

Location:

Conference Call

Proceedings:

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

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| Board Members Present: | |
| Mike Whitley, President, CIO | Don Winter, Chief Operating Officer |
| Kris Everett, CEO | Jordan Mee, CEEdO |
| Kate O'Connor, Secretary/CCO | Jennifer Cortes, CFO |
| Sally Bard, CMO | |
| Quorum Present? YES Guest: Jim Thomas | |

| | AGENDA TOPIC/REPORT | Member Responsible | Update | Time |
|---|-----------------------------------|--------------------------------|--|-------------|
| 1 | Call to Order | President | | 7:00 p.m. |
| 2 | Roll Call | Secretary | All Board members in attendance | |
| 3 | Motion to Approve Minutes | President | Previous meeting: 3/20/2019 | |
| 4 | President's & CIO Report | Mike Whitley | <ul style="list-style-type: none"> PMI Global News – promoting 50th anniversary, community service – goal is 50 k hours: add to MOM & ask Voice of Customer, gave list CIO Update; DT Register migration & instructions – took place and used for the last event, transfer records into new register in Event Booking. Liz Yeager may be interested in CIO | 7:05-7:15 |
| 5 | CEO's Report & Treasurer's Report | Kris Everett & Jennifer Cortes | <ul style="list-style-type: none"> CEO Report – mostly credit card application, CFO is in place, consolidated deck need Kate's March Financials \$13,413.10 balance, Travel Grant filed for about \$800. | 7:15-7:20 |
| 6 | COO's Report | Don Winter | <ul style="list-style-type: none"> Update on Meetings/other events MoM 22people registered, 2 virtual Start 9AM, Mike, Kate & Kris early to help 8AM. Marine Mammal Center on lunch and tour, hike 5/11/19 Jennifer can help with set-up & food. 6/13 Taps at Wild Fox Need ideas for October & November, Muir Beach, Wine Tour, Volunteer event | 7:20-7:25 |
| 7 | CEEdO's Report | Jordan Mee | <ul style="list-style-type: none"> Need June Bio and Pick for Mike to post Update on speakers for October | 7:25-7:30 |

Project Management Institute-Wine Country Chapter Board Meeting Minutes April 17, 2019

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| | | | <p>Meeting - no speaker yet but one PDD might want to speak then</p> <ul style="list-style-type: none"> • PDD conference speakers – Working w/Kris on the event content and focus, reached out for volunteers; Victoria Salterich will arrange catering coordination • Week of 4/29 will have the first PDD team meeting | |
| 8 | CMO | Sally Bard | <ul style="list-style-type: none"> • Membership Report – next Board Meeting to take us thru April; slide 13 info, Buddies, new members & engagement GET Metrics • Buddy System, updated and assigned; capacity for # of Buddies? Mike can take on more, Don can take more • Welcome Kits –expand approach to get more people engaged • 311 Membership now | 7:30-7:35 |
| 9 | CCO | Kate O'Connor | <ul style="list-style-type: none"> • Speaker Evaluations are an important metric for PMI-WCC. Kris collected the responses from the 4/11 Tapas & Talk meeting. | 7:35-7:40 |
| 10 | New Business: MoM Meeting | ALL | <ul style="list-style-type: none"> • Review of MoM Deck • Meeting Flow; outstanding deliverables • Cut-off for changes? Noon Friday kate 3-4 slides • Time presentations – 10 min each finish at 10:30 | 7:40-8:05 |
| 11 | Adjournment | President | | 8:29 p.m. |

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| Motions: | |
| Minutes | Motion by President to approve previous Board Minutes – seconded by Don, all approved |
| Financials | Motion by President to approve the Financials for the month of March – Kris seconded, all approved |
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| Action Items: | Specifics / Responsible person (s)/ due date |
| | Get Tapas & Talks Speaker evaluations for putting together our report – Kris & Kate |
| | Complete slides for MoM deck by 12 noon 4/19/19 |
| | Mike & Kate to arrive early (8am) to assist Don with set-up at MoM |
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Next Board Meeting: May 15, 2019 7pm, Conference Call

Adjourned: Meeting adjourned at 8:29pm

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