

Project Management Institute-Wine Country Chapter

Board Meeting Minutes, December 18, 2019

	AGENDA TOPIC/REPORT	Member Responsible	Update	Time
1	Call to Order	President		7:03 p.m.
2	Roll Call	Secretary	Absent: Don Winter, COO. Guests: Bill Domingues incoming CEo	
3	Motion to Approve Minutes	President	Previous Board Meeting Minutes: 11/20/2019	
4	President's Report	Mike Whitley/ Kris Everett	<ul style="list-style-type: none"> • Transition Plans for the new CIO position are going well; Gail and Mike to schedule another meeting soon to continue the process. Mike will continue to support the CIO role in 2020. • PMI Global: R7 will be in Albuquerque in March 2020, \$1000 has been provided for the Xmas Party to celebrate the PMI 50th Anniversary • Kris discussed the need to review Roles & Responsibilities in advance of the next Board Meeting for further discussion. Also, Operational guides have been developed for CIO, CEo, CMO and CCO. 	
5	Treasurer's Report	Jennifer Cortes	<ul style="list-style-type: none"> • November Financials were reviewed. Reminder to turn in all receipts from the Xmas party. • Budget Planning for 2020 – Jennifer stepped through the draft budget; the Board is asked to submit all comments to her by 1/15/20 • Dinner meetings will need to be charged \$50.00 going forward. 	
6	Motion to Approve Financials	President		
7	COO's Report	Don Winter	<ul style="list-style-type: none"> • Don Winter was absent • Mike brought up the 20th PMI-WCC Anniversary event for which a speaker is needed. 	
8	CIO Report	Gail Ferreira	<ul style="list-style-type: none"> • Transition Update; work has been done on the website and Gail will work on the Calendar next. There will be an update of the Component system. 	
9	CEo's Report	Jordan Mee/Bill Dominguez	<ul style="list-style-type: none"> • Transition Plans are going well 	

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			<p>and Bill has requested another meeting with Jordan.</p> <ul style="list-style-type: none"> • Bill has many contacts for future speakers and the need for future sponsors was discussed. • Jordan will continue to support this role into 2020. 	
10	CMO	Sally Bard	<ul style="list-style-type: none"> • Nothing to report 	
11	Secretary's Report	Kate O'Connor	<ul style="list-style-type: none"> • Election Results were reported & Motion to Approve 	
12	Motion to Approve Board Election Results	Secretary		
13	Adjournment	President		8:02 p.m.
Motions:				
Minutes	The President forwarded a motion to approve the Minutes of the 11/20/19 Board meeting and it was approved by Mike, Kris, Gail, Sally and Jennifer. Kate and Jordan abstained as they were not present at the last meeting.			
Financials	The CEO forwarded a motion to approve the November 2019 Financials as submitted by the CFO. The motion was seconded by Mike and approved by Mike, Kris, Gail, Kate, Jordan, Sally & Jennifer.			
Board Election	The Secretary forwarded a motion to approve the 2019 Board Election results. The motion was approved by Mike, Kris, Gail, Kate, Jordan, Sally & Jennifer.			
Action Items:	Specifics / Responsible person (s)/ due date			
	Note:			
	Next Board Meeting is Saturday, January 18th from 9AM to 12:30PM at Landmark Winery, Kenwood			
	<ul style="list-style-type: none"> • All comments on the proposed 2020 Budget must be submitted to Jennifer Cortes, CFO no later than 1/15/20 • Please submit all Agenda items to Kate O'Connor, Secretary for the 1/18/20 Board Meeting • Mike Whitley and Jordan Mee will continue transition work with the incoming President, CIO and CEO positions. 			