2025 Board of Directors Meeting | 2025 January | Meeting Agenda and Minutes

Chair:	David Doan
Meeting Scribe:	Lindiwe Stenberg

Attendees		
Present (Quorum = At least 5)	**Present**	**Absent**
• **President:** David Doan	✓	
• **VP of Operations/President-Elect:** Meeta Autrey	✓	
• **VP of Finance:** Robert Shake	✓	
• **VP of Programs:** Phoebe Johnson	✓	
• **VP of Membership:** Danielle Benson	✓	
• **VP of Career Development:** Vick Madenian	✓	
• **VP of Marketing & Communications:** Rose Otowo	✓	
• **VP of PMO & Administration:** Sean Kennedy	✓	
• **VP of Technology:** James Jackson	✓	
• **Immediate Past President:** Deby Covey	✓	
• **Trustee:** Barbara Cooke		✘
• **Trustee:** AJ Afari		✘
• **Trustee:** Svetlana Averbukh	✓	

Meeting Minutes
Below are the meeting minutes for the January 2025 Board of Directors Meeting.

1. **Call to Order**
   President, calls the meeting to order at 7:04 pm Pacific Time.
2. **Votes on motions since the last Board of Directors Meeting**
   None
3. **Approval of Jan Minutes**
   Motion by President, Second by VP Operations
   The motion is carried with 6 approved, 0 opposed, and 3 abstention.
4. **Approval of Dec 2024 Minutes**
   Motion by President, Second by VP Operations
   The motion is carried with 7 approved, 0 opposed, and 2 abstention.
5. **Vote for 2025 budget approval**
   Motion by VP finance, Second by VP Operations
   The motion is carried with 8 approved, 0 opposed, and 1 abstention.

6. **Vote for 2025 board finance policy**
    Motion by President, Second by VP Technology
    The motion is carried with 9 approved, 0 opposed, and 0 abstention.

7. **Vote to approve 2025 ethics & conflict of interest**
    Motion by President, Second by VP Membership
    The motion is carried with 8 approved, 0 opposed, and 1 abstention.

8. **Vote for BOD contract 2025**
    Motion by President, Second by VP Membership
    The motion is carried with 8 approved, 0 opposed, and 1 abstention.

9. **Vote for remaining 2025 policies**
    Motion by President, Second by VP Technology
    The motion is carried with 9 approved, 0 opposed, and 0 abstention.

10. **President's Report**: The President's report highlighted overall chapter health, key achievements, upcoming events, and initiatives for the year.

11. **VP Report:**
    a. Accomplishments:
        i.   Trained the incoming VP of Finance and closed the 2024 books.
        ii. Introduced the Operations Team and reviewed the GAC Slide Deck.
    b. No blockers
    c. Plans for Next Month:
        i.   Schedule Key Volunteer Strategy Session.
        ii. Open Global Speaker Call.

12. **VP Finance Report:**
    a. Accomplishments:
        i.   Updated signatories and received the corporate card.
        ii.   Completed 1099 filing for two vendors.
        iii. Approved the 2025 Financial Policy.
        iv.   Held a collaboration meeting with Red Cross-LA.
    b. Barriers, Blockers, and Challenges:
        i.   Approval of the 2025 Financial Policy and Budget.
    c. Plans for Next Month:
        i.   Hold a Finance Team Meeting.

    ii.   Recruit a Power BI Volunteer for maintenance.

    iii.   Establish a partnership with USC Bouvard School.

13. VP of Programs Report
    a. Accomplishments:
- i. Received positive feedback from the annual survey.
- ii. Planned additional events based on survey feedback.
- iii. Organized the January 28 multi-chapter meeting.

    b. Barriers, Blockers, and Challenges:
- i. Ensured no double booking of events by checking the event calendar.

    c. Plans for Next Month:
- i. Schedule events through March.
- ii. Manage the PDD project using Trello.

14. VP of Membership Report
    a. Accomplishments:
- i. Scheduled several events, including the Volunteer Recruitment Event and Chapter of the Year Celebration Planning Meeting.
- ii. Drafted presentations for upcoming events.
- iii. Confirmed a virtual webinar on PMP Application for April or May 2025.
- iv. Posted the Volunteer Spotlight for January.

    b. Barriers, Blockers, and Challenges:
- i. Required proof of liability insurance to reserve a room for the March 1 Kickoff Event.

    c. Plans for Next Month:
- i. Finalize the date and time for the Kickoff Event.
- ii. Restore past award winners on the PMI-LA site.
- iii. Plan the March Networking Event.
- iv. Update the Rewards and Recognition Policy.
- v. Schedule time with PMI rep for an overview of ThoughtSpot.

15. VP of Career Development Report
    a. Accomplishments:
- i. Set up a mentorship program, planning to launch in mid-March.
- ii. Pushed for Agile trainings and certifications following PMI's merger with Agile Alliance.
- iii. Reconnected with 120VC for event showcases.
- iv. Secured volunteers to find venues for PMP prep classes.

    b. Barriers, Blockers, and Challenges:
- i. None reported.

    c. Plans for Next Month:

   i. Continue planning and organizing career development events.

16. **VP of Marketing & Communications Report**
    a. Accomplishments:
        i. Promoted chapter events across digital platforms.
        ii. Added newsletters and professional community events to the website.
        iii. Created a Facebook page and added resources for the Wildfires Relief and Recovery Task Force.
    b. Barriers, Blockers, and Challenges:
        i. Awaited budget approval for content creation with Apollo Vision.
        ii. Paused the Marketing Deck due to lack of data from membership.
    c. Plans for Next Month:
        i. Collaborate with the Technology team on website design and updates.
        ii. Continue promotional campaigns and add professional community events to the website.
        iii. Migrate the current campaign tracker to Trello.

17. **VP of PMO & Administration Report**
    a. Accomplishments:
        i. Formed a team of 10 members.
        ii. Focused on Trello updates.
    b. Barriers, Blockers, and Challenges:
        i. Ensured the Trello board was groomed.
    c. Plans for Next Month:
        i. Continue working on PMO initiatives and process improvements.

18. **VP of Technology Report**
    a. Accomplishments:
        i. Maintained the website and accounts.
        ii. Continued best practices for technology management.
    b. Barriers, Blockers, and Challenges:
        i. Required chapter budget approval to proceed with initiatives.
        ii. Confirmed Trello naming conventions.
    c. Plans for Next Month:
        i. Schedule website design sessions.
        ii. Consolidate software.
        iii. Roll out Copilot and Trello initiatives.
        iv. Support the Wildfires Project.

19. **Trustees and Committees**: none

20. **Top 6 Initiatives for 2025**: The board reviewed and discussed the top 6 initiatives for 2025, ensuring alignment with strategic goals. These included migration planning, bylaws, and professional development day.