

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

Chair:	David Doan		
Meeting Scribe:	Lindiwe Stenberg		
Microsoft Teams Site:	BoD Meeting Minutes 2025		
Microsoft Teams Meeting Information:	Join the meeting now		
	Parliamentary Procedure for Meetings Robert’s Rules of Order – Simplified		
Attendees			
Present (Quorum = At least 5)		Present	Absent
President: David Doan		X	
VP of Operations/President-Elect: Meeta Autrey		X	
VP of Finance: Robert Shake		X	
VP of Programs: Phoebe Johnson		X	
VP of Membership: Danielle Benson		X	
VP of Career Development: Leo Rogers		X	
VP of Marketing & Communications: Rose Otowo		X	
VP of PMO & Administration: Sean Kennedy		X	
VP of Technology: James Jackson		X	
Immediate Past President: Deby Covey		X	
Trustee: Barbara Cooke		X	
Trustee: AJ Afari			X
Trustee: Svetlana Averbukh		X	
Response with regrets:	●		
Guests:	● Eric Brown – AVP Career Development ● Angelo Salazar – Director of Outreach		

Action Items

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

Action Item	Assigned to	Deadline
1. Update the finance team structure and clarify QuickBooks responsibilities, including onboarding new members with QuickBooks expertise	VP Finance	10/21/25
2. Reallocate and annotate the \$19,000 in QuickBooks transactions to the correct VP areas and resolve the accounting issue.	VP Finance	10/21/25
3. Deep dive into the career development revenue line and clarify any administrative errors or misallocations, including confirming if PMP prep revenue is correctly categorized.	VP Finance	10/21/25

4. Propose and prepare a plan to decouple and track sponsorship revenue by team for future board retreat discussion.	VP Finance, VP Marketing & Communications	10/21/25
5. Pay the facilitate invoice submitted in Zoho for chapter expenses.	VP Finance	10/21/25
6. Meet with Ann to review and discuss constructive criticism from the recent event surveys for future improvements.	VP Membership	10/21/25
7. Resolve access issues to the membership event calendar link for future meetings.	VP Membership	10/21/25
8. Clarify the differences between the two active member sheets sent by Jen and report back to the board.	VP Membership	10/21/25
9. Remind all board members and volunteers to post their volunteer time to ensure accurate headcount for the appreciation event.	All BOD	10/21/25
10. Consider and propose a campaign to raise awareness of the hardship provision for members not renewing due to unemployment.	VP Membership	10/21/25

Agenda

Agenda Item	To be presented by	Start Time	Duration
1. Call to Order Meeting called to order by the President.	David Doan	7:00 pm	1 min.
2. Approval of Minutes 2025 BoD Agenda and Meeting Minutes 2025.08.19 2025 BoD Agenda and Meeting Minutes 2025.08.19 abridged	David Doan	7:05 pm	5 min.
3. Finance Updates 2025 BoD Agenda and Meeting Minutes 2025.08.19 2025 BoD Agenda and Meeting Minutes 2025.08.19 abridged	Robert Shake	7:10 pm	10 min.
4. Membership Updates 2025.09 PMI-LA BoD Status – Membership	David Doan	7:20 pm	5 min.
5. Professional Development Day (PDD) Updates Review/Discuss updates, risks, and barriers	Phoebe Johnson	7:25 pm	10 min.
6. PMO & Administration - Project Intake & Assessment System MVP - Social Impact - Project Managers Without Borders (PMWB) The Good Karma Los Angeles Priya Means Love 5K Walk	Kennedy	7:35 pm	10 min.
7. Nominations Committee Updates and next milestone	Deby Covey	7:45 pm	5 min.
8. Bylaws Changes Updates Updates and next milestone	Deby Covey	7:50 pm	10 min.

9. Career Development Updates - PMP Prep Course Updates - PMP Peer-Led Study Group - Mentorship Program - PM Products & Tools	Leo Rogers, Svetlana Averbukh	8:00 pm	10 min.
10. Marketing & Communications Updates - PULSE - Updates on current initiatives	Rose Otowo	8:10 pm	5 min.
11. Technology Updates - Separate Outreach Teams Channel? - Order one Chapter Laptop HP Omnibook - Website Redesign - Current Dark Rhino enhancement requests	James Jackson	8:20 pm	5 min.
12. Operations Updates - PM Case Challenge - Outreach updates - TalentCheetah updates - PMI 2025 NA Global Summit & LIM 2026 Board Retreat	Meeta Autrey	8:25 pm	10 min.
13. Branded Merchandise E-Commerce Solution RFP Updates	David Doan	8:35 pm	5 min
14. Adjournment Meeting adjourned by the President.	David Doan	8:40 pm	0 min.

