

Project Management Institute-Wine Country Chapter Board Meeting Minutes  
 March 20, 2019

**Location:**

Conference Call

**Proceedings:**

PMI-WCC Board Meeting was called to order at by President, Mike Whitley at 7:05pm

<b>Board Members Present:</b>		
Mike Whitley, President, CIO		Don Winter, Chief Operating Officer
Kris Everett, CEO		Jordan Mee, CEEdO
Kate O'Connor, Secretary/CCO		Jennifer Cortes, CFO
Quorum Present? YES Guest: Jim Thomas Absent: Sally Bard, CMO		
<b>AGENDA TOPIC/REPORT</b>		
<b>AGENDA TOPIC/REPORT</b>	<b>Responsible</b>	<b>Update</b>
President & CIO Report	Mike Whitley	PMI Global News – OK with By-Laws change – spoke w/ Laura Brenner and a vote can be scheduled at the MoM on 4/20/19 <u>Region 7</u> attended by Mike, Jordan, Kris and Don <u>CIO Update</u> ; DT Register migration & instructions - New Event Booking app is ready for roll-out; training to follow <u>CIO search</u> ; Gail Ferrara has expressed interest & he will follow-up
CEO & Treasurer's Report, Motion to Approve Financials	Kris Everett	<u>CEO &amp; CFO report</u> – Worked on Financials with Jennifer Cortes and all numbers balanced for the February Financials. New Credit Card application to add Jennifer Cortes is ready for signatures and submission. <u>February Financials</u> – Income: \$1316.67, Expense: \$1215.29, Net \$101.38, Cash on hand: \$12,758.50, Discussed integration of “Voice of the Customer” at the Meeting of the Members
COO's Report	Don Winter	<u>Update on venues for Membership Meeting &amp; PDD; other events</u> Update on venue for Membership Meeting - April 20; Vintage House est. cost \$500-600 April 11 Tapas & Talk at Charlies 12/12 Holiday Party at McInnes 5/11 2PM Marine Mammal Center Marin Headlands Tour followed by hike; Lunch prior at 1PM TBD October Hike Pelican Inn – volunteer opportunities; Guide Dogs for the Blind Bar Bocce 3/28
CEdO's Report	Jordan Mee	<u>Update on Speakers &amp; PDD</u> Looking for October speaker Meeting ; possible candidate Register Charlie Caldwell for April Tapas & Talk PDD conference speakers; sent out first pass; 4 speakers & 2 topics determined, working on strategy to meet Talent Triangle. Reached out to Paul Slaiku. Exchange Bank venue is confirmed with Jane & is free
New Business	Jordan Yee & Group	“Lean Coffee” Jordan described a process which could be used at the MoM to capture members' ideas & helps to focus on most important ideas based on ranking Petaluma Christmas Cheer –Jim Thomas; participation in December
CMO	Sally Bard	<u>Membership Report</u> -

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		Absent Report To be sent out by 3/22/19
Secretary / CCO Report	Kate O'Connor	Next Meeting April 17

**MOTIONS**

Minutes	Mike motion, Approved 5 people; Jordan Abstain, Jennifer no vote
Financials	Jordan motion, 2 <sup>nd</sup> Don, approved by all

**ACTION ITEMS**

Responsible	Activity	Date
Mike – Lead & Bd	Will discuss CIO role w/Gail Ferrera who has expressed interest and will continue CIO search & recruitment	ASAP
Mike Whitley, Pres.	New Event Booking documentation for end-users & Webinar	1-2 weeks
Mike Whitley, Pres.	Set-up Membership vote for changes to the Bylaws	3/7/2019
Kris Everett, CEO	Completion of Bank Credit Card Application, will add Jennifer Cortes	4/20/2019
Don Winter, COO	Follow-up with Joycelyn about participating in a new Events Committee	TBD?
Sally Bard, CMO	Will send out the tracking spreadsheet she developed to the Board	3/22/2019
Jordan Mee – Lead & BD	Identify volunteers & form a PDD Committee	TBD?
Jordan Mee CEEdO	Identify speaker for October Tapas & Talk Meeting, follow-up with Bill from last Tapas Talk	5/1/2019
Jordan Mee CEEdO	Looking into using Lean Coffee at the MoM; will need Sharpies & stickies	4/07/19
ALL	Prepare draft of slides for MoM, will be reviewed at 4/17 BoD meeting	4/10/19
ALL	Finalized Operations Manual Review	6/19/2019

**Next Board Meeting:** April 17, 2019 7pm, Conference Call

**Adjourned:** Meeting adjourned at 8:07pm

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