



Board of Directors Meeting Agenda/Minutes  
 Wednesday, February 15, 2017  
 7:00pm – 8:30pm

Chair:	Jon Hicks	
Facilitator:	Pam Meador	
Access:	Citrix gotomeeting: <a href="https://global.gotomeeting.com/join/696178589">https://global.gotomeeting.com/join/696178589</a> Dial in: 1-571-317-3122 Access code: 696-178-589 #	
<b>Board of Directors</b>		
<b>Trustees</b>		
<input checked="" type="checkbox"/> President: Jon Hicks	<input checked="" type="checkbox"/> Trustee: Ida Harding	
<input type="checkbox"/> VP Strategy: vacant	<input checked="" type="checkbox"/> Trustee: Maria McHolland	
<input checked="" type="checkbox"/> VP Administration: Pam Meador	<input type="checkbox"/> Trustee: Bernie Morse	
<input type="checkbox"/> VP Communications: Steve Marlin	<input checked="" type="checkbox"/> Trustee: Jeanne Takano	
<input checked="" type="checkbox"/> VP Finance: Dave Lyman	<input checked="" type="checkbox"/> Trustee: Barbara Cooke	
<input type="checkbox"/> VP Membership: Asad Iqbal	<input checked="" type="checkbox"/> Trustee: AJ Jafari	
<input type="checkbox"/> VP Outreach: Lorena Palacios	<input checked="" type="checkbox"/> Trustee: Pan Kao	
<input type="checkbox"/> VP Professional Development: vacant	<input checked="" type="checkbox"/> Trustee: Deby Covey	
<input checked="" type="checkbox"/> VP Programs: Parash Sharma	<input checked="" type="checkbox"/> Trustee: Kay Rathfelder	
<input checked="" type="checkbox"/> Past President: Keith Birch		
<b>Additional Agenda-Driven Attendees:</b> April Burton, PMI Chapter Partner Joyce Kelley, PMI Chapter Administrator Jennifer Covington, PMI Events Manager		

1. President’s Welcome & Introductions  
 Meeting called to order at: 7:05 pm
  
2. PMI Global – 20 minutes  
**Announcement:** 2018 LIM and Global Congress will be held in Los Angeles!  
 LA Convention Center, host hotel is Marriott  
 LIM will be October 4-6, Congress is 6-8  
 Expectations of the chapter: help with marketing and volunteers (up to 25 volunteers on the overlap day Oct 6)  
 Planning meetings will start in June 2018, then every other week until the event
  
3. Standing Items
  - a. Approval of January 18, 2017 Meeting Minutes  
 Motion: Approve minutes as distributed  
**Outcome:** Approved by acclamation  
 Action Item: Pam to upload minutes to chapter website
  
  - b. Volunteer of the Month Nomination for March 2017

Motion: Approve the nomination of Vick Madenian, Website Director, as Volunteer of the Month for March 2017

**Outcome:** Approved by acclamation

Action Item: Jon to inform Vick; Parash to supply photo and blurb for Meeting slides and submit ticket with content for website article

4. Primary Objective - Open Board Positions  
a. VP Professional Development

Motion: Appoint a VP of Professional Development (selected from the two applicants) or to leave the position vacant.

**Outcome:** Amin Leiman is appointed the VP of Professional Development

Action Item: Jon to communicate results to applicants.

b. VP Strategy/President Elect

Motion: Appoint a VP of Strategy/President-Elect (selected from the two applicants) or to leave the position vacant

**Outcome:** The position will remain vacant. This item to be discussed at the next Board of Directors meeting on February 25 so that the entire board may participate in the discussion.

Action Item: Jon to communicate postponed timeline to applicants

5. Secondary Objective: 2017 Budget Approval

Motion: Approve the proposed 2017 Chapter budget

**Outcome:** motion tabled until the next board meeting

Action Item: add to agenda for the February 25 meeting

6. Time-sensitive items and decisions (as time permits):

- Reminder: February 25th Chapter Engagement Event  
Board members are required to attend; Trustees and key volunteers are encouraged to attend  
Face-to-face board meeting to follow immediately after the event
- The collection of addresses from volunteer applicants within the Better Impact software  
**Outcome:** advise volunteers to put either the chapter address or dummy data.
- Promotion of All American Leadership workshop  
Background: Randy Hartshorn will speak at the March Culver City Meeting.  
**Outcome:** Parash to loop in Lorena and Jon, will reach out to Randy to document expectations and requirements; will bring to the board again after we have more details.
- Region 7 Summit Update

Motion: Purchase chapter logo wear (professional shirts, jackets) for Region 7 attendees and board members



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**Outcome:** Board approves the request by acclamation, but will not authorize release of funds until more details and a plan are communicated.

Agenda topics for next time (Feb 25):

- Recognitions and Rewards program
- Vote to adopt the Strategic Plan
- Budget updates (especially if we have two new VPs)
- Vote to stop collection of on-site cash/check payments
- Proposal for a Young Professionals Group
- Marketing Committee
- Technology Management Plan

Meeting adjourned at: 9:00 pm