

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

<b>Chair:</b>	David Doan		
<b>Meeting Scribe:</b>	David Doan		
<b>Microsoft Teams Site:</b>	<b>BoD Meeting Minutes 2025</b>		
<b>Microsoft Teams Meeting Information:</b>	Insert link here		
<b>Robert’s Rule of Order References:</b>	<a href="#">Parliamentary Procedure for Meetings</a> <a href="#">Robert’s Rules of Order – Simplified</a>		
<b>Attendees</b>			
<b>Present (Quorum = At least 5)</b>		<b>Present</b>	<b>Absent</b>
<ul style="list-style-type: none"> <li>• <b>President:</b> David Doan</li> <li>• <b>VP of Operations/President-Elect:</b> Meeta Autrey</li> <li>• <b>VP of Finance:</b> Robert Shake</li> <li>• <b>VP of Programs:</b> Phoebe Johnson</li> <li>• <b>VP of Membership:</b> Danielle Benson</li> <li>• <b>VP of Career Development:</b> Vick Madenian</li> <li>• <b>VP of Marketing &amp; Communications:</b> Rose Otowo</li> <li>• <b>VP of PMO &amp; Administration:</b> Sean Kennedy</li> <li>• <b>VP of Technology:</b> James Jackson</li> <li>• <b>Immediate Past President:</b> Deby Covey</li> <li>• <b>Trustee:</b> Barbara Cooke</li> <li>• <b>Trustee:</b> AJ Afari</li> <li>• <b>Trustee:</b> Svetlana Averbukh</li> </ul>		<ul style="list-style-type: none"> <li>ü</li> </ul>	<ul style="list-style-type: none"> <li></li> <li>û</li> <li>û</li> </ul>
<b>Response with regrets:</b>	<ul style="list-style-type: none"> <li>• First Last Name</li> <li>• First Last Name</li> </ul>		
<b>Guests:</b>	<ul style="list-style-type: none"> <li>• First Last Name</li> <li>• First Last Name</li> </ul>		

**Action Items**

<b>Action Item</b>	<b>Assigned to</b>	<b>Deadline</b>
1. Follow up with Kristen to see if PMI will include cybersecurity to the PMI blanket liability insurance. If not, then how much	Meeta	7/15/25

---

would it cost for our chapter to add this coverage?		
2. Change Barb's account to enable MFA and provide her with the necessary instructions to download the authentication app on her phone.	James	7/15/25
3. Send out the approval for the \$396.53 prorated cost to implement Microsoft Defender for the remaining 19 users and inform the vendor.	James	7/15/25
4. Create a document with how to identify potential malware, etc.	James	7/15/25
5. Log into the Meetup organizer account to determine how much we are currently paying. Follow the instructions and to log into the organizer account.	Robert	7/15/25
6. Forward the instructions from Meetup to Robert to change the associated email to access the organizer account.	Rose	7/15/25
7. Send over the event location contract/proposal for review. Need to ensure that the appropriate language is included	Phoebe	7/15/25
8. Follow up with Platinum Edge on CSM classes.	Vick	7/15/25
9. Follow up on whether we will have a social impact activity for Flagship	Deby	7/15/25

---

**0. Meeting Minutes**

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

**1. Call to Order**

- The meeting was called to order at 7:03 PM Pacific Time by the President.

**2. Cybersecurity Enhancements**

a. Multi-Factor Authentication (MFA)

- Implemented MFA following a malware incident.
- MFA setup involves downloading an authentication app on mobile devices.
- Some members expressed concern about the login process.
- Next steps include assisting members with setup and ensuring smooth onboarding.

b. Microsoft Defender Implementation

- Proposal to extend Microsoft Defender to all 28 licensed users.
- Vendor quote provided a prorated cost of \$396.53 for 19 additional users.
- Motion made by the VP of Technology.
- Vote outcome: 8 approved, 0 opposed, 0 abstained — motion carried.
- Next steps include confirming license assignment and notifying the vendor.

c. Cybersecurity Awareness Documentation

- Request made for educational materials on phishing and malware.
- Agreement to create and distribute documentation.
- Next steps include tailoring content for chapter-specific needs.

d. Cybersecurity Liability Insurance

- Discussion on adding cybersecurity coverage to existing liability insurance.
- The VP of Operations will follow up with PMI to explore options.
- Next steps include obtaining cost estimates or confirmation of coverage.

