

2026 Board of Directors Meeting | 2026 March | 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: Phoebe Jane Johnson		X	
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: David Doan			X
Trustee: Barbara Cooke		X	
Trustee: AJ Jafari		X	
Trustee: Svetlana Averbukh		X	
Trustee: Keith Birch			X
Trustee: Kay Rathfelder			X
Response with regrets:	<ul style="list-style-type: none"> • First Last Name 		
Guests:	<ul style="list-style-type: none"> • 		

1. Call to Order

- a. The meeting was called to order at 7:09 PM Pacific Time by the President.

2. Approval of Prior Meeting Minutes – Month 2026

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

3. New Motions

- a. **Motion Description:** Accept Debra (Deby) Covey’s verbal application as a member of the 2026 Board of Trustees
 - i. **Motion by:** President
 - ii. **Second by:** VP of Membership
 - iii. **Result:** The motion is carried (8 approved, 0 opposed, 1 abstained)
- b. **Motion Description:** Approve Finance Policy for 2026 which was deferred for review during the February 2026 board meeting
 - i. **Motion by:** VP of Finance
 - ii. **Second by:** President
 - iii. **Result:** The motion is carried unanimously (9 approved, 0 opposed, 0 abstained)
- c. **Motion Description:** Reclassify unapproved 2026 operational policies as Standard Operating Procedures: Communication Plan Policy, Criteria for Evaluating New Non-Profit Partners, Joint Ventures Policy, PDU Event Coordination Policy, Weekly Newsletter Content Standard Policy
 - i. **Motion by:** President
 - ii. **Second by:** VP of Operations / President-Elect
 - iii. **Result:** The motion is carried unanimously (**9 approved, 0 opposed, 0 abstained**)
- d. **Motion Description:** Procure backup chapter credit card for the chapter for VP operations
 - i. **Motion by:** VP of Membership
 - ii. **Second by:** VP of Finance
 - iii. **Result:** The motion is carried unanimously (**9 approved, 0 opposed, 0 abstained**)
- e. **Motion Description:** Establish chapter logo merchandise shop to print on-demand
 - i. **Motion by:** VP of Marketing & Communications
 - ii. **Second by:** VP of Finance
 - iii. **Result:** The motion is carried (**8 approved, 0 opposed, 1 abstained**)
- f.

4. Master Calendar Review

- a. The **VP of Operations** presented a centralized master calendar to improve visibility across