

Project Management Institute - Los Angeles

Board Meeting Minutes

Meeting Date: 14 October 2020

Meeting Location: online, starting at 7:45pm

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)
 - 2.2 Board Member Absent: Eric Brown (Vice President of Membership), Parash Sharma (Immediate Past President)
 - 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), Charles Ouyang (VP PMO & Admin 2021)
3. Agenda
 - 3.1 Board Vote - Approval of Board Meeting Minutes from September 2020
 - 3.2 Board Vote – VOM
 - 3.3 Board Vote – Budget Increase for Accounting Fee
 - 3.4 Board Vote – Mailchimp expense approval
 - 3.5 Nomination Committee Final Report
 - 3.6 Pandemic Committee Report
 - 3.7 Project Everest: Essential Steps for Successful Projects Course
 - 3.8 Job Board
4. Board Vote – Approval of Board Minutes from September 2020

Whereas, the board meeting minutes from 9 September 2020 was distributed to the board after the board meeting

Whereas, corrections have been made and highlighted

Resolution (2020.10.14.01), the minutes are approved and will be posted.

Vote: Yes: 5 No: 0 Abstain: 0

5. Board Vote – VOM

Whereas, Steven Dien (academic outreach volunteer) joined this year and has taken over the Downtown LA meetings and come up with some great ideas outside the “norm”.

Whereas he is also our amazing Zoom resource and has helped Pasadena Toastmasters with their Zoom registrations.

Resolution (2020.10.14.02), Steven Dien is the volunteer of the month for the month of September.

Vote: Yes: 6 No: 0 Abstain: 0

6. Board Vote – Budget increase for Accounting Fee

Whereas the PMI-LA 2020 Finance Policy (approved by the Board March 1, 2020) section 2.4 requires "Any expenditure over budget will not be paid until it has been authorized by a vote of the Board, or until the VP of the department revises and submits an acceptable re-balanced department budget to the VP of Finance," and

Whereas the PMI-LA 2020 Finance Policy 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 the Board-approved PMI-LA 2020 allowed for expenses up to \$3,600 for expense line item 6320 Professional Accounting Fees, of which \$573 had been accounted for prior to 8/14/2020, and

Whereas on 8/14/2020, Spectrum Financial Services issued an invoice for \$4,181.92 for services provided from 5/1/2020-7/31/2020, including general accounting services, consulting services (researching regulations for unrelated business income, advertising revenue, reimbursements, and AB5 - \$143 + \$1640), and income tax preparation to date (\$2770.50), and

Whereas Meredith Maimoni, VP Finance, reviewed the invoice and consider it reasonable for the authorized and appropriate work performed.

Now, therefore be it resolved Resolution (2020.10.14.03), by majority vote of the PMI-LA 2020 Board of Directors, that the Chapter approve the payment of requested research fees (\$143 + 1640 = \$1783) to be booked against item 6900 Non-Operating Funds, and thus providing the payment to Spectrum Financial Services for \$4,181.92 and leaving the remaining budgeted tax amount for the completion of the 2019 taxes.

Vote: Yes: 6 No: 0 Abstain: 0

7 Vote – MailChimp expense payment

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 9/26/2020, Meredith Maimoni submitted a reimbursement for \$84.15 for August 2020 MailChimp, which was processed on 8/23/2020.

Now, therefore be it resolved (2020.10.14.04), by majority vote of the PMI-LA 2020 Board of Directors during the October Board of Directors meeting, that the Chapter approve reimbursement to Meredith Maimoni for \$84.15.

Vote: Yes: 6 No: 0 Abstain: 0

8. Nomination Committee Final Report.

The PMI-LA Board election was completed and the following PMI-LA's Board Members for 2021 are confirmed as:

President - Svetlana Averbukh (currently VP of Operations)

VP of Finance - Meredith Maimoni (currently VP of Finance)

VP of Marketing and Communications - Debra Covey (currently VP of Marketing)

VP of Membership - Eric Brown (currently VP of Membership)

VP of Career Development - James Jackson (currently VP of Career Development)

VP of Programs - Kimberly Sanders

VP of Technology - Syreeta Bond

VP of PMO and Administration - Charles Ou-Yang

The Nomination Committee has carried out their duties for the 2021 election and is hereby disbanded. The Board thanks the committee for their dedication and successful delivery of the election on time.

9. Pandemic Committee

Will continue the social media initiative until the end of October. We have not had the volume we have expected. Will mail out masks to members as the cost per mask has decreased. Will also include a thank you card from the board.

We have decided to remain virtual until the end of January 2021. Will continue to monitor on a bi-weekly basis.

10. Project Everest

Normally a full day service but Allen can adapt it to our needs. \$249 for non-members, \$199 for members. Are people ready for higher ticket prices? Free webinars are an option but won't be in quite as much detail. Many people are tired of zoom meetings. Seeking board feedback and will continue with board talk.

11. Job Board

James instructed CPS to change the job board back to the old website. Currently waiting for them to switch back.

12. November Board meeting - meet in Teams not Zoom. Yoland will send out the link.

Board meeting concluded 20:29