crosses all departments

Whereas, the changing environments warrants a creation of a comprehensive volunteer appreciation program with continual review and adjustment

Whereas, the chapter Bylaws Article 7 Section 1 provides the board with the authority to establish a standing committee

Resolution (2020.08.12.06) The board hereby establishes a standing committee for Volunteer Appreciation to be chaired by VP of Membership.

Vote: Yes: 8 No: 0 Abstain: 0

10. Chapter Dues Change consideration.

Whereas, the PMI-LA chapter membership fee is an important factor in governing of the chapter that the board should consider on an annual basis

Whereas, the due date for changes to the chapter fee is 1 September 2020 to be effective 1 January 2021

Whereas, the current fee of \$30 for regular members and \$10 for students is deemed reasonable and acceptable in relations with other chapters and the market place

Resolution (2020.08.12.07) The board approves the current membership fee of \$30 for regular members and \$10 for students to remain unchanged for the year 2021.

Vote: Yes: 6 No: 1 Abstain: 1

11. Job Board and PMI-LA Mission

Whereas PMI-LA's mission statement is to provide opportunities for individual growth in project management and increase corporate awareness of the project management profession, and

Whereas the PMI-LA Career Development team is putting together a job board for the benefit of members, and

Whereas PMI-LA is an organization that seeks to further the industry and practice of project management, including supporting project management professionals in connecting with job opportunities, and

Whereas the job board would also raise awareness among corporate partners about PMI-LA and project management, and

Whereas the job board would further PMI-LA's ability to support the needs of its membership and fulfill its mission.

Now, therefore be it resolved (2020.08.12.08), by majority vote of the PMI-LA 2020 Board of Directors during the August Board of Directors meeting, that the Chapter endorses that project management jobs available on a job board for PMI-LA members would benefit the Chapter and align with PMI-LA's mission.

Vote: Yes: 7 No: 1 Abstain: 0

12. Nomination Committee Report

PMI will open the poll on August 14 at 8AM through September 7 @ 11:59PM. They will send out the announcement email on August 14 – we have provided them the wording for the email. PMI will send out a reminder on September 6 that the polls will close on September 7. They will send us the list of 8 winners on September 8 and PMILA will announce via Marketing & Communications via email & website with the winners being told first.

The ballot testing has been completed as well. The ballot does include the photo, statement & video message for each candidate.

13. The replacement volunteer of the month award

Whereas, the Volunteer of Month (VOM) were rewarded with invitation to chapter dinner meeting prior to the COVID-19 restriction for in-person meetings

Whereas, volunteers continue to contribute to the chapter's operation

Whereas, the board continues to nominate and award VOM.

Whereas, the board wishes to provide equivalent benefits to VOM

Resolution (2020.08.12.09) PMI-LA will provide \$30 gift card to each winner of volunteer of the month.

The board members will decide the way to give \$30. This award is retroactive for 2020 and is effective through the balance of 2020.

Votes: Yes:7 No:0 Abstain: 0

14. Next Board Meeting Date and Time: 9 Sep. 2020, 19:15-20:15

15. Meeting Adjournment: Board Meeting Concludes at 20:06