

Project Management Institute-Wine Country Chapter Board Meeting Minutes
February 24, 2019

Location:

Landmark Winery - Tower Room, 101 Adobe Canyon Rd, Kenwood, CA

Proceedings:

PMI-WCC Board Meeting was called to order at 10:36 am by President, Mike Whitley

Board Members Present:		
Mike Whitley, President, CIO		Don Winter, Chief Operating Officer
Kris Everett, CEO/Interim CFO		Sally Bard, Chief Membership Officer
Kate O'Connor, Secretary/CCO		Jordan Mee, CEo (absent until 11:55am)
Quorum Present? YES		
AGENDA TOPIC/REPORT	Responsible	Update
President & CIO Report	Mike Whitley	<p><u>PMI Global News</u> – Expect more rigor around chapter’s processes; increased oversight & reporting</p> <p><u>Region 7 update</u> – Travel grant of \$1000 approved; Mike’s work mostly done</p> <p><u>CIO Update</u>; DT Register migration & instructions - New Event Booking app is ready for roll-out; training to follow</p>
CEO & Treasurer’s Report, Motion to Approve Financials	Kris Everett	<p><u>January Financials</u> – Income: \$1843.39, Expense: \$200, Net \$1643.39, Cash on hand: \$12,657, New Credit Card application ready for completion</p> <p><u>CFO Transition</u> – Jennifer Cortes is ready to start & plan in place for on-boarding, Jim Thomas will serve as Auditor during the on-boarding</p> <p><u>CEO report</u> – Met w/ Jordan to discuss PDD planning, Justin Walker is a possible keynote speaker</p> <p>Contact List sent out for updates Year-end Chapter Finances Report filed w/PMI; in-progress per Laura Brenner at PMI</p>
COO’s Report	Don Winter	<p><u>Update on venues for Membership Meeting & PDD; other events</u> Charlies & Wildfox are confirmed for next 3 dinner meetings; Xmas party at McInnes. Meeting of the Members set for 4/20/19. Other events; visit to Mammal Center 5/2 using Panera as catering, possible hike in Oct. & Nov. wine tour & charitable outreach TBD. Plan to develop a new Events Committee, consider adding employers to PDD program</p>
CEo’s Report	Jordan Mee	<p><u>Update on speakers for June Meeting</u> - Confirmed speaker for June & working on Oct. mtg</p> <p><u>PDD conference speakers</u> - Would like to adopt the same format as 2017, potential Keynote speaker identified (justin Walker) has met w/ Jim Robison as a technical speaker. Has started talks w/ Jane at Exchange Bank for venue. Plan to reach out to Paul Slaiku to serve as Moderator, Date of PDD is 9/14/19</p> <p><u>Assistance for recruiting speaker’s bureau?</u> Discussion of creating a committee to move forward on PDD</p>
CMO	Sally Bard	<p><u>Membership Report</u> - There’s a tracking worksheet which she’ll send out and will have a report for the next Bd mtg including the Buddy System & KPIs for</p>

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		Chapter passes, dinner passes; # renewed, #joined etc.
Secretary / CCO Report	Kate O'Connor	<u>2/7/19 Speaker Evaluations Data</u> 23 Attendees w/18 responses for a 78.2% response rate Overall satisfaction 4.72 out of possible 5
Meeting of the Member's Planning Session	ALL	Will keep similar outline from last year's meeting; especially a whiteboard for Member suggestions, date of meeting 4/20/19 & will need to announce 45 days in advance. Don is reviewing venues.

MOTIONS

Minutes	President made a Motion to approve minutes for 1/26 & 2/7/2019 Seconded by COO, Approved all
Financials	President made a Motion to approve January Financials; Seconded by COO, Approved all
CFO	President made a Motion to nominate Jennifer Cortes to CFO position; Seconded by COO, Approved all
Bylaws	President made a Motion to change Bylaws Article V, C., Section 11; Seconded by COO, Approved all. This will be sent to the Membership for approval

ACTION ITEMS

Responsible	Activity	Date
Mike Whitley, Pres.	Firm-up website master role with Linda Miele	3/1/2019
Mike – Lead & Bd	Continue CIO search & recruitment	ASAP
Mike Whitley, Pres.	New Event Booking documentation for end-users & Webinar	3/1/2019
Mike Whitley, Pres.	Check with Jennifer Cortes for attending Region 7	3/1/2019
Mike Whitley, Pres.	Set-up Membership vote for changes to the Bylaws	3/7/2019
Kris Everett, CEO	Completion of Bank Credit Card Application	3/7/2019
Mike Whitley, Pres.	Need password re-set for the Chapter laptop	ASAP
Kris Everett – Lead & Jim Thomas (Transition Auditor)	On-boarding of Jennifer Cortes in CFO roles & responsibilities	Through March 2019
Mike Whitley, Pres.	Follow-up w/ Laura Brenner at PMI for the Chapter Charter Renewal	3/7/2019
Don Winter, COO	Don will firm up a venue for the Membership Meeting scheduled 4/20/19, possibly Charlies; note: Members must be notified 45 days in advance of the Member's Meeting date	ASAP
Kate O'Connor, Secretary	Check on availability of Landmark Winery for Membership Mtg. (Landmark not available)	2/26 - Complete
Mike Whitley, Pres./CIO	Load Membership meeting announcement on website	ASAP, no later than 3/5
Don Winter, COO	Follow-up with Joycelyn about participating in a new Events Committee	3/15/2019
Sally Bard, CMO	Will send out the tracking spreadsheet she developed to the Board	3/4/2019
Jordan Mee CEEdO	Will reach out to Paul Slaiku to serve as PDD Moderator	3/4/2019
Jordan Mee CEEdO	Will develop an outline for the PDD content showing how it maps to the Talent Triangle	3/8/2019
Jordan Mee	Firm up venue with Jane at Exchange Bank for PDD on 9/14/2019; will work w/Don for catering TBD	3/8/2019
Jordan Mee – Lead & BD	Identify volunteers & form a PDD Committee	4/1/2019

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Jordan Mee CEEdO	Identify speaker for October Tapas & Talk Meeting, follow-up with Bill from last Tapas Talk	5/1/2019
Jordan Mee CEEdO	Follow-up with Jim Robison as speaker for PDD (possible dinner speaker?)	3/15/2019

Next Board Meeting: March 20, 2019 7pm, Conference Call

Adjourned:

Meeting adjourned at 1:23 pm

Minutes:

Minutes submitted by Secretary, Kate O'Connor, MBA, PMP