

Project Management Institute-Wine Country Chapter  
Board Meeting Minutes, September 25, 2019

	AGENDA TOPIC/REPORT	Member Responsible	Update	Time
1	Call to Order	President		7:00 p.m.
2	Roll Call	Secretary	Guests: Lawson Owen, Jim Thomas & Victoria Saltariche	
3	<b>2019 PDD Debrief &amp; Lessons Learned</b>			7:05-7:45
		Kris Everett	PDD Deck/ Introductions & Flow	
		Jordan Mee	Speakers/Program Design/Marketing Info	
		Lawson	Logistics, Location & Exterior Signs, Catering Support/Time Keeper	
		Mike Whitley	Marketing/Social Media /Online Registration	
		Ben Botti	Technology - audio and video support	
		Victoria Saltariche	Catering; set-up & breakdown	
		Kate & Don	Registration, Printing, Wine & Glasses, PDD Evaluations	
		Mike & Jordan	Budgets and Revenue	
		Jim & Lawson	Over-all support; set-up & breakdown, auditing sessions, speaker introductions, timekeeping & Photography	
		Jim Thomas	PDU set-up for Attendees	
3	<b>Motion to Approve Minutes</b>	President	Previous meeting: 8/21/2019	
6	Treasurer's Report	Jennifer Cortes	August Financials, PayPal numbers need to be aligned up with monthly reporting of revenues. Jennifer to correct & re-submit for approval.	
7	<b>Motion to Approve Financials</b>	CEO		
11	CCO	Kate O'Connor	• PDD Evaluations	
13	Adjournment	President		8:25 p.m.

<b>Motions:</b>	
Minutes	Motion to approve forwarded by Mike Whitley and approved by Jennifer Cortes, Kate O'Connor, Don Winter, Sally Bard and Kris Everett. Jordan Mee was absent last meeting and refrained from voting.
Financials	Deferred until updated Financials for August can be submitted by Jennifer Cortes.
PDD Key lessons learned:	<ol style="list-style-type: none"> <li>1. Spend more time with the speakers exploring possible topics and develop the program including the PDUs offered and include in on-line marketing &amp; printed program. - Jordan</li> <li>2. Final info for the deck and the programs &amp; website was not received enough in advance a few days prior rather than 2 weeks. - Kris, Kate &amp; Mike</li> <li>3. Contract earlier for catering services with Sam's; needed 2 days &amp; multiple people to set-up and breakdown. - Victoria</li> <li>4. The overall PDD evaluation was very high; 4.94 out of 5.00. The paper process for distributing / collecting / computing evaluations is time consuming however digital solutions have failed at other PMI conferences and we had a high completion percentage 77.4%. - Kate</li> <li>5. Ben and Lawson had very positive reports for Facilities and AV. Having Ben as a dedicated</li> </ol>

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AV person was really helpful also, having dedicated time keeper s (Lawson & Jim) helped to start and end on time.

6. Jim had some problems posting the PDUs with PMI however; members were really pleased with this added value.
7. Discussion of future PDD conferences and whether it should be done annually. Discussion of low turn-out (15-16 members) once Board members, Speakers, volunteers and Exchange Bank staff were deducted. One possible reason identified was the lack of advanced marketing. Discussed sending email blasts starting well in advance and continuing up to a few days before the event. Discussed starting the planning early in the year before March for greater success.

Other Action Items: Mike needs Bios for those Board Members being represented in the elections for 2020; Kris, Sally, Gail and Jennifer.

Plan to reach out to PDD non-members – Sally.

Discussion of an email blast with photos to all members. - Mike