



Board of Directors Meeting Minutes
 Saturday, February 25, 2017
 12:00pm – 3:00pm

Chair:	Jon Hicks	
Facilitator:	Pam Meador	
Board of Directors		Trustees
<input checked="" type="checkbox"/> President: Jon Hicks	<input type="checkbox"/> Trustee: Ida Harding	
<input checked="" type="checkbox"/> VP Strategy: Eduardo Henriquez	<input type="checkbox"/> Trustee: Maria McHolland	
<input checked="" type="checkbox"/> VP Administration: Pam Meador	<input type="checkbox"/> Trustee: Bernie Morse	
<input checked="" 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 checked="" type="checkbox"/> VP Membership: Asad Iqbal	<input type="checkbox"/> Trustee: AJ Jafari	
<input checked="" type="checkbox"/> VP Outreach: Lorena Palacios	<input type="checkbox"/> Trustee: Pan Kao	
<input type="checkbox"/> VP Professional Development: Amin Leiman	<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		
Additional Agenda-Driven Attendees:		

Opening

1. Meeting called to order at: 12:14pm
2. Chair's Welcome & Introductions

Primary Business

1. 2017 Budget

Every BoD member is responsible for reviewing the entire budget. Possible additions to the budget this year
 LIM 2018 – PMO Intake Form
 LIM Committee – TBD

President:

- More face-to-face meetings
- \$1,000 for Special Projects added to the Trustees' List

Administration:

- Teleconference costs
- GoTo Meeting Administration Account
- Storage Facility
- Asset Management
- Business Cards for Region 7 - Keith
- Technology Management Plan - TBD

Membership:

- More Mixers scheduled out through end of year

- Volunteers that are required to attend Volunteer events – A discount code is planned
- Team Development – Develop volunteers to support the team.
- Membership Development – Not for volunteers. A benefit we may want to offer to members
- Volunteer Retention – Includes volunteer appreciation stuff.

Finance:

- The same except for a \$600 accounting fee
- ZOHO is part of the budget. ZOHO replaces Excel. Benefit is that we have an approval workflow. Transparency and efficiencies for Finance.
- Finance Committee established

Communications:

- No additions
- Steve is acting eBlast Editor
- Suggestion that text blasts be set up for reminders of events. Social Media is responsible for advertising may fit in Outreach.

Outreach/Marketing:

- Military Outreach – Add \$500. Developing plan for events/education materials
- Revenue eBlasts from sponsors TBD. Accounting must be worked out.

Professional Development:

- Amin and Jon to review this section of the budget. Plans to change Professional Development Day. Considering exam prep seminars and career services. Would like to do more. Maybe add a Director position.
- Our approach to seminars is not working. We will allow Amin to develop plan for Professional Development Day vs Seminars. We will continue with exam prep as our core responsibility of the chapter. Boot Camp will remain.

Strategy:

- Region 7 - Logo wear for Region 7
- LIM
- PMO
- Long term strategy development. No big changes to the strategy budget. Strategy development team?
- Eduardo to add this items as he develops his plans.

Programs:

- Add \$800 - \$1200 for team meetings.
- Add \$200 - Speakers
- Add \$2,000 for 2 Speakers
- Mentor Program – move to Membership
- One laptop for Book Club

[2017 Budget Approved by acclamation](#)

Action Item: Dave to upload final version to SharePoint. Dave to finalize and send to BoD and Trustees

Additional Planned Business

1. Recognitions and Rewards Program

This will be handled via email.

2. On-site Cash/Check Payments

Motion: Stop collection of on-site cash/check payments. Corporate checks are allowed; no cash or checks accepted on site.

Approved by acclamation

Action Item: Dave to upload final version to SharePoint

3. Chapter Pins – Giveaways

Kay – Costs \$1,100 – Non-operating budget. Vendor – Crown Awards

Motion: Add \$1,100 to budget for Chapter Pins

Approved by acclamation

Action item: Kay to purchase pins using the chapter credit card and distribute.

4. Region 7 Optional Events – Check In at 4:00pm

Networking – Thursday 3/16

Fancy Dinner/Gala Event – Friday 3/17 \$100 – Skip

Chapter Meeting Tex Mex Buffet - Saturday 3/18 - \$55.00 – Team Building

Bye - Sunday 3/19 –

Decision: team will not attend any optional events, will meet on their own instead

5. Status Reports – No discussion

6. Proposal for a Young Professionals Group - deferred

7. Board Member Profiles – to be handled via email.

8. Marketing Committee – TBD

9. Technology Management Plan – TBD

Unplanned Business

Call for any additional topics; priority is given to requests for decision

Should we create audio/video recordings of board meetings?

BoD agreed not to record meetings and all previous recordings are to be destroyed. We also agreed to destroy recorded interviews.

Announcements

Call for any announcements

Agenda topics for next time (March 15):

- Vote to adopt the Strategic Plan
- Budget updates (especially as we have two new VPs)
- Volunteer Management Plan – Roll out June 2017 – Asad and Joann



Board of Directors Meeting Minutes
Saturday, February 25, 2017
12:00pm – 3:00pm

Closing

Meeting adjourned at: 3:03pm

3/26/2017

Correction to the Minutes:

Parash Sharma clarified Item 1 2017 Budget for Programs:

“I think I had asked for \$200 increase for my team meeting expense. As I have few more volunteers, I needed the increase.

The \$2000 is for the paid speakers. We are bringing one in May.

I also have a request for another \$700 for the paid speaker. We will add that to our next BOD meeting agenda.”