

PMI BoD

01-25-19

9:00AM-12:00PM

Attendees:

1. Mike Whitley
2. Kris Everett
3. Al Ruscol
4. Sally Bard
5. Don Winter
6. Kate O'Conner
7. Jordan Mee
8. Jim Thomas

- BoD meeting minutes pass with Don, Mike, Jordan (Kris, Al abstain since they were not able review prior to the meeting)
- Mike working on divesting the CIO role, has some soft leads at the moment which he is following.
- Secretary Nomination – Kate nominated
 - Approved by: Don, Mike, Jordan, Kris, Al
 - Kate O'Conner will be the new secretary.
- Chief Membership Officer (CMO)
 - Motion to establish CMO position and nominate Sally Bard
 - Unanimously approved by all
 - Please refer to slides sent by Mike on 01-26-19 for role details
- Mike: who needs name tags or shirts
 - Name tags needed
 - Jordan
 - Kris
 - Al
 - Sally
 - Business cards needed
 - Kris (title change)
 - Mike (title change)
 - Kate (new card)
 - Sally (new card)
 - Jim (Same as previous)
 - Wants 100 business cards
 - Al (Same as previous)

- New chapter leader training
 - Sally needs to do it
 - Kate
 - Probably needs to do it even though she is a returning board member.
 - Orientation.pmi.org
 - Mike to send slides to everyone
 - Add to the agenda for next month's meeting to track progress
- Succession planning
 - A priority for the BoD for this year
 - Al, Don, Jordan all will need to run for election if we want to continue next year
 - Goal to have election in September 2019
 - Succession committee
 - Jim
 - Hutson
 - Christine
 - Kris
 - Mike
 - Onboarding vs succession planning
 - Don is starting a vendor list, please send him a list of any vendors that have been used
 - Mike will send a project schedule for delivering the operations manual
 - Don's suggestion for schedule
 - Read your relevant manual by end of Q1
 - Revised draft by end of Q2
 - Final version by end of Q3
 - June 30th existing board members need to let the rest of the board know if they plan to continue in current role, different role, or rotate off the board.
- Communication ground rule proposed
 - Phone calls w/in 12 hours
 - Text messages w/in 24 hours
 - Emails w/in 72 hours (3 days)
 - Email BoD about vacations/trips/unable to attend meetings
 - Need to update contact list
 - Put out where you want to be communicated
 - Jim to forward contact sheet
- 2019 WCC calendar
 - PDD
 - Jordan contact Kate
 - Meeting of the Membership (date TBD, probably late Feb or March)
 - R7
 - Mar 14-16
 - BoD members need to sign up

- Early bird rate finishes at end of the month
 - Jim looking into Sonoma county members being able to join for the wineries in Sonoma county rather than driving to SF to catch the bus
 - LIM
 - October 3rd-6th 2019
- Roles & Responsibilities
 - CeDO
 - Emphasize lining up speakers for dinner meetings
 - CCO
 - Has responsibility for elections, spell it out
 - Remove the circulation of the agenda
 - Add circulate the minutes
 - CIO
 - Don has a lot on his plate and we need a dedicated CIO ASAP
 - Do an active search in our membership
 - Add to emails
 - Announce at breakfast meeting
 - Jim has been sending out leads to Mike
 - Kris to reach out to Steve Jensen
- Feb dinner meeting
 - Mike to add unique passcodes for free dinner passes
 - Look into unique codes for each PDU generating meeting
 - This may become an enforce requirement from PMI global
- Chapter bylaws
 - If we want to formally change that the CEO will step into presidents role in the event of president not able to carry on we will need to update the bylaws
 - Kate will be the owner of the bylaws and the charter
 - President's role is to go through the charter renewal
 - Review bylaws in case there is anything else that needs to be updated
 - By next BoD meeting
- February 24th meet at 12:30 for lunch
 - Landmark Winery on HWY 12
 - 2 hour meeting at the winery for MoM planning
- Chapter guest passes
 - Mike to order new chapter guest pass cards
- Jordan has responsibility to get the Bryn signed up
 - SPEAKERSGOFREE (code to register a speaker for free)
 - 2019BoD (code for 50% BoD discount)
- Don to re-sent procedure for free dinner passes
- Kris will be setting the agenda for the BoD meetings

