

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

Chair:	David Doan		
Meeting Scribe:	David Doan		
Microsoft Teams Site:	<u>BoD Meeting Minutes 2025</u>		
Microsoft Teams Meeting Information:	Insert link here		
Robert’s Rule of Order References:	<u>Parliamentary Procedure for Meetings</u> <u>Robert’s Rules of Order – Simplified</u>		
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		ü	
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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>

Action Item	Assigned to	Deadline
1. Action item #1	Name	01/31/25
2. Action item #2	Name	01/31/25
3. Action item #3	Name	01/31/25
4. Action item #4	Name	01/31/25
5. Action item #5	Name	01/31/25

0. Meeting Minutes

- Below is the meeting minutes for the April 2025 Board of Directors Meeting.

1. Call to Order

- The President, calls the meeting to order at 7:04 pm Pacific Time.

2. Social Impact Program Strategy and Execution

- Social Impact Strategy:** The VP of PMO & Administration discussed the current state of social impact initiatives, emphasizing the importance of building a flexible structure to support future directions from PMI and the need for alignment and communication within the team
 - Current State:** The VP of PMO & Administration highlighted that PMI is still defining their perspective on social impact, with a focus on building a flexible structure to adapt to future directions
 - Team Alignment:** The VP of PMO & Administration mentioned that they are working on governance and intake processes to address issues related to alignment and communication, including setting up a structure that can support various social impact initiatives effectively
 - Governance and Intake:** The VP of PMO & Administration mentioned that they are working on governance and intake processes to address issues related to alignment and communication, including setting up a structure that can support various social impact initiatives effectively
- Community Service and PMWB:** The VP of PMO & Administration highlighted the ongoing community service efforts and the introduction of PMWB and proposed talent pool creation for more participants.
 - Ongoing Efforts:** The VP of PMO & Administration discussed the ongoing community service efforts, including kit building and supporting local nonprofit partners through volunteer opportunities



- b. **Introduction of PMWB:** The VP of PMO & Administration introduced PMWB (Project Management Without Borders), explaining that it involves partnering with nonprofits to provide project management support
- c. **Talent Pool:** The VP of PMO & Administration proposed creating a talent pool of project managers who are ready to participate in PMWB and other social impact initiatives
- 3. **Operating Structure:** VP of PMO & Administration presented their operating structure of PMO and admin. Social impact falls under strategic partnerships and initiatives.
 - a. **Structure Overview:** The VP of PMO & Administration presented the operating structure of PMO and admin, which is divided into three focus areas: project management and efficiency, communications and training, and strategic partnerships and initiatives
 - b. **Strategic Partnerships:** The strategic partnerships and initiatives area is responsible for managing social impact initiatives, including building relationships with nonprofit partners and supporting various social impact projects
 - c. **Flexibility:** The VP of PMO & Administration emphasized the need for flexibility in the operating structure to adapt to future directions from PMI
- 4. **Future of Social Impact:** The VP of PMO & Administration discussed the future of social impact, emphasizing the need for other chapter collaboration.
 - a. **Online Community:** The VP of PMO & Administration discussed the idea of building an online community to serve as a hub for social impact initiatives
 - b. **Hackathons:** The VP of PMO & Administration proposed exploring hackathons as a way to generate new ideas for social impact initiatives
 - c. **Collaboration:** The VP of PMO & Administration emphasized the importance of collaboration with other chapters and organizations to expand the reach and impact of social impact initiatives
- 5. **Board Alignment on Social Impact:** President and the board discussed the importance of aligning on the scope of social impact initiatives.
 - a. **Scope Alignment:** The President and the board discussed the need to align on the scope of social impact initiatives, emphasizing the importance of having a unified approach to ensure effective execution and impact
 - b. **Community Service:** The board debated the value of community service initiatives, such as kit building and beach cleanups
 - c. **PMWB:** The board discussed the potential value of PMWB, with some members highlighting its benefits for career development and project management experience
 - d. **Wildfire Recovery:** The board considered the importance of wildfire recovery efforts, recognizing the long-term impact and the need for sustained support



