

Project Management Institute - Wine Country Chapter
Board Meeting Minutes, August 21, 2019

	AGENDA TOPIC/REPORT	Member Responsible	Update	Time
1	Call to Order	President		7:06 p.m.
2	Roll Call	Secretary	Absent: Jordan Mee Guests: Jim Thomas	
3	Motion to Approve Minutes	COO	Previous meeting: 7/17/2019	
4	President's & CIO Report	Mike Whitley	<ul style="list-style-type: none"> PMI Global News / LIM is scheduled for Oct 3-5th in Philadelphia this year. Leadership training must be completed in order to receive Travel Grant of 2K. Kate to complete in next week. Recommended that Board move to appoint Gail Ferreira as CIO. Mike would like to serve as a VP of Communications to support the CIO role. Nominating Committee member proposal; Bill Dominguez, Joycelyn White, Don Winter & Mike Whitley 	
5	CEO's Report	Kris Everett	<ul style="list-style-type: none"> CEO Report – Will again be responsible for the Voice of the Customer Credit Card in the works and will adopt the new Credit Card P&P in CFO Manual 	
6	Treasurer's Report	Jennifer Cortes	<ul style="list-style-type: none"> July Financials – Jennifer stepped thru the July report. Goal is to have the numbers balance to net zero and sync up the posting of payments. Need a receipt for the wine purchased at the June Tapas Meeting (Don to provide) 	
7	Motion to Approve Financials	CEO		
8	COO's Report	Don Winter	<ul style="list-style-type: none"> Working on some activities for 2020; Smart Train, Coast Guard Training Center Updates: The Geysers is scheduled for 11/2/19, Kate resent the details for posting on the PMI web site 	
9	CEdO's Report	Kris Everett	<ul style="list-style-type: none"> Jordan provided a tentative schedule for the PDD. Victoria is planning the catering for 50 +- people On-site Volunteers include: Jim, Jennifer, Kate, Sally, Don, & Larson (Joe?) Tapas & Talk October meeting has Victoria Peterson as speaker – topic TBD 	
10	CMO	Sally Bard	<ul style="list-style-type: none"> Membership Report - For those signed up it is really important for follow-up on the Buddy System Alternative to Name Tags presented; Sally & Kate to determine cost and any effect on the budgeted cost. 	
11	CCO	Kate O'Connor	<ul style="list-style-type: none"> Speaker Evaluations for 8/8/Tapas & Talk meeting 4.58 Overall Satisfaction out of 5. The CEdO will be responsible 	

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			for sharing results with the speakers.	
12	New Business:	ALL	• Succession Planning / Elections	
13	Adjournment	Secretary		8:14 p.m.
Motions:				
Minutes	Motion to approve Minutes from 7/17/19 Board Meeting forwarded by Mike Whitley; seconded by Don Winter and approved by all members present			
Financials	Motion to approve Financials forwarded by Kris Everett; seconded by approved by all members present			
CIO	Motion to approve Gail Ferreira as CIO forwarded by Mike Whitley, seconded by Jennifer Cortes, approved by all members present			
Nominating Committee	Motion to approve Nominating Committee members forwarded by Mike Whitley; seconded by Kate O'Connor, approved by all members present			
Action Items:	Mike to update Roles & Responsibilities & Operations Manual for CIO			
	Mike to firm up Nominating Committee meeting & move forward with the candidates; CFO, CIO, CMO & President			
	Sally & Kate to price name badges with pre-printed logos			