

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

Chair:	David Doan		
Meeting Scribe:	Lindiwe Stenberg		
Microsoft Teams Site:	BoD Meeting Minutes 2025		
Microsoft Teams Meeting Information:	Insert link here		
Robert’s Rule of Order References:	Parliamentary Procedure for Meetings Robert’s Rules of Order – Simplified		
Attendees			
Present (Quorum = At least 5)		Present	Absent
<ul style="list-style-type: none">● 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		✓	
		✓	
		✓	
		✓	
		✓	
		✓	
		✓	
		✓	
		✓	
		✓	
		✓	
			x
			x
Response with regrets:	<ul style="list-style-type: none">● First Last Name● First Last Name		
Guests:	<ul style="list-style-type: none">● First Last Name● First Last Name		

Action Items

- **Trello Board of Directors:** <https://trello.com/b/FaC4nm25/board-of-directors-bod>

Meeting Minutes

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

0. Call to Order

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

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

- a. None

1. Approval of February Minutes:

- 1. Motion:** by President, Second by VP operations
- 2. Result:** The motion is carried with 8 approved, 0 opposed, and 2 abstention

1. Form 1990 checklist

- a. Accomplishments:
 1. 95% of requirements compiled
 2. Identified PMI LA is under PMI umbrella
- b. Barriers
 1. Need 2 letters from PMI
- c. Next Steps
 1. VP of Finance to work with PMI contacts
 2. VP Operations & VP PMO to finalize top three programs

2. Strategic Planning Meeting

- a. Accomplishments:
 1. Successful event with prioritized initiatives ranking
 2. General improvement suggestions from members
 1. Better sharing of information from BOD
 2. Meeting minutes for next strategy meeting
 3. Online meeting option
 4. More reminders
 5. Centralized location
- b. Barriers
 1. Pressure on accomplishing all initiatives
 2. Need designee to attend if VP is unavailable
- c. Next Steps
 1. Identify how to better share regular updates with members
 2. Identify online community tool

3. Social Impact Program Strategy and Execution

- a. Accomplishments:
 1. Huge value with social impact
 2. Broadened scope to include wildfires relief and climate week
- b. Barriers:
 1. Requires extensive planning
 2. Need to define operations team and support structure
 3. Choke points in marketing & technology
- c. Next Steps:
 1. Discuss processes and roles outside of BOD meeting
 2. Loop in PMO on new projects

4. Outreach Strategy

- a. Accomplishments:
 1. Updates on CSUN event
- b. Barriers:
 1. None

- c. Next Steps:
 - 1. CSUN sponsorship
- 5. **PDD**
 - a. Accomplishments:
 - 1. Task force creation
 - b. Barriers:
 - 1. None
 - c. Next Steps:
 - 1. None
- 6. **Chapter of the Year Celebration**
 - a. Accomplishments:
 - 1. Sales agreement finalized
 - 2. Drink tickets and A/V equipment needs addressed
 - b. Barriers:
 - 1. None
 - c. Next Steps:
 - 1. None
- 7. **Online Community Strategy**
 - a. Accomplishments:
 - 1. Member collaboration
 - b. Barriers:
 - 1. Blogs do not support 2-way engagement on current website
 - 2. Need moderator to manage comments
 - 3. Negative comments are a common occurrence
 - c. Next Steps:
 - 1. None
- 8. **Website Refresh**
 - a. Accomplishments
 - 1. Scope and plan outlined
 - 2. Bigger project than simple maintenance
 - b. Barriers
 - 1. None
 - c. Next Steps
 - 1. None
- 9. **April 2025 Board of Directors Meeting**
 - a. Accomplishments
 - 1. In-person mandatory meeting
 - b. Barriers
 - 1. Time commitment – many board members are out of town in April
 - c. Next Steps
 - 1. President to poll board members for a date
 - d. in-person; mandatory
 - a. Next steps: David to get a poll to see when this event may take place
- 10. Adjournment

- a. David Doan, President, moves to adjourn the meeting at 9:03 pm Pacific Time. Phoebe Johnson seconds.