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

| Present (quorum=X) | | Absent |
|---|---|---|
| President: Deby Covey (late)<br>VP Career Dev: Vick Madenian<br>VP Finance: Meeta Autrey<br>VP Membership: Danielle Benson<br>VP Marketing & Communications: Rose Otowo (late)<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?<br>Trustee: Ida Harding? | | |
| **Response with Regrets:** Kay Rathfelder<br><br>**Guest:** | | |

Meeting commences at 7:05 pm Pacific Time

## Decisions made

- Approval of September BOD minutes
    - Motion passes with vote of 7:0:2

## Volunteer Spotlight
- Increase in people completing volunteer spotlight form
- Discussed increasing cadence – further discussion with marketing

o   Will update PMI-LA website

## Nomination Committee Updates

- Email communication with the 2025 Board of Directors on October 15, 2024 about results of election
- VP of Technology, to update the PMI-LA with the newly elected 2025 Board of Directors
- Will use previous year template to announce new BOD
- Follow up on marketing needs of announcing the 2025 Board of Directors
- The Trustees will meet over the weekend to prepare for the upcoming 2025 Board Retreat, specifically for the 2025 Board of Directors Orientations

## Governance Retreat

- NA LIM Debrief: Confirmed for Friday, November 8th, 7:30 pm – 8:30 pm
- November 8-11, 2024
- BoD Orientation
- 2025 Initiatives
- Reviewed and adjusted the agenda for the 2025 Board Retreat
    - Remove breakout sessions in favor of having the Board and Trustees to discuss the proposed 2025 initiatives
    - Agenda to be updated accordingly

## Items of Note from Status Reports

- PMP Prep cancelled due to low attendance
    - Discussed marketing timing and email audience
    - PMP instructor restrictions
    - Credit with Facilitated Methods for 3rd trainer
    - Venu cost in 2025 will inform participant cost
    - Need to identify the venue for 2025
    - Planning should be started earlier
    - Need to identify the third PMP Prep Course trainer
    - Need to avoid major, religious holidays (e.g., Jewish holidays, etc.)
    - Need to add this topic to the Board Retreat
    - Will look at member heat map to aid in choosing venue
- Membership Networking Event planned for November 3rd has been cancelled – Cirque
    - Did not receive the required forms from Cirque du Soleil
    - No other Networking Events in 2024
    - Discussions to being regarding scope of Volunteer Appreciation Event soon
- New and Prospectus Member Orientation
    - Three potential volunteers signed up from this virtual Orientation
    - One volunteer is interested in participating in the Operations team
    - Will interview two potential volunteers on October 16, 2024
- Kickoff Meeting to Plan EOY Event is this week – brief discussion
    - Chapter of Year Celebration invitee discussion
    - Current budget discussion
    - Will meet this week to discussion scope & venue
- Copilot Training class on October 24, 2024
    - Meeting invitation has been sent

- o   BOD will forward meeting invitation to their team's respective volunteers
  - o   No setup is needed prior to attending the virtual training
- Discuss upgrading to Trello Premium to accommodate adding all Board members
  - o   Settled on specific number of licenses and any upgrades will be included in 2025 budget if approved
- Report on Government Affairs Committee meeting with Los Angeles Cleantech Incubators (LACI) and the proposed next steps
  - o   The GAC should decide on whether to provide X number of student membership to the LACI fellows
- Promotion of chapter accomplishments Marketing & Technology – scrolling carousel
  - o   There is some inaccurate information in the scrolling carousel from the recent New and Prospective Member Orientation
- San Diego PDD Conference – promote – offer for 3
  - o   Does not include hotel - 1 day event
  - o   November 1st
- Zoom Credentials – Finance (main), Career Development (Main & Mentoring), Membership. Large events use old Career Development account
  - o   Per Programs, we have not reached 100+ remote participants
  - o   Sister chaper may be able to help out with multi-chapter events
  - o   Potential virtual Annual Business Meeting
- Upcoming Programs Events:
  - o   November 8: Morning Meeting – Speaker: Samant Kumar
    - ▪   Test even as there has not been a morning meeting in a long time
    - ▪   This will be a virtual meeting and a low-cost event
    - ▪   The meeting is at 7:30 am PT
  - o   November 14: Flagship Meeting – Speaker: Robert Shack
    - ▪   Would like to reach out to the military's and veterans' community
    - ▪   Have a caterer that is a referral from the LACI program
    - ▪   Will be posted to our PMI-LA calendar soon
  - o   November 21: Multi-Chapter Event – Speaker: Steven Haines (MOU still under negotiation)
    - ▪   May scale back on events for upcoming busy holiday season
- Multi-Chapter Program:
  - o   Two (2) additional chapters added
  - o   Total of three (3) added since April 2024
    - ▪   PMI Inland Empire
    - ▪   PMI Portland
    - ▪   PMI Silicon Valley
- Career Development
  - o    Highlighting Chapter Member innovation
  - o   UPDATE on Bioscience LA – will meet next week to discuss
  - o   Further brainstorming needed – similar to "transitions meetings" for members out of work, these meetings will focus on members that have started their own business and their journey on how they got there
  - o   Need to discuss potential conflicts of interest (respond to Vick's email by 10/31)
  - o   Is it necessary to announce AVP as a courtesy to Board (Leo) - answer:  It is not necessary, but it is nice to announce

## Status of Annual Plan - "The Big Items" (membership, retention, social impact)
- As of September 30, our membership number is 2,526 members
- September retention took a 10% hit; need overall retention numbers
  - Need to know why our retention dropped for September
- Social Impact: 2,500 hours goal met – 300 hours for PMWB logged with PMI
  - Decision for next year – how many hours should we add, separating out social impact versus PMWB hours

## Compliance & Security topics
- None

## Miscellaneous Topics
- Marketing additions:
  - "What Lights You Up" campaign
  - Membership is responsible for the management of Volunteer Spotlight (will be added to the form) – Membership would like to see biweekly highlights for Volunteers
  - Co-Schedule (social media tool) 5 licenses for Co-Schedule but only need 3 per Rose) - renewal is in September 2025 – so a reduction in licenses may be possible
- PMO/Admin:
  - Project Intake & Assessment – new process outlined
  - PMWB Form submitted

## Meeting Adjourned @ 9:02 pm