**Board of Directors Meeting Agenda**
**Tuesday, September 17, 2024**
**7:00pm – 8:30pm**

| Chair: | Deby Covey |
|---|---|
| Access: | [Microsoft Teams – Governance – BoD Meeting Agendas and Minutes Channel](#) |

| Present (quorum=X) | Absent |
|---|---|
| President: Deby Covey<br>VP Career Dev: Vick Madenian<br>VP Finance: Meeta Autrey<br>VP Membership: Danielle Benson<br>VP Marketing & Communications: Rose Otowo<br>VP Operations: David Doan<br>VP Programs: Phoebe Johnson<br>VP PMO and Administration: Sean Kennedy<br>VP Technology: James Jackson<br>Past President: Svetlana Averbukh<br><br>Trustee: Barbara Cooke<br>Trustee: AJ Jafari | Trustee: Ida Harding |

**Response with Regrets:** Trustee: Kay Rathfelder

**Guest:**
- Announcement by PMO & Admin team (5 min)

## Decisions made
- Approval of Aug BOD minutes
  - Motion passes with vote of 7:0:2

## Items of note from Status Reports
**PMO + Admin announcement – Hubcoming the new resource hub**
- Create new ways to manage our projects
- Creating a centralized place for project documents, assets, etc.
- Leverage AI to improve how we manage projects, ex notetaking
- Will support our agile workflows – customize workflows (incl templates)
- Collaborative hubs – ability to easily centralize resources and communication within hub
- Will follow up with more details soon – training, etc.

- Oct 7 PMI-LA New/Prospective Member Orientation –
  - First draft of the presentation is complete.
  - Will try and keep meeting to 1.5 hours
- Nov 3 Cirque du Soleil Outing
  - Calendar entry has been sent to Cirque du Soleil for approval
  - All content must be pre-approved by Cirque before sharing with members
  - Choose seats so folks could actually see the stage – mid-priced
- Review of Rewards/Recognition policy – This has been pushed to October 2024.
- Refresh/updates to Membership webpages – This has been pushed to October 2024.
- PMI-LA 2025 Volunteer Recruitment Event – Tentatively scheduled for February 2025.
  - Potential new event location – Blackbird in Culver City
- Technology
  - Review Finance Technology request
    - Discuss moving all tech/software costs under the Technology budget for 2025
    - Track ALL the technology systems we are using across the Chapter and who the primary admins are?
  - Schedule a Best Practices training class for website operations
  - Copilot testing update – overall going well with few typos
    - Will continue to test to see learning capabilities over time
  - False member expiration message fix follow-up – not received any complaints lately
- Mentorship Program
- PMP Prep: only 1 registration as of 9/17 – deadline of 9/23, need 7-10 registrations, if not we will need to cancel

## Status of "The Big Item" (social impact)
- Social Impact:
  - Heal the Bay
  - Wells Bring Hope
  - 5k Walk – Transportation logistics; email to attendees
- NA LIM Attendees & Schedule
  - PMI ef gift baskets
  - 60 SWAG items to PMI Members (photo op)
  - Sessions & reports; travel to/from event; dinners

## Annual plan objectives
- Membership – 2485; Retention 79% (rolling month)

## Compliance & Security topics
- TBD

## Miscellaneous topics
- October BoD – Invite all new 2025 BoD meetings
- November 8-11 – Board Retreat – Temecula

- Government affairs – new deck is being created, hope to use deck as a talking point to have conversations with government entities.
  - Lacey would like assistance with students who have taken training but haven't followed through
  - Could chapter provide complimentary student membership for both chapter + PMI? Logistics are a little difficult
  - Might be able to provide PMP prep course if we have a location

**Meeting Adjourned** 9:07@pm