

Project Management Institute - Los Angeles

Board Meeting Minutes

Meeting Date: 9 September 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 Xiaoxyan Guan (Vice President of PMO & Administration)
      - Meeta Autrey (Vice President of Programs)
      - James Jackson (Vice President of Career Development)
      - Svetlana Averbukh (Vice President of Operations/President-Elect)
      - Parash Sharma (Immediate Past President)
    - 2.2 Board Member Absent: Eric Brown (Vice President of Membership)
    - 2.3 Trustees Present: Barbara Cooke, Keith Birch, Jeanne Takano , Kay Rathfelder
    - 2.4 Trustees absent: AJ Jafari
    - 2.5 Guests and staff: Lindiwe Stenberg (Director of Board Operation), Kimberly Sanders (VP Programs 2021), Syreeta Bond (VP Technology 2021), Charles Ouyang (VP PMO & Admin 2021)
  3. Agenda
    - 3.1 Board meeting minutes (2 min.)
    - 3.2 Vote - VOM (5 min.)
    - 3.3 Vote - The Brand Called you workshops
    - 3.4 Vote - Yolanda Guan Reimbursement for Late Submission
    - 3.5 Vote – Memorial Stone
  4. August Board Meeting Minutes
- Whereas, the board meeting minutes from 12 August 2020 was distributed to the board after the board meeting

Whereas, corrections have been made and highlighted Resolution (2020.09.09.04), the minutes are approved and will be posted.  
Vote: Yes: 7 No: 0 Abstain: 0

5. Volunteer Of Month for August 2020

Whereas, the Nominations Committee, Mern Reeves, Keith Birch, and AJ Jafari, has provided exceptional service to the chapter with a successful election completing for the 2021 Board members in September 2020.

Whereas, the Committee met the challenged to work early to bring in the election schedule by months to allow a three-month transition period.

Whereas, the committee improved the process by the new video interviews for all candidates that member voters could view to get to know the prospective 2021 board members.

Whereas, the committee continues their work in training and mentoring the new board members Resolution (2020.09.09.01), the board recognizes the dedicated service of the Nominations Committee with the Volunteer of the Month award.

Vote: Yes: 6 No: 0 Abstain: 1

6. The Brand Called you workshops

Whereas The Brand Called you Consulting (Ferlicius Ong) reached out to the chapter a 3-part workshop with the Learning Objectives below:

1. Your Skills Inventory - Explore soft skills, communication, leadership & skills that you can add onto your tool-belt.
2. Build Your Personal Brand - How to present yourself and the 30 seconds elevator pitch for first impression.
3. It is a Process - Continuous personal and professional growth, seek for mentorship and not afraid to fail forward.

Whereas the three different workshops have already been scheduled by the vendor and cannot be modified for three Monday sessions (9/14/20, 9/21/20, 9/28/20) from 5-6 pm without prior knowledge of a possible chapter event conflict on 9/21/20.

Whereas The Brand Called you Consulting has offered to split the \$55 profit per individual 50/50 with the chapter.

Whereas The Brand Called you events have generated an average of 65 attendees per event.

Now, therefore be it resolved (2020.09.09.02), by majority vote of the PMI-LA 2020 Board of Directors during the September Board of Directors meeting, that the Chapter endorses marketing the event by creating a PMI-LA chapter website ad and sending out promotional email blasts.

Vote: Yes: 6 No: 1 Abstain: 0

7. Vote for Yolanda Guan Reimbursement for Late Submission

**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 7/29/2020, Yolanda Guan submitted three reimbursements from 2/25/2020 totaling \$298.35 for 6632 Region 7 Travel and Entertainment (airfare).

Now, therefore be it resolved (2020.09.09.03), by majority vote of the PMI-LA 2020 Board of Directors during the September Board of Directors meeting, that the Chapter approve reimbursement to Yolanda Guan for \$298.35 and direct the VP Finance to correct the Q1 financial records.

Vote: Yes: 7 No: 0 Abstain: 0

Transition plan to be shared with the board

In the next couple of weeks, lessons learned created and will go through with the board once complete

#### 8. Vote for Memorial Stone

Whereas the chapter has budget for sympathetic circumstances befalling our key volunteers in the way of Presidential Discretionary Budget,

Whereas the President of the chapter, Dennis Chang, is a key volunteer,

Whereas Dennis' lifetime friend, his dog Gracey, passed away mid-August,

Now, therefore be it resolved (2020.09.09.02), by majority vote of the PMI-LA 2020 Board of Directors during the September Board of Directors meeting, that the chapter spend up to \$70 to purchase a memorial stone in recognition of this loss.

Vote: Yes: 6 No:0 Abstain:2 Recused: 1

Board meeting concluded 19:52