



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

Chair:	President		
Meeting Scribe:	PMO Scribe		
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
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:	<ul style="list-style-type: none">• First Last Name• First Last Name		
Guests:	<ul style="list-style-type: none">• Trevas Williams• Eric Brown• Alex Ellsworth		

1. Meeting Minutes

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



2. **Votes on motions since the last Board of Directors Meeting**
 - a. Vote for 2nd PMI-LA laptop to be used primarily for membership events
 - i. The motion is carried with 5 approved and 0 opposed
3. **Vote to approve October Meeting Minutes**
 - a. Motion by President, Second by VP Membership
 - i. The motion is carried with 5 approved, 0 opposed, and 3 abstention
4. **PMI NA 2025 LIM and Global Summit Updates – President, Immediate Past President, AVP Programs, AVP Membership**
 - a. Updates:
 - i. Notes from LIM shared via email for board review.
 - ii. Strategic relationships developed at LIM, including OCS PDD.
 - iii. Sessions attended focused on HR, talent acquisition, PMI's new military initiative, and the "more framework."
 - iv. Keynote by Jose Andres highlighted for motivational impact.
 - b. Blockers:
 - i. Details on "more framework" still being clarified.
 - c. Next Steps:
 - i. Continue learning about PMI's military initiative and "more framework."
5. **PDD Follow-up Tasks – VP of Programs, Immediate Past President, VP of Marketing & Communications, VP of Career Development**
 - a. Updates:
 - i. Final budget for PDD pending.
 - ii. Virtual PDDs with other regions proposed for profit sharing.
 - iii. Apollo Vision deliverables (headshots, videos, photos) discussed; headshot links sent out. Outstanding PDU documentation and attendance tracking.
 - iv. Bag of event materials in storage.
 - b. Barriers, Blockers, and Challenges:
 - i. Awaiting final budget and some Apollo Vision deliverables.
 - c. Plans for Next Month:
 - i. Schedule retro/debrief meeting and finalize budget.
 - ii. Rose to follow up with Apollo Vision for videos/photos.
 - iii. Leo and Immediate Past President to sync on PDU submissions.
 - iv. Deby to bring travel mugs from storage to flagship meeting.
6. **Bylaws – Immediate Past President, Trustee**
 - a. Updates:
 - i. Excel spreadsheet defined each role as is today, with recommendations.



- ii. Two new positions recommended; name change for PMO to Social Impact.
 - iii. Meeting with the Board to finalize bylaws before year-end.
 - b. Barriers, Blockers, and Challenges:
 - i. Need to pass bylaws before implementing new member model.
 - c. Plans for Next Month:
 - i. Schedule board meeting to finalize bylaws.
- 7. Awards Committee – Trustee**
 - a. Updates:
 - i. Volunteer nominations deadline set for December 8.
 - ii. Awards to be presented in January due to venue constraints.
 - iii. Board members to send list of active volunteers to Trustee.
 - b. Barriers, Blockers, and Challenges:
 - i. None
 - c. Plans for Next Month:
 - i. Submit nominations and prepare for awards.
- 8. Volunteers Appreciation Event – Trustee, VP of Membership**
 - a. Updates:
 - i. Event will be held in January 2026 due to timing and venue constraints.
 - ii. Trustee and VP of Membership to work together to find a location; AVP Programs offered to suggest venues.
 - b. Barriers, Blockers, and Challenges:
 - i. Venue selection.
 - c. Plans for Next Month:
 - i. Finalize venue and notify volunteers.
- 9. Career Connect – President, AVP Career Development, AVP Outreach**
 - a. Updates:
 - i. Website design updates; Connect Hub wireframing in progress.
 - ii. MVP expected by end of year.
 - iii. PMO Squad collaboration; AVP Programs to coordinate meeting with CEO.
 - b. Barriers, Blockers, and Challenges:
 - i. Push back on Talent Cheetah’s requirement for monthly corporate outreach activities.
 - ii. Plans for Next Month:
 - 1. Submit project intake form for Career Connect.
 - 2. Coordinate meeting with PMO Squad CEO.
- 10. Board Transitions and Board Retreat – VP of Operations/President-Elect, President, Immediate Past President**
 - a. Updates:



- i. Outgoing VPs to conduct knowledge transfers.
 - ii. Badges, jackets, and ball caps to be ordered for new board members.
 - iii. Retreat planning: local venue preferred, with hotel option.
 - iv. Submit venue preferences to Scott McFarland.
- b. Barriers, Blockers, and Challenges:
 - i. Venue selection and scheduling.
- c. Plans for Next Month:
 - i. Complete knowledge transfers and finalize retreat details.
- d. Flagship Meeting – VP of Programs, AVP Programs
 - i. Updates:
 - 1. Flagship meeting set for December 4 at USC (as announced at PDD).
 - 2. Promotion and sponsor table setup to be coordinated.
 - ii. Barriers, Blockers, and Challenges:
 - 1. Promotion timeline.
 - iii. Plans for Next Month:
 - 1. Promote flagship meeting and coordinate sponsor table setup.

11. Academic Outreach – President

- a. Updates:
 - i. Updates on university chapter clubs (USC, CSUN, MSMU).
 - ii. Board encouraged to share contacts for new chapter clubs.
- b. Barriers, Blockers, and Challenges:
 - i. None
- c. Plans for Next Month:
 - i. Continue outreach and club development.

12. Adjournment The meeting was adjourned at 8:43 pm Pacific Time by the VP Programs