

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

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

**0. Meeting Minutes**

- Below are the meeting minutes for the July 2025 Board of Directors Meeting.
- **Votes on motions since the last Board of Directors Meeting**  
None
- **Vote 1 – meeting minute approval for June**  
Motion by the President  
The minutes were approved without a formal vote.

**1. Finance Update**

- a. Robert plans to present a structured mid-year budget at the next meeting.
- b. Challenges in tracking budget items due to system limitations.
- c. New bookkeeper Jimena onboarded to improve reporting.

**2. Blockers:**

- a. Backlog in financial reporting and unclear budget ownership.
- b. Action Item: Present mid-year budget overview — assigned to VP of Finance
- c. Action Item: Provide budget vs. actual reports — assigned to VP of Finance

**3. 4. MOU and Signature Tools**

- a. DocuSign deemed too expensive for chapter use.
- b. BoldSign is considered as a cost-effective alternative.
- c. Need for clarity in MOU process with sponsors like Caltech.
- d. Blockers: Lack of affordable e-signature solution.
- e. Action Item: Assist with MOU setup for Caltech — assigned to VP of Finance

**4. 5. Mid-Year Strategy Meeting Feedback**

- a. Positive feedback from new members and high attendance.
- b. Workshops focused on streamlining 2026 goals.
- c. Need to document objectives and format changes.
- d. Blockers: Lack of documentation for strategy meeting objectives.
- e. Action Item: Document strategy meeting feedback — assigned to VP of PMO & Admin

**5. PMP Prep Class**

- a. Pricing and registration strategy discussed.
- b. Marketing plan under development with aggressive outreach.

- c. Clarification needed for refund policy on registration page.
- d. Blockers: Uncertainty around student discounts and payment plans.
- e. Action Item: Launch registration page by Friday — assigned to VP of Career Development
- f. Action Item: Clarify refund policy on registration page — assigned to VP of Career Development

## **6. Scholarship Discussion**

- a. Scholarships for PMP prep class considered.
- b. Volunteers may receive priority consideration.
- c. Committee formation discussed to manage process.
- d. Blockers: Limited bandwidth to manage scholarship logistics.
- e. Action Item: Form scholarship committee — assigned to VP of Programs, VP of Finance, President-Elect

## **7. Bylaws Review**

- a. Side-by-side comparison with PMI template underway.
- b. Form provided for submitting proposed changes.
- c. Timeline set to present draft at next board meeting.
- d. Blockers: Need for timely submission of proposed changes.
- e. Action Item: Share bylaws comparison and template — assigned to Immediate Past President

## **8. Nomination Committee Update**

- a. Self-evaluation form introduced for board candidates.
- b. Timeline set for nominations and voting by mid-October.
- c. Website article planned to encourage submissions.
- d. Blockers: Risk of delays if forms are not submitted early.
- e. Action Item: Distribute self-evaluation form — assigned to Immediate Past President

## **9. Merchandise Vendor Selection**

- a. Need to select vendor for PMILA-branded merchandise.
- b. RFP process proposed for fair selection.
- c. Criteria for vendor evaluation to be defined.
- d. Action Item: Define RFP criteria — assigned to President

**10. Volunteer Spotlight & Social Impact Page**

- a. Encouragement to submit volunteer stories.
- b. Update email footers to link to Social Impact page.
- c. Increase visibility of supported organizations.
- d. Action Item: Update email footer links — assigned to VP of Marketing & Communications

**11. Board Retreat Planning**

- a. Discussion on format and location of retreat.
- b. Options include local and overnight retreats.
- c. Focus on flexibility and personal schedules.

**12. Talent Cheetah & Awards Committee**

- a. Agenda placeholders requested for next meeting.
- b. Early planning emphasized to avoid last-minute rushes.
- c. Coordination between committee leads discussed.

**13. Adjournment The meeting was adjourned at 8:30 pm Pacific Time by the President**