6. **PMI's Role in Social Impact:** Explanation by the president on PMI's evolving role in social impact.
 - a. **PMI Hours for Impact:** The President explained that PMI introduced PMI hours for impact to encourage chapters and volunteers to engage in community service
 - b. **Joint Venture:** The President discussed PMI's joint venture with Green Project Management, which focuses on sustainability and aligning project management practices with environmental goals
 - c. **Alignment with PMI:** The President emphasized the importance of aligning chapter initiatives with PMI's goals
7. **Member Value of PMWB:** President and Trustee highlighted the value of PMWB for members, and the potential benefits of PMWB for career development.
 - a. **Project Management Experience:** The President and Trustee highlighted that PMWB provides valuable project management experience for members
 - b. **Career Development:** They discussed the potential benefits of PMWB for career development
 - c. **Member Engagement:** The President and Trustee emphasized that PMWB can enhance member engagement by offering meaningful volunteer opportunities
8. **Challenges with PMWB:** VP Operations and VP of PMO & Administration discussed the challenges of implementing PMWB, and the need for a clear framework and intake process to support these initiatives.
 - a. **Scouting Nonprofits:** The VP Operations and VP of PMO & Administration discussed the challenges of scouting and verifying nonprofit partners for PMWB
 - b. **Framework and Intake:** The VP Operations and VP of PMO & Administration emphasized the need for a clear framework and intake process to support PMWB initiatives
 - c. **Volunteer Coordination:** The VP Operations and VP of PMO & Administration highlighted the importance of coordinating volunteers and ensuring that they are adequately prepared for PMWB projects
9. **Board Decision on PMWB:** After debate, the board agreed to consider PMWB as an important potential initiative for the future.
 - a. **Debate on Value:** The board debated the value of PMWB, with some members highlighting its benefits and others raising concerns about its readiness
 - b. **Future Consideration:** Despite differing opinions, the board agreed to consider PMWB as a potential initiative for the future
 - c. **Implementation Challenges:** The board discussed the challenges of implementing PMWB, including the need for a clear framework, adequate resources, and effective coordination with nonprofit partners
10. **Need for Clear Policies:** The VP of PMO & Administration and the board discussed the need for clear policies and procedures to guide the execution of social impact initiatives



- a. **Pilot Program Completion:** President discussed the completion of the pilot program and the challenges faced during the acquisition process, emphasizing importance of appropriate tools.
 - b. **Challenges Faced:** he President mentioned that the acquisition process took about a year to a year and a half to organize
 - c. **Tools and Templates** The President stressed the importance of using the tools and templates correctly
 - d. **Incremental Improvements:** The President highlighted the need to think about what could be done incrementally to be ready for the next year
11. **Bottom-Up Approach:** VP Marketing suggested taking a bottom-up approach by brainstorming at the team level and involving them in the strategy formulation process.
- a. **Team Brainstorming:** The VP Marketing proposed brainstorming at the team level to gather ideas and understand the direction the team wanted to take for the initiative
 - b. **Ownership and Participation:** The VP Marketing emphasized that involving the team in the strategy formulation process would give them a sense of ownership
 - c. **Clarification Needed:** The VP Marketing asked if the approach should be bottom-up or top-down
12. **Social Impact Team Involvement:** President confirmed that 80% of the social impact team was present in the meeting and mentioned the transition of the Director of Strategic Initiatives and Partnerships role.
- a. **Team Presence:** The President confirmed that 80% of the social impact team was present in the meeting
 - b. **Role Transition:** The President mentioned that the Director of Strategic Initiatives and Partnerships role was in transition
 - c. **Need for Planning:** The President acknowledged that more planning was needed on the PMO and admin side
13. **PMWB Criteria and Flexibility:** President explained the criteria and deliverables for the PMWB program and the limited flexibility for creativity. He suggested brainstorming with the team to get them trained and onboarded for the program.
- a. **Criteria and Deliverables:** The President explained that the PMWB program had specific criteria and deliverables that needed to be met
 - b. **Brainstorming and Training:** The President suggested brainstorming with the team to get them trained and onboarded for the PMWB program
 - c. **Limited Creativity:** The President noted that while there was some flexibility, the program did not allow for a lot of creativity due to the need to follow specific rules and criteria

14. **LACI Partnership:** President highlighted the potential partnership with LACI, which has over 100 startups looking for project managers. He emphasized the synergy and alignment with outreach initiatives and the potential value of the program.
 - a. **Partnership Potential:** The President highlighted the potential partnership with LACI, which has over 100 startups looking for project managers
 - b. **Synergy and Alignment:** The President emphasized the synergy and alignment with outreach initiatives
 - c. **Value of the Program:** The President mentioned that partnering with LACI could provide value beyond community service
15. **Limited Scope Decision:** President proposed voting on a limited scope for the PMWB program, focusing on providing options for junior project managers to volunteer and setting up a framework for the next year. The board agreed to vote on this proposal.
 - a. **Limited Scope Proposal:** The President proposed voting on a limited scope for the PMWB program
 - b. **Board Agreement:** The board agreed to vote on the proposal
 - c. **Framework Setup:** The President emphasized the need to set up a framework for the PMWB program
16. **Wildfire Recovery Efforts:** President suggested combining the PMWB program with wildfire recovery efforts and incorporating it into the social impact strategy. The board agreed to move the motion and vote on this proposal.
 - a. **Combining Efforts:** The President suggested combining the PMWB program with wildfire recovery efforts
 - b. **Board Agreement:** The board agreed to move the motion and vote on this proposal
 - c. **Community Service Integration:** The President mentioned that community service activities could support wildfire recovery efforts
17. **Sustainability and Social Impact:** President discussed the importance of sustainability and social impact initiatives and the need for metrics to measure their effectiveness. He suggested combining the roles of sustainability and social impact under one VP.
 - a. **Importance of Initiatives:** The President discussed the importance of sustainability and social impact initiatives
 - b. **Need for Metrics:** The President highlighted the need for metrics to measure the effectiveness of these initiatives
 - c. **Combining Roles:** The President suggested combining the roles of sustainability and social impact under one VP
18. **Outreach Program Strategy and Execution**
 - a. **Outreach Team Structure:** VP Operations presented the structure of the outreach team, which includes five branches: academic, corporate, military,



government, and NGO/nonprofit. She emphasized the importance of collaboration and support from all board areas for successful outreach.

