**PMI Carolina Board of Directors**

Meeting Minutes

**May 14, 2024 – 5:30 p.m. to 7:30 p.m. Eastern**

**Teams Virtual Meeting**

# Administrative Items (5 Minutes) – Leeann Sullivan, Vice President, Marketing

##  Welcome, Attendance, and Quorum

## Leeann Sullivan, Vice President, Marketing, called the meeting to order at 5:30 p.m. on April 9, 2024.

## Agenda Review

The Board of Directors reviewed the agenda, meeting cadence, and rules of engagement. Ms. Sullivan asked the members to provide organizational changes, resource needs, and plans for the third quarter of 2024 in their program reports.

**Table 1: May 14, 2024, Action Item List**

Action Item Log

**PMI Carolina Board of Directors Meeting**

**May 14, 2024 – 5:30 p.m. to 7:30 p.m. Eastern**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#**  | **Action Items**  | **Assigned To**  | **Target Date**  | **Action Status**  |
| **1**  | Develop a plan to incorporate Skilldora logo/information into Chapter communications. | VP Marketing, President |  | Carryover |
| **2**  | Create volunteer positions in VEM for the needed roles and ask volunteers brought onboard or promoted to complete applications. | All Members |  | Complete |
| **3**  | 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. | All Members |  | Carryover |
| **4**  | Discuss improvements for the speaker management process. VP Programs to set up call. (Also refer to action items on the Board’s Teams Channel from the Board’s July Strategy Meeting) | VPs Programs, VP Membership, VP Marketing |  | Complete |
| **5**  | Send an email with instructions on how to upload photos to the website’s folders. | VP Marketing |  | Complete |
| **6**  | Assign tasks to help with Programs until they can recruit additional volunteers. Ms. Hale will provide a template for the speaker/PDU information. Mr. Kumar will add a column in the template to identify the areas where Programs need assistance. | VP Membership, VP Programs |  | Complete |
| **7** | Provide volunteer information for January-March VOMs (via the [link](https://forms.office.com/pages/responsepage.aspx?id=7Chp33p1jUCPfLBKCyNJuimcDPuhatRIi6pY8EeQazdUQ1FESzUxTVJUUUxVVDFWMEtRMkpZUlc0SyQlQCN0PWcu)). | VP Programs, VP Social Impact |  | Complete |
| **8** | Develop a similar form (above) for VOM nominees.  | President |  | Complete |
| **9** | Respond to Technology (Ginger’s) email verifying their team’s applications. | All Members |  | Carryover |
| **10** | Develop and report on next steps for a quarterly board outing (coffee chat/beverage) with the members. | President, VP Marketing |  | Complete |
| **11** | Discuss proposal to host informational sessions for individual Chapter programs. (Helps to engage the members and generate interest.) | All Members,VP Marketing |  | Complete |
| **12** | Provide a quote for welcoming material to Marketing and t-shirt size to President for events.  | All Members |  | Complete |
| **13** | Launch member campaign in several ways to retain ACP and PMP membership/recertifications (see minutes above)  | VP Professional Development, VP Programs, VP Membership, VP Marketing |  | Complete (numbers improved) |
| **14** | Provide Chapter’s Handbook signature page. | All Members |  | Carryover |
| **15** | Facilitate May Board Meeting | VP Marketing |  | Complete |

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

1. Presidents Updates

Ms. Evans reviewed key dates and goals for 2024. The group discussed priorities to increase the volunteer pipeline in multiple areas, create value proposition to sponsors, and develop a strong succession plan for critical areas. The Chapter currently has opening positions for a Director of Sponsorship and two A/V Media Coordinators.

Ms. Evans reported on the first Coffee Chat where 15 members attended the session. The next coffee chats will be held on June 15th (Jennie Hale, Anna Maddox, Maria Haney in Charlotte Metro) and on August 3rd (Pauline Robinson, Vinod Kumar, Rhonda Evans in Asheville).

Ms. Evans, the VP of Professional Development (Pauline Robinson), and VP of Social Impact (Tabetha Gregory) will represent the Chapter at the September 19th – 22nd LIM in Las Vegas. The VP of Programs, Vinod Kumar will attend the next LIM in 2025.

