

Project Management Institute - Los Angeles

Board Meeting Minutes

Meeting Date: 9 December 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)
 - Vick Madenian (Vice President of Technology)
 - 2.2 Board Member Absent: Parash Sharma (Immediate Past President),
 - 2.3 Trustees Present: Barbara Cooke, Kay Rathfelder
 - 2.4 Trustees absent: AJ Jafari, Keith Birch, Jeanne Takano
 - 2.5 Guests and staff: Lindiwe Stenberg (Director of Board Operation), Charles Ouyang (VP PMO & Admin 2021), Syreeta Bond (VP of Technology 2021), Kimberly Sanders
3. Agenda
 - 3.1 Board Vote - Approval of Board Meeting Minutes
 - 3.2 Board Vote – Volunteer of Month
 - 3.3 Board Vote - Expense for Meetup
 - 3.4 January 2021 Annual Business Meeting
 - 3.5 PMI-OC/PMI-SD/ PMI-IE – Networking event
4. Board Vote – Approval of November 2020 Board Minutes

Whereas, the board meeting minutes from 11 November 2020 was distributed to the board after the board meeting for review.

Whereas, there was no correction required.

Resolution (2020.12.09.01) The PMI-LA Board of Directors hereby approves the minutes and directs its publication on the chapter website.

Vote: Yes: 8 No: 0 Abstain: 1

5. Board Vote – Volunteer of the Month

Whereas, Vipanee Pengpol and Susan Graz serves on the Network Events Team

Whereas, the Network Events Team has Demonstrated a significant contribution to the success of the team and ability to work effectively with a team

Whereas, the Network Events Team has successfully organized and held three major networking events that brought value to the chapter's members:

1) **Virtual Game Night:** Built around playing “Never Have I Ever” that was not only fun but also had our members learning something new and interesting about each other.

2) **Evening of Meditation:** Interactive session led by meditation experts Ellie Shoja and Neloo Maderi, teaching our members ways to meditate to relieve some of the stress we have all been feeling this year with pandemic.

3) **Volunteer Appreciation:** Assistance to the planning, preparation, and logistics of the EOY Volunteer Appreciation event, helping with the presentation, the invitations, and running zoom during the event.

Resolution (2020.12.09.02) The PMI-LA Board of Directors, hereby awards the November 2020 Volunteer of the Month to the Network Events

Team: Vipanee Pengpol and Susan Graz

Vote: Yes:8 No: 0 Abstain: 1

6. Board Vote – Expense for Meetup

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 9/10/2020, VP Finance Meredith Maimoni paid \$49.47 to Meetup for a six month subscription for the Chapter using her personal credit card, and

Whereas on 9/10/2020, VP Finance Meredith Maimoni and VP Marketing Deby Covey coordinated to submit an expense report in Zoho and had a miscommunication on what constituted sufficient support (receipt) and now the submission is in excess of 30 days past expenditure, and

Resolution (2020.12.09.03) Now, therefore be it resolved, by majority vote of the PMI-LA 2020 Board of Directors during the December Board of Directors meeting, that the Chapter approve reimbursement to Meredith Maimoni for \$49.47 from 6493 Marketing Tools & Software.

Vote: Yes: 8 No: 0 Abstain: 1

7. January 2021 Annual Business Meeting - January 14, 2021 (1 PDU business/strategy)

Should keep it the same as the previous. Option to do zoom breakout rooms for the 1 hour networking portion at the beginning. 1 hour presentation following networking. Will keep at the 2 hour duration. How much do we charge? \$5 for members, \$10 for non-members Will allow non-members to register. Meeting will be recorded – make sure to notify in event that meeting will be recorded.

8. PMI-OC/PMI-SD/ PMI-IE – Networking event

OC wants to do another networking event especially the hiring tips. They have a 500 person zoom account and are willing to host the event. Feb 3 or 17?

9. AOB

Goodbye and thank you to Vick, Yolanda, Meeta, and Dennis!

Board meeting concluded 7: 37 p.m.