

Project Management Institute-Wine Country Chapter Board Meeting Minutes May 15, 2019

Location: Conference Call				
Proceedings: PMI-WCC Board Meeting was called to order at 7:00 pm by President, Mike Whitley				
Board Members Present:				
Mike Whitley, President, CIO		Don Winter, Chief Operating Officer		
Kris Everett, CEO		Jordan Mee, CEo		
Kate O'Connor, Secretary/CCO				
Sally Bard, CMO				
Absent: Jennifer Cortes, CFO				
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 except CFO Jennifer Cortes in attendance	
3	Motion to Approve Minutes	President	Previous meeting: 4/17/2019	
4	President's & CIO Report	Mike Whitley	<ul style="list-style-type: none"> CIO Update; trying to contact potential CIO candidates ; Jan and Gail DP Register is now stable Discussion of MoM call to action, Mike to reach out to Joycelyn, Alice and others to bring together f/up meeting to review 5 top objectives identified. 	7:10-7:20
5	CEO's Report & Treasurer's Report	Kris Everett & Jennifer Cortes	<ul style="list-style-type: none"> CEO Report; monthly report done, taxes filed. Still need credit card and debit card for deposit. Financial for April submitted 	7:20-7:30
6	COO's Report	Don Winter	<ul style="list-style-type: none"> Good turn-out at the Mammal Reserve outing; 22 people June 13th Tapa & Talk – Kate to handle registration & set-up Check out Pelican Inn for late Oct or early November outing - Kate 	7:30-7:40
7	CEo's Report	Jordan Mee	<ul style="list-style-type: none"> Bi-weekly report sent-out for PDD team meeting PDD planning is going well 	7:40-7:45
8	CMO	Sally Bard	<ul style="list-style-type: none"> Membership Report submitted Need to order some items for the welcome kit 14 new members need to be assigned to the Buddy program Focus on MoM information & need concrete growth initiatives Expand Ulrich's report to date 	7:45 7:50
9	CCO	Kate O'Connor	<ul style="list-style-type: none"> Speaker Evaluations are an important metric for PMI-WCC. Kris has collected the responses 	7:50-7:55

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			from the 4/11 Tapas & Talk meeting and will send to Kate who will present at the June BoD.	
10	New Business: MoM Meeting	ALL	<ul style="list-style-type: none"> Follow-up on results of MoM; schedule another meeting for 3 hours; develop talking points with Bill, Liz and Joycelyn 	7:55-8:05
11	Adjournment	President		8:05 p.m.

Motions:	
Minutes	Motion by President to approve April Board Minutes – seconded by Jordan, all approved
Financials	Motion by President to approve the Financials for the month of April – Kris seconded, all approved
Action Items:	Specifics / Responsible person (s)/ due date
	7/13 9am-12 pm Follow-up meeting to execute on the Call to Action from the MoM; include Joycelyn, Bill and Liz in the planning in addition to Mike & Don; discuss targeted programs. Open to all members using the same venue.
	Mike contact potential CIO candidates identified and move forward
	Sally assign new members for Buddy system
	Kate to check on Pelican Inn for fall event

Next Board Meeting: May 15, 2019 7pm, Conference Call

Adjourned: Meeting adjourned at 8:05 pm

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