2025 Board of Directors Meeting | 2025 October | 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. **Follow up with Outreach team regarding USC partnership**	David	10/21/25
2. **Finalize PDD logistics and budget**	Leo	Next BOD meeting
3. **Distribute volunteer registration codes**	Danielle	TBD
4. **Follow up with outreach team and USC**	David	TBD

5. **Communicate approval to technology and outreach teams**	David	TBD
6. **Coordinate event logistics and budget**	Leo	TBD
7. **Share updated orientation deck**	Danielle	TBD
8. **Update Lipinski award form**	Awards committee	TBD

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 October 2025 Board of Directors Meeting.

0. Call to Order

- President, calls the meeting to order at 7:31 pm Pacific Time.

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

- None

2. Approval of Minutes

- Minutes from the previous meeting were approved.
- Motion carried with 8 approved, 1 opposed, and 0 abstentions.

3. PDD Updates

- Final walkthrough scheduled for Friday.
- 68 registered attendees, 22 volunteers, 11 speakers.
- Barriers: Swag and lanyard costs pending; volunteer registration codes not yet distributed.
- Next steps: Finalize logistics and budget; continue volunteer coordination.

4. USC Student Chapter Formation

- USC approved formation; faculty sponsor identified.
- Two additional chapters (Cesa and Saint Mary's) in pipeline.
- Blockers: Clarification on PMI bylaws and governance impact.
- Next steps: Outreach team to guide setup; follow-up with USC and internal teams.

5. Career Connect Program

- Initiative to revamp career development site; TalentCheeta integration discussed.
- Blockers: Need for formal vote and clarity on scope.
- Next steps: Proceed with phased implementation.

6. Mentorship Program Proposal

- In-person event planned for Nov 7 at Highland Park Brewery.
- Budget request for beverage subsidy and swag.
- Blockers: Clarification on budget reallocation and gift card policy.
- Next steps: Proceed using existing budget.

7. Bylaws & Election

- First pass of bylaws completed.

- Election results posted; 2026 board confirmed.
- Blockers: Website visibility issues for election news.
- Next steps: Schedule presentation of recommendations.

8. Upcoming Events

- PDD on Oct 25, Priya Walk on Oct 26, Flagship Q3 on Oct 30.
- New Member Orientation on Nov 6, Mentorship Event on Nov 7, Flagship Q4 on Dec 4 at USC.
- Blockers: Venue confirmations and volunteer coordination.
- Next steps: Finalize logistics and update decks.

9. Awards Committee

- Lipinski and Volunteer of the Year awards in progress.
- Committee formed; nominations to be requested post-PDD.
- Blockers: Volunteer hour tracking and form updates.
- Next steps: Send nomination requests and update forms.

10. Voting Results

- Formation of PMILA USC Student Chapter
- Motion carried with 7 approved, 0 opposed, 0 abstentions.

11. Career Connect Program

- Motion carried with 7 approved, 0 opposed, 0 abstentions.

12. Adjournment

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