



**PMI Carolina Board of Directors
Meeting Minutes
September 10, 2024 – 5:30 p.m. to 7:30 p.m. Eastern
Teams Virtual Meeting**

1. Administrative Items (5 Minutes) – Rhonda Evans, Chapter President

- a) Welcome, Attendance, and Quorum
Rhonda Evans, Chapter President, called the meeting to order at 5:30 p.m. on September 10, 2024.

- b) Agenda Review
The Board of Directors reviewed the agenda, meeting cadence, and rules of engagement. Ms. Evans stated the meeting will focus on success plans, plans for events the remainder of the month and the year.

Table 1: August ,6 2024, Action Item List

**Action Item Log
PMI Carolina Board of Directors Meeting
August 6, 2024 – 5:30 p.m. to 7:30 p.m. Eastern**

#	Action Items	Assigned To	Target Date	Action Status
1	Update action items on the Board's Teams Channel captured from the July 15, 2023, January 2024, strategy sessions, and present strategy items that need discussion at the next board strategy meeting. <i>Note: Items to be captured in individual team strategy plans. Included in Board's succession plans.</i>	All Members		Complete
2	Submit a bios for the upcoming elections process.	Tabatha Gregory, Anna Maddox, Jim Copeland, Pauline Robinson		Complete

3	Send the Board approved amended Bylaws to PMI Global and the members for a 30-day period. <i>(Determined Not Needed)</i>	Maria Haney		Complete
4	Send an email to the Board to select a new Volunteer of the Month.	President/All Members		Carryover
5	Provide the Membership team information for PDD (description and take aways) for all sessions that need PDUs provide a template to Membership prior to Sept 7th	Membership/Professional Development Day Team		Complete
6	Facilitate September Board Meeting	VP Finance		Complete

2. PMI Carolina Chapter Updates (10 Minutes) – Rhonda Evans, President

Ms. Evans provided an update on the succession plan for the upcoming board of director election and appointments. An email will be sent to the members announcing elections will start on September 16th; voting will be open for 2 weeks through September 27th.

Action Item: Marketing will work with Ms. Evans to send the email on board elections to the members.

Ms. Evans reviewed recent member statistics with the group. Analysis shows that membership and certifications are increasing or stable in various areas. The chapter continues to make progress promoting value to the membership. The latest numbers are posted on the website. She suggested an email be sent to members to renew their membership. VPs were also asked for VPs to review their open positions in VEP.

The group discussed the need to nominate new Volunteer of the Month for the May through September. The VOMs for August and September should be representative of volunteers from the PDD team.

Action Item. Rhonda will send the request to the board for nominees.

3. 2023 Finance Program Report (7 Minutes) – Robert Martin

The VP, Finance, Robert Martin reported on the Chapter's 2024 budget. Overall, the Chapter is on budget and reserves are trending positively. Most expenses from PDD determine the budget for the remainder of the year. VPs were asked to review their expenses for the third quarter. Finance will also work with VPs to develop projections for 2025.

Mr. Martin is working on a succession plan to onboard Anna Maddox, incoming VP Finance candidate, into the role.

4. Social Impact Program Report – Mentorship (7 Minutes) – Tabetha Gregory

Tabetha Gregory, VP of Social Impact, mentioned the team is working to fill multiple positions in the Chapter's Educational Team (Outreach Director, Chair, Social Impact/Hours). The team is also onboarding a Military Outreach and Mentorship person. Ms. Gregory is also working on a successor for the VP Social Impact role.

The Mentorship team is also looking for mentors.

5. Technology Programs Overview (7 Minutes) – Anna Maddox

Anna Maddox, VP of Technology, provided the report for Technology. She is currently interviewing volunteers for IT roles and considering a new team structure but is recently onboarding Jaqueline de Sousa Gomes to help with Technology Strategy. The role will focus on documenting processes and procedures for Technology, providing a strategy for board discussion, and maintaining ongoing inventories for all teams' applications and user administrative changes. Jaqueline will also work closely with Administration and Membership on various Technology related projects.