**3. Meetup Account Management**

a. Access and Ownership

- Meetup organizer account is linked to the VP of Finance email.
- Access needed by the Marketing & Communications team for analytics.
- Barriers include the use of a distribution list email and lack of direct access.
- Next steps include updating the email and granting access to the VP of Marketing & Communications.

b. Analytics and Value Assessment

- Meetup subscription cost has increased to \$400/year.
- UTM links and Google Analytics are being used to track traffic.
- Next steps include evaluating performance data to determine ROI.

**4. Professional Development Day (PDD)**

a. Venue Selection

- Reviewed proposals from LACI and Bob Hope Patriotic Hall.
- Bob Hope Patriotic Hall selected for October 25 at a cost of \$5,600.
- Motion made by the VP of Programs.
- Vote outcome not explicitly recorded, but venue was approved.
- Next steps include finalizing the contract and ensuring proper language is included.

#### b. Event Planning

- Venue includes A/V, furniture, catering, and security.
- Concerns addressed about weekday vs. weekend scheduling.
- Next steps include mobilization and coordination with various workstreams.

### **5. Career Development**

#### a. Mentorship Program

- Spring session concluded successfully.
- Planning underway for the next session in mid-September.
- Next steps include compiling lessons learned and preparing a report.

#### b. Volunteer Engagement

- New team member onboarded to support process optimization.
- Ongoing need for additional volunteers.
- Next steps include outreach and role definition.

#### c. PMP Prep and Partnerships

- Venue options being explored for PMP Prep courses.
- Follow-up needed with external training partners.
- Budget discussions pending venue confirmation.

### **6. PMO & Administration**

#### a. Team Growth and Projects

- Team expanded to 17 volunteers.
- Completed MVPs for Project Intake and Resource Hub.
- Trello deployment in progress.
- Next steps include demos and go-to-market planning.

#### b. Operational Planning

- Developing an operating plan and change management strategy.
- Exploring lean tools for internal communication.
- Next steps include finalizing plans and integrating with marketing efforts.

#### c. Social Impact and Talent Pool

- Candidates identified for social impact initiatives.
- AVP and Director roles under review.

- Next steps include vetting and onboarding.

## **7. Membership**

### a. Events and Orientation

- Project Management Open Space event held with 23 registrants.
- Budget constraints limited offerings.
- Orientation materials need review and updates.
- Next steps include confirming attendance and assigning alternates.

## **8. Programs**

### a. Flagship and Multi-Chapter Events

- Flagship event scheduled at LACI; promotion needed.
- Multi-chapter events in planning stages.
- Next steps include outreach and coordination.

### b. Book Club

- Recent session well received.
- Next steps include planning future sessions.

## **9. Governance and Strategic Planning**

### a. Bylaws and Nominations

- Bylaws meeting scheduled.
- Nomination updates reviewed and forwarded for final review.
- Next steps include finalizing documents.

### b. VEP Migration and Scholarships

- Migration initiative in progress.
- Scholarships deprioritized until PMP Prep resumes.

### c. Disaster Recovery

- Volunteers identified to lead planning.
- Next steps include drafting continuity plans.

## **10. Midyear Strategic Planning**

- Scheduled for July 13 at El Camino College (pending proposal).

- Focus will be on working session and VP input.
- Next steps include confirming venue and finalizing agenda.

#### **11. Adjournment**

- The meeting was adjourned at 8:30 PM Pacific Time by the President.