

Project Management Institute - Los Angeles

Board Meeting Minutes

Meeting Date: 11 November 2020

Meeting Location: online, starting at 7:15 pm

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),
 - 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)
 - Eric Brown (Vice President of Membership)
 - 2.2 Board Member Absent: Parash Sharma (Immediate Past President), Vick Madenian (Vice President of Technology)
 - 2.3 Trustees Present: Keith Birch, Jeanne Takano , Kay Rathfelder
 - 2.4 Trustees absent: Barbara Cooke, AJ Jafari
 - 2.5 Guests and staff: Lindiwe Stenberg (Director of Board Operation), Charles Ouyang (VP PMO & Admin 2021), Syreeta Bond, Kimberly Sanders
3. Agenda
 - 3.1 Board Vote - Approval of Board Meeting Minutes
 - 3.2 Board Vote – Volunteer of Month
 - 3.3 PMI Proposed Charter Agreement for 2021
 - 3.4 Pandemic Committee Report
 - 3.5 Volunteer Appreciation Committee – End of Year Event
 - 3.6 End of Year Awards
 - 3.7 Career Development Events
 - 3.8 Board Transition
 - 3.9 AOB
4. Board Vote – Approval of Board Minutes from October 2020

Whereas, the board meeting minutes from 14 October 2020 was distributed to the board after the board meeting for review.

Whereas, there was no correction required.

Resolution (2020.11.11.01), the PMI-LA Board of Directors hereby approves the minutes and directs its publication on the chapter website.

Vote: Yes: 7 No: 0 Abstain: 0
5. Board Vote – Volunteer of the Month

Whereas, Beth Sassoon serves as the Director of Revenue on the PMI-LA Finance Team

Whereas, Beth consistently meets all deadlines recording the chapter's monthly revenue while improving the processes

Whereas, the board has recognized the critical role Beth plays in success of the chapter

Resolution (2020.11.11.02) The PMI-LA Board of Directors, hereby awards the October 2020 Volunteer of the Month to Beth Sassoon.

Vote: Yes: 7 No: 0 Abstain: 0

6. PMI Proposed Charter Agreement for 2021

Please let Dennis know what you would like to add. Input is due to PMI by 11/15. We are adding input now but Svetlana will need to sign this in January 2021.

7. Pandemic Committee Report

We will push out in-person meetings until end of Q1. Will reevaluate end of January or early Feb. Completed end of year mailing of thank you cards and masks. Consider \$5K per quarter for pandemic activities for next year. Meeta is happy to stay on next year.

8. Volunteer Appreciation Program Committee – End of Year Event

The team would like to coordinate the event with other activities for next year. \$17K under budget. Will still email gift cards this year. Event will be on 12/3/20. Will send invite to all volunteers. Put certificate on All Volunteers channel on Teams.

9. End of Year Special Awards Committee

Deby Covey and Keith Birch are appointed be on the Special Awards Committee to serve with Dennis Chang. Trophy will be purchased but won't be available till after the EOY Award Event.

10. Sponsorship for Career Events

Can speakers have a slide that advertises? Would need buy in from everyone to accomplish. To be discussed offline.

11. EOY specials for non-paying companies

Should we put this up on the website? No.

12. Board transition

Transition meetings began in October 2020. Completed 7 transition meetings to date with 2020 and 2021 board members. Planning two additional meetings. December 2 and December 9 – both are Wednesdays. Board up on teams for people to put their ideas. Items to discuss to be submitted to Svetlana for the agenda.

13. Next Board Meeting

The board decided to hold a meeting in December to allow last minute board vote that may be required to support the 2021 board. Wednesday, 9 December 2021 at 7:15 PM to 8:15 to be scheduled.

Board meeting concluded 20:30