

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

Chair:	David Doan		
Meeting Scribe:	Lindiwe Stenberg		
Attendees			
Present (Quorum = At least 5)		Present	Absent
<ul style="list-style-type: none">President: David Doan		✓	x
<ul style="list-style-type: none">VP of Operations/President-Elect: Meeta Autrey		✓	
<ul style="list-style-type: none">VP of Finance: Robert Shake		✓	
<ul style="list-style-type: none">VP of Programs: Phoebe Johnson			
<ul style="list-style-type: none">VP of Membership: Danielle Benson		✓	
<ul style="list-style-type: none">VP of Career Development: Vick Madenian		✓	
<ul style="list-style-type: none">VP of Marketing & Communications: Rose Otowo		✓	
<ul style="list-style-type: none">VP of PMO & Administration: Sean Kennedy		✓	
<ul style="list-style-type: none">VP of Technology: James Jackson		✓	
<ul style="list-style-type: none">Immediate Past President: Deby Covey		✓	
<ul style="list-style-type: none">Trustee: Barbara Cooke		✓	
<ul style="list-style-type: none">Trustee: AJ Afari		✓	
<ul style="list-style-type: none">Trustee: Svetlana Averbukh		✓	
Response with regrets:	<ul style="list-style-type: none">Phoebe Johnson		
Guests:	<ul style="list-style-type: none">N/A		

Meeting Minutes

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

David Doan, President, calls the meeting to order at 7:05 pm Pacific Time.

1. Call to Order

President, calls the meeting to order at 7:05 pm Pacific Time.

2. Votes on motions since the last Board of Directors Meeting

None

3. Vote: Approval of January Minutes

A. **Motion by:** President, second by VP Membership

a. **Result:** The motion is carried with 8 approved, 0 opposed, and 1 abstention

4. Vote: Approval of Chapter Volunteer Service Recognition Awards Policy

a. **Motion by:** VP Membership, second by VP Finance

b. **Result:** The motion is carried with 8 approved, 0 opposed, and 1 abstention

5. President's Report

a. Accomplishments

- i. Reviewed Board Operations Policy, Volunteer Service Recognition and Rewards Policy, Communication Plan Policy, M365 License Allocation and Request Policy, Board of Directors Contract, and Disaster Recovery Plan (DRP).
- ii. Discussed the addition of new communication channels/tools to the communications plan, such as Trello, Teams and the option of adding Copilot as a note taking device for meeting notetaking
- iii. Outreaches: Engaged with organizations like the American Red Cross and USC
- iv. Sponsorships: Collaborated with Atlassian and Caltech

b. Barriers

- i. Identified issues such as lack of timely responses and constructive feedback

c. Plans for Next Month

- i. Focus on 2024 Chapter Charter Renewal, 2025 Annual Planning, and event coordination

6. VP of Operations/President-Elect Report

a. Accomplishments

- i. Completed outreach slide deck and met with USC Bovard College Dean

b. Plans for Next Month

- i. Team training on outreach discussions focusing on one voice and streamlined messaging
- ii. Working on pricing for a location for Volunteer strategy session in March

7. VP of Finance Report

- a. Accomplishments
 - i. Signed CliftonLarsonAllen LLP (CLA) Statement of Work (SOW) for 2024 taxes
 - ii. Created a “PMI-LA 2025 Finance Volunteer Organization and Responsibilities” document
- b. Barriers
 - i. Challenges in volunteer engagement – outreach and continued engagement
 - ii. Making sure all roles are available in Better Impact
 - iii. Fairly old sponsorship finance model will be updated in conjunction with finance and marketing
- c. Plans for Next Month
 - i. Volunteer onboarding and budget training
 - ii. Taxes for 2024

8. VP of Programs Report

- a. Excused absence

9. VP of Membership Report

- a. Accomplishments
 - i. Completed tasks for membership team and formed a special committee for end of year for the chapter of the year award
 - ii. Kickoff for “Light the Way” campaign
 - iii. Date for in-person networking event – March 19 at 7:00PM
 - iv. Rewards and Recognition policy approved during this board meeting
- b. Barriers
 - i. Issues with finding space for in-person networking events
 - ii. Still waiting on membership numbers for June
- c. Plans for Next Month
 - i. Organize in-person and virtual networking events

10. VP of Career Development Report

- a. Accomplishments
 - i. Launched mentorship program
- b. Plans for Next Month
 - i. Continue PMP Prep Course planning
- c. VP of Marketing & Communications Report

11. Accomplishments

- i. Met with potential sponsors and refreshed email templates
- ii. Light the Way event promoted in social and newsletter
- iii. Working to fix automations in MailChimp
- iv. Social media announcement of newsletter drops
- v. Trained a new volunteer on Canva
- b. Barriers
 - i. Need for more graphic designers
- c. Plans for Next Month
 - i. Promote community events
 - ii. Discuss sponsorship opportunities on PMILA.org pages
 - iii. Refreshing automated campaigns

12. VP of PMO & Administration Report

- a. No updates provided

13. VP of Technology Report

- a. Accomplishments
 - i. Provided technology support and scheduled training sessions
- b. Plans for Next Month
 - i. Continue technology support and training

14. Trustees and Committees Report

- a. Accomplishments
 - i. Discussed PMP Prep Course, including a few speakers' suggestions
 - ii. Focused on Chapter Charter Renewal
- b. Barriers
 - i. issues with finding affordable venues

Adjournment The meeting was adjourned at 8:59 pm Pacific Time by the President