 Ms. Evans introduced a new Marketing Intern and requested Technology to provide her with access to MailChimp. In addition, Ms. Evan requested the Membership team to pull data seven days prior to the 1st programing event of the month.**[Action]**

**Previous Carryover Action Items:** The board was asked to review tasks developed during the July 2023 and January 2024 strategy session. **[Carryover Action]**

Chapter Presidents from PMI Carolina, PMI Minnesota, and PMI Piedmont Triad are discussing a profit-sharing agreement and member discounts with Skilldora. Marketing will meet with Ms. Evans to develop a plan to incorporate Skilldora logo/information into Chapter communications. **[Carryover Action]**

The group discussed the process to post information to the calendar for all areas with specific information needed to process PDUs and market the event. The team should update the speaker workbook with necessary information. Professional Development, Military Outreach, Mentorship, Membership, and Programs will work together. VP Programs will schedule a meeting to discuss the process. **[Carryover Action]**

## Volunteer of the Month

The board will submit nomination forms for May’s VOM and discuss at the June meeting. **[Action]**

# 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.

Mr. Martin announced he will not run for another term and is currently looking for a successor. He is also recruiting a Director of Finance. Board members were requested to shift recurring charges to the new credit cards. The group should also continue submitting monthly expense reports which will help Finance categorize expenses in the accounting system.

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

Tabetha Gregory, VP of Social Impact, mentioned the team is working to fill multiple positions (Educational Outreach Director, Additional mentors).

Military Outreach is partnering with Professional Development to revamp the PMP study group. The PMI Educational Fund is starting conversations with Langtree Upper on Education outreach. They will incorporate project management into the daily curriculum. ​

The Mentorship team recently worked with Marketing to kick-off the campaign. The goal is to bring in mentees for the new program.​

The team is also requesting the board to support Hours of Impact events as time allows.

# Technology Programs Overview (7 Minutes) – Anna Maddox

Anna Maddox, VP of Technology, provided the report for Technology. She announced that she will not run for another term and is currently looking for a successor. She is also recruiting for a product manager/website and Technology Director. Ms. Maddox is also requesting volunteers to use the Technology Channel. She is working with Mail Chimp and the Membership Team to resolve issues with the Chapter’s account which is impacting the release of the Chapter Survey. Student versus Member pricing is on the website. Members were reminded to use the coupon code.

In addition, Ms. Maddox mentioned issues with vendor managed systems take time. The team is limited in the changes they can make themselves. The group was reminded that Technology is capturing a list of applications all chapter volunteers are using. Board Members were asked to respond to Ginger’s email verifying their team’s applications. **[Action]**

# Administration & Governance Program (7 Minutes) – Maria Haney

Maria Haney, VP of Administration introduced two new volunteers that recently joined the DE&I committee. Two members of the committee will attend the She Dreams In Color sponsored by Queen Tea on June 2, 2024, with Ms. Evans. The team continues to work with various groups on program plans for 2024 (sound bytes, social media awareness post, back-to-school drive, etc.) and offered to assist with analyzing the Chapter’s 2024 Survey results.

**Previous Carryover Action Items:** Ms. Haney is requesting each board member to provide the Chapter’s Handbook signature page acknowledging they have read the document and Code of Ethics. **[Action].** The document will be updated periodically and shared with chapter volunteers.

# Marketing Programs Overview (7 Minutes) – Leeann Sullivan

Leeann Sullivan, VP provided a report from Marketing. She announced that she will not run another term and is also looking for a successor. Ms. Sullivan is creating job descriptions for volunteers to work on the newsletter, website, and social media. She is considering micro-tasking to attract additional support in the area.

Marketing is requesting information for events be posted on the calendar months in advance so that the group can market the events and support attendance. (see above action item) They are willing to assist in the process where appropriate. The group is also willing to assist with all branding and logo projects (email banners, website changes, PowerPoint, events, etc.). Ms. Sullivan is requesting volunteers post request to the Kanban board for marketing assistance by the 25th of each month.