Meeting Minutes

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

0. Call to Order

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

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

- None

2. Approval of Minutes

- Previous minutes reviewed and approved. - No motions since last meeting.

3. VP of Finance Report

- Updates:
 - \$4,000 reimbursement received; \$3,000 more requested.
 - \$19,000 QuickBooks transaction error identified for reallocation.
- Blockers:
 - Need for clearer sponsorship tracking and administrative corrections.
- Next Steps:
 - Deep dive into revenue line items.
 - Prepare tailored sponsorship packages.

4. VP of Membership Report

- Updates:
 - Coffee & Conversations event exceeded expectations.
 - New member orientation had high attendance and volunteer sign-ups.
- Blockers:
 - Need for volunteers to post hours for appreciation event planning.
 - Access issues to membership event calendar.
- Next Steps:
 - Plan campaign for hardship provision awareness.
 - Clarify differences between active member sheets.

5. VP of Programs Report

- Updates:
 - Speaker confirmations progressing; gold-tier sponsorship secured.
- Sched app piloted for agenda management.
- Blockers:
 - None reported.
- Next Steps:
 - Dedicated e-blasts for promotion.
 - Integrate app with QR codes.

6. VP of PMO & Administration Report

- Updates:
 - Project intake and assessment system MVP launched.
 - Social Impact team donating to Downtown Women's Center gala.
- Blockers:
 - Ongoing support for Good Karma LA; event postponed due to low turnout.
- Next Steps:
 - Consider new nonprofit partners for PMWB credit.
 - Plan virtual PMWB info session.

7. Trustees and Committees Report

- Updates:
 - Slate of candidates submitted; elections starting.
 - Bylaws team compiling updates; meeting scheduled
- Blockers:

- Timeline may shift, impacting board retreat.
- Next Steps:
 - Continue with election process.
 - Continue bylaws review.

8. VP of Career Development Report

- Updates:
 - PMP prep sessions successful; mentorship program launched.
 - Atlassian Builders Summit event to be promoted.
- Blockers:
 - None reported.
- Next Steps:
 - Plan JIRA 201 session and veterans-focused event.

9. VP of Marketing & Communications Report

- Updates:
 - Speaker promotional videos and newsletter content standards reviewed.
 - Newsletter process transition in progress.
- Blockers:
 - Not specified.
- Next Steps:
 - Not specified.

10. VP of Technology Report

- Updates:
 - Recommendation to purchase HP Omnibook for events.
 - Dedicated Teams channel proposed for Outreach.
- Blockers:
 - File-sharing challenges for Outreach.
- Next Steps:
 - Start with one new laptop; revisit policy as needed.

11. VP of Operations/President-Elect Report

- Updates:
 - PM Case Challenge: 230 registrants; event concludes October 6th.
 - TalentCheetah MOA being finalized.
- Blockers:
 - None reported.
- Next Steps:
 - Submit TalentCheetah agreement for board review.

12. President

- Updates:
 - LIM & Global summit registration challenges
 - Board retreat plans being finalized.
- Blockers:
 - None reported
- Next Steps:
 - None reported

13. Top 6 Initiatives for 2025 Report

2025 Project/Initiative	Owner
1. Migration Planning to PMI VEP - Text - Text - Text	PMO & Admin
2. Bylaws - Text - Text - Text	Trustees
3. Chapter of the Year Celebration - Text - Text - Text	Membership
4. Professional Development Day (PDD) - Text - Text - Text	Career Development
5. Los Angeles Climate Week - Text - Text - Text	PMO & Admin
6. Online Community - Text - Text - Text	Operations

14. New Business

- Text
- Text
- Text

15. Announcements

- Text
- Text
- Text

16. Adjournment

- Phoebe, VP Programs, moves to adjourn the meeting at 9:24pm Pacific Time.

17. Instructions to record your time

- Log into [MyImpactPage](#) using your credentials
- Click on **“HOURS”** in the menu bar
- **“Activity”** field: Select **“PRES Board Meeting”** (under **“PRESIDENT’S OFFICE”**)
- **“Date Volunteered”** field: Enter values in the **“Hours”** and **“Minutes”** fields, respectively
- **“Time Log Note”** field: Enter **“2025 [Month] BoD Meeting”**