6. Administration & Governance Program (7 Minutes) – Maria Haney

Maria Haney, VP of Administration provided a report for Chapter business. She will continue to onboard the incoming VP, Administration nominee, Patricia Crawford into the role. Ms. Haney noted that she is updating the handbook with steps to updating the Bylaws.

Mariana Morini, Director of DE&I, provided an updated from the DE&I committee. She is onboarding a new Director of the DE&I committee, Pablo Barroso, to take her place during her transition into VP of Membership. Ms. Morini reported on the team's progress with the Chapter Back-to-School drive and shared upcoming plans for PDD, as well as plans to interact with the members during monthly meetings.

7. Marketing Programs Overview (7 Minutes) – Leann Sullivan

Leann Sullivan, VP Marketing provided a report for the Marketing program. She is recruiting a successor to fill her role by the end of the year. She is also working alongside the PDD team and various programs to help market projects during the month. Ms. Sullivan is also reviewing the Chapter's marketing tools and will be in contact with various VPs to meet their needs.

8. Membership Program Report (7 Minutes) – Jennie Hale

Ms. Jennie Hale, VP of Membership, provided a report for the Membership Team. She is currently onboarding the incoming VP, Membership nominee, Mariana Morini, into the VP role. She will continue to help with recruiting a PDU processing lead, director, membership ambassador. The Membership team is working with the PDD planning to gather information for PDUs from PDD sessions.

For any event that needs PDUs, she is asking that community events be posted no later than the first of the month with the information provided in the template. The team should keep in mind that agile is not a triangle option.

9. Professional Development Program Report (7 Minutes) – Pauline Robinson

The VP, Professional Development, Pauline Robinson provided a report for the Professional Development team. The team is currently looking for volunteers for Professional Development's Community Engagement program. They are also working with Social Impact to transition the Mentorship Program over to Professional Development this year. She discussed open items for the September 14th Professional Development Day.

Professional Development is scheduling a leadership training course in November. The group discussed the new study group format. The team is working on ways to promote the program and recognize member participation.

10. Programs Report (7 Minutes) – Vinod Kumar

Vinod Kumar, VP of Programs provided a report for Programs. The team is currently onboarding three new Program Chairs. Mr. Kumar shared the survey feedback from community meetings in 2024. Overall, the feedback was positive, and members are finding value in the content. He also created a survey for this year's PDD event. Mr. Kumar will coordinate with Membership to incorporate the PDU codes. In addition, the team is working with other areas to finalize speakers for the remainder of the year. .

11. Next Meeting(s)

The board will meet again on October 8, 2024, 5:30 a.m. to 7:30 p.m.

The 2024 board meeting facilitation schedule is as follows: Rhonda (Feb); Maria (March); Anna (April); Leeanne (May); Robert (June), Jennie (July); Vinod (August); Tabetha (Sept); Pauline (Oct); Rhonda (Nov); December EOY Celebration. The Board will adjust as needed.

12. Adjourn

Ms. Evans adjourned the meeting at 7:30 p.m. on September 10, 2024.

Action Item Log

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Attachment 1

#	Action Items	Assigned To	Target Date	Action Status
1	Send an email to the Board to select a new Volunteer of the Month.	President/All Members		Carryover
2	Send a message to the members on upcoming board elections to the members.	Marketing/President		
3	Facilitate October Board Meeting	VP Social Impact		

Attendance List

**PMI Carolina Board of Directors
September 10, 2024 – 5:30 p.m. to 7:30 p.m. Eastern
Teams Virtual Meeting**

#	Name	Board Position
1	Rhonda Evans	Chapter President
2	Tabetha Gregory	Vice President, Social Impact
3	Robert Martin	Vice President, Finance
4	Pauline Robinson	Vice President, Professional Development
5	Vinod Kumar	Vice President Programs
6	Jennie Hale	Vice President, Membership
7	Maria Haney	Vice President, Administration
8	Anna Maddox	Vice President, Technology
9	Patricia Crawford	Director, Speaker Engagement
	Mariana Morini	Director, DE&I Committee