

2026 Board of Directors Meeting | 2026 Feb | Meeting Agenda and Minutes

Chair:	Meeta Autrey	
Meeting Scribe:	Meeta Autrey	
Microsoft Teams Site:	BoD Meeting Minutes 2026	
Microsoft Teams Meeting Information:	Join Teams meeting	
Robert’s Rule of Order References:	Parliamentary Procedure for Meetings Robert’s Rules of Order – Simplified	
Attendees		
Present (Quorum = At least 5)	Present	Absent
President: Meeta Autrey	X	
VP of Operations/President-Elect:		
VP of Finance: Robert Shake	X	
VP of Programs: Trevas Williams	X	
VP of Membership: Danielle Benson	X	
VP of Career Development: Eric Brown	X	
VP of Marketing & Communications: Alex Ellsworth	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 Jafari		
Trustee: Svetlana Averbukh	X	
Trustee: Keith Birch		
Trustee: Kay Rathfelder		
Response with regrets:	<ul style="list-style-type: none"> • First Last Name • First Last Name 	
Guests:	<ul style="list-style-type: none"> • 	

1. Call to Order

- a. The meeting was called to order at 7:05 PM Pacific Time by the President.

2. Approval of Prior Meeting Minutes – December 2025

- a. **Motion by:** VP of Membership
- b. **Second by:** President
- c. **Result:** The motion is carried (7 approved, 0 opposed, 2 abstentions)

3. Prior Motions Recap (January 2026 Board Retreat)

- a. **Motion Description:** Acceptance of David Doan’s Resignation from 2026 Board of Directors
 - i. **Motion by:** VP of Technology
 - ii. **Second by:** VP of Membership
 - iii. **Result:** The motion is carried (6 approved, 0 opposed, 2 abstentions)
- b. **Motion Description:** Appointment of Meeta Autrey as Chapter President for 2026
 - i. **Motion by:** VP of Technology
 - ii. **Second by:** VP of Membership
 - iii. **Result:** The motion is carried (5 approved, 0 opposed, 2 abstentions)
- c. **Motion Description:** Approval of \$6,000 for Q1 2026 Volunteer Recognition Event
 - i. **Motion by:** VP of Membership
 - ii. **Second by:** VP of Technology
 - iii. **Result:** The motion is carried (7 approved, 0 opposed, 1 abstention)
- d. **Motion Description:** Authorize Payment of Operational Bills Until Budget Approval
 - i. **Motion by:** President
 - ii. **Second by:** VP of Membership
 - iii. **Result:** The motion is carried (7 approved, 0 opposed, 1 abstention)
- e. **Motion Description:** Approve & Adopt 2026 Board Operations Policy
 - i. **Motion by:** VP of Career Development
 - ii. **Second by:** VP of Technology
 - iii. **Result:** The motion is carried (7 approved, 0 opposed, 1 abstention)
- f. **Motion Description:** Approve Amendments to 2026 PMI-LA Recognition & Rewards Policy
 - i. **Motion by:** VP of Membership
 - ii. **Second by:** VP of Technology
 - iii. **Result:** The motion is carried (7 approved, 0 opposed, 1 abstention)

4. New Motions

- a. **Motion Description:** Appoint 2026 Board of Trustees to Include the following named individuals:
 - 1. Barbara (Barb) Cooke

2. Svetlana Averbukh
3. Kay Rathfelder
4. Keith Birch
5. Amir (AJ) Jafari
 - i. **Motion by:** President
 - ii. **Second by:** VP of Membership
 - iii. **Result:** The motion is carried (7 approved, 0 opposed, 1 abstention)
- b. **Motion Description:** Appointment of Phoebe Jane Johnson as VP of Operations / President-Elect
 - i. **Motion by:** VP of Membership
 - ii. **Second by:** VP of Technology
 - iii. **Result:** The motion is carried unanimously (8 approved, 0 opposed, 0 abstentions)
- c. **Motion Description:** Approval of 2026 Fiscal Budget
 - i. **Motion by:** VP of Finance
 - ii. **Second by:** VP of Membership
 - iii. **Result:** The motion is carried unanimously (8 approved, 0 opposed, 0 abstentions)
- d. **Motion Description:** Approval of the following Operational Policies for the 2026 Board Operations:
 - i. Code of Ethics and Conflict of Interest Policy
 - ii. Conference Attendance Policy
 - iii. Event Opportunity Drawing Policy
 - iv. Records Retention Policy
 - v. Social Media Policy
 - vi. Whistleblower Policy
 - vii. **Motion by:** VP of Membership
 - viii. **Second by:** VP of Finance
 - ix. **Result:** The motion is carried unanimously (8 approved, 0 opposed, 0 abstentions)
- e. **Motion Description:** Adopt new PMI Single Membership Model - The Board of Directors has collectively agreed to participate in PMI's New Membership Model where Individual Dues = \$30 and Student Dues are to be determined.
 - i. **Motion by:** President
 - ii. **Second by:** VP of Membership
 - iii. **Result:** The motion is carried unanimously (8 approved, 0 opposed, 0 abstentions)
- f. **Motion Description:** Launch Career Connect Webpage
 - i. **Motion by:** VP of Finance

- ii. **Second by:** VP of Career Development
- iii. **Result:** The motion is carried unanimously (8 approved, 0 opposed, 0 abstentions)
- g. **Motion Description:** Participate in the 2026 Co-Op PDD Event planned and organized by ProjectBites, for an investment of \$1,200.
 - i. **Motion by:** VP of Finance
 - ii. **Second by:** VP of Membership
 - iii. **Result:** The motion is carried unanimously (8 approved, 0 opposed, 0 abstentions)

6. Current Chapter Initiatives

- a. Bylaws
 - i. **Updates** - PMI feedback received; final copy in progress.
 - ii. **Blockers** - None
 - iii. **Next Steps** - Submit to PMI and initiate 30day membership vote
- b. VEP
 - i. **Updates** - Positions not currently posted.
 - ii. **Blockers** - Reporting requirements and resourcing.
 - iii. **Next Steps** - Submit project intake form and form project team.
- c. Member Summer Event
 - i. **Updates** - Opportunities under review.
 - ii. **Blockers** - None
 - iii. **Next Steps** - Begin planning on March 2.
- d. Career Connect
 - i. **Updates** - Sandbox site ready.
 - ii. **Blockers** - None
 - iii. **Next Steps** - Launch site and implement marketing strategy.

7. New Business (Portfolio Highlights)

- a. VP of Finance
 - i. Volunteer gift cards scheduled for distribution.
- b. VP of Programs
 - i. Board review requested for CalTech CMTE MOU.
- c. VP of Membership
 - i. Milestone anniversary recognition planning needed.
- d. VP of Career Development
 - i. Pending partnership renewal decision.
- e. Immediate Past President
 - i. Logowear quotes and student club followups.

8. Adjournment



2026 Board of Directors Meeting

Tuesday, February 24, 2026

7:00 pm – 8:30 pm PT

- a. The meeting was adjourned at 8:45 PM Pacific Time by the President,
seconded by the VP of Finance.