# Membership Program Report (7 Minutes) – Jennie Hale

# Ms. Jennie Hale, VP of Membership, provided a report for the Membership Team. The team is working with Technology to resolve issues between Dark Rhino, ThoughtSpot, and PMICarolina.org. Membership is also requesting event information be posted to the website a month in advance.

# [Action] In addition, VP of Marketing, Technology, Membership will work on the newsletter format and discuss updates to MailChimp.

# Professional Development Program Report (7 Minutes) – Pauline Robinson

## The VP, Professional Development, Pauline Robinson provided a report for the Professional Development team. Ms. Robinson asked the Board for assistance with onboarding new volunteers. The group discussed that VPs should onboard volunteers on their teams until a new Chapter onboarding program is developed. VPs can seek the assistance of other VPs as needed.

## The team is currently recruiting a Director of Community Engagement. Ms. Robinson provided an update for PDD 2024, which is on September 14, 2024. This year’s theme is Celebrating Differences: Methodology, Leadership, & Diversity.

## The team is currently planning monthly training events, including Saturday destination PDU events. Topics will include leadership training, design thinking, and change management training. The next training event will be in Asheville, NC. They are currently working with Marketing on communication plans for the events.

# Programs Report (7 Minutes) – Vinod Kumar

Vinod Kumar, VP of Programs reported he is interviewing volunteers for 5-6 open positions. The team continues to recruit volunteers to support the communities. The group discussed Program materials available to support the onboarding.

Programs request recommendations for speakers. Events are posted for May and June. Patricia Crawford is working to revamp the speaker board and survey. The team is also discussing ideas for a July 16th in-person event.

# Next Meeting(s)

The board will meet again on June 11, 2024, 5:30 a.m. to 7:30 p.m. The VP of Finance, Robert Martin, will facilitate the meeting.

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.

# Adjourn

Ms. Sullivan adjourned the meeting at 7:30 p.m. on May 14, 2024.

Action Item Log

**PMI Carolina Board of Directors Meeting**

**May 14, 2024 – 5:30 p.m. to 7:30 p.m. Eastern**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#**  | **Action Items**  | **Assigned To**  | **Target Date**  | **Action Status**  |
| **1**  | Develop a plan to incorporate Skilldora logo/information into Chapter communications. | VP Marketing, President |  | Carryover |
| **2**  | 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. | All Members |  | Carryover |
| **3**  | Discuss improvements for the speaker management process. VP Programs to set up call. (Also refer to action items on the Board’s Teams Channel from the Board’s July Strategy Meeting) | VPs Programs, VP Membership, VP Marketing |  | Carryover |
| **4**  | Develop a similar form (above) for VOM nominees.  | President |  | Carryover |
| **5**  | Respond to Technology (Ginger’s) email verifying their team’s applications. | All Members |  | Carryover |
| **6**  | Discuss proposal to host informational sessions for individual Chapter programs. (Helps to engage the members and generate interest.) | All Members,VP Marketing |  | Carryover |
| **7** | Launch member campaign in several ways to retain ACP and PMP membership/recertifications (see minutes above)  | VP Professional Development, VP Programs, VP Membership, VP Marketing |  | Carryover |
| **8** | Provide Chapter’s Handbook signature page. | All Members |  |  |
| **9** | Membership team to pull data seven days prior to the 1st programing event of the month. | VP Membership |  |  |
| **10** | Board members submit nomination forms for May’s VOM and discuss at the June meeting. | All Members |  |  |
| **11** | Provide the Chapter’s Handbook signature page.  | All Members |  |  |
| **12** | Facilitate May Board Meeting | VP Finance |  |  |

**Attachment 1**

Attendance List

**PMI Carolina Board of Directors**

**May 14, 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 | **Leeann Sullivan** | Vice President, Marketing |
| 8 | **Mariana Morini** | Director, Diversity Equity & Inclusion  |
| 9 | **Anna Maddox** | Vice President Technology |
| 10 | **Bobby Saunders**  | Director, Military Outreach  |
| 11 | **Jim Copeland** | Director, Membership |