- i. **Team Structure:** The VP Operations presented the structure of the outreach team, which includes five branches: academic, corporate, military, government, and NGO/nonprofit
- ii. **Collaboration Importance:** The VP Operations emphasized the importance of collaboration and support from all board areas for successful outreach
- iii. **Team Assignments:** The VP Operations mentioned the team assignments for each branch and the need for more volunteers
- b. **Corporate Outreach and Job Board:** VP Operations discussed the corporate outreach strategy, which includes building a local corporate council and developing relationships with recruiters and staffing agencies. She also mentioned the temporary solution for job postings through the E-blast.
 - i. **Corporate Council:** The VP Operations discussed the strategy of building a local corporate council
 - ii. **Recruiter Relationships:** The VP Operations mentioned developing relationships with recruiters and staffing agencies
 - iii. **Job Posting Solution:** The VP Operations mentioned the temporary solution for job postings through the E-blast
- c. **Military Outreach and Training:** VP Operations highlighted the need for a transition program for active military personnel and the importance of rebuilding relationships for PMP Prep on base.
- d. **Government and NGO/Nonprofit Outreach:** VP Operations discussed the importance of building connections with government and nonprofit organizations and sharing information about PMI and the chapter's programs.

19. Professional development day (pdd) planning and execution

- a. **Professional Development Day Planning:** The VP Programs presented the planning process for the Professional Development Day
- b. **Bob Hope Patriotic Hall Venue:** The VP Programs and Trevas visited the Bob Hope Patriotic Hall and found it to be a suitable venue
- c. **Theme Selection and Career Development:** The VP Programs discussed the importance of selecting a theme for the Professional Development Day

20. Volunteer engagement platform (vep) pilot program

- a. **Volunteer Engagement Platform Pilot:** The Trustee and the team discussed the pilot program for the Volunteer Engagement Platform (VEP)

21. PMI 2025 Global Summit and LIM Planning

- a. **Global Summit and LIM Attendance:** VP Operations presented the requirements and budget for attending the Global Summit and LIM in Phoenix

22. Vendor Management and Finance Dashboard

- a. **Vendor Management and Finance Dashboard:** VP Finance introduced the vendor management forms and the finance dashboard, which aim to track

vendors and provide budgetary updates for board meetings and strategy sessions

Action Items	Assigned to
1. Outreach Team Coordination: Send the outreach team the template for posting positions on the VEP platform to ensure alignment with the new volunteer engagement process.	President
2. Volunteer Engagement Platform: Send out a survey through Microsoft Forms to schedule meetings for discussing budgetary requirements with the finance team on May 6th or 7th.	VP Finance
3. Marketing Plan for PDD: Send an email to Rose to discuss and finalize the marketing plan for the "coming soon" announcement for the Professional Development Day.	VP Programs
4. Apollo Vision Confirmation: Confirm with Apollo Vision their availability and requirements for covering the Professional Development Day event, including headshots and videography.	VP Marketing
5. LinkedIn Group Credentials: Send the LinkedIn group credentials to Rose to resolve the access issue and enable the setup of the subgroup.	President
6. Member Engagement Programme: Schedule a dedicated meeting to discuss the overall strategy for the member engagement programme, including the blog and other engagement channels.	President
7. Regional Awards Submission: Submit the chapter's application for the regional awards to PMI, highlighting the chapter's achievements and initiatives.	VP Operations
8. PDD Theme Collection: Send an email to the working teams reminding them to submit ideas for themes for the Professional Development Day.	None
9. PMWB Project: Determine the feasibility and scope of implementing PMWB projects for the chapter this year.	VP of PMO & Administration
10. Community Service Events: Plan and schedule one in-person community service event per month, including kit building and beach cleanups.	VP of PMO & Administration
11. Social Impact Strategy: Clarify and document the chapter's strategy for social impact, including the	VP of PMO & Administration

prioritization of community service, PMWB, and wildfire recovery initiatives.

- 12. Social Impact Strategy:** Clarify and document the chapter's strategy for social impact, including the prioritization of community service, PMWB, and wildfire recovery initiatives.

President

- 13. Volunteer Opportunities:** Develop a framework and intake process for bringing in junior PMS and matching them with senior PMS for mentorship and project management experience.

VP of PMO &
Administration

- 14. Approval Process:** Create a communication protocol and approval process for new initiatives to ensure relevant stakeholders are informed and aligned.

Operations
Team

- 15. Nonprofit Partnerships:** Follow up with PMI to obtain additional vetted nonprofit organizations for potential PMWB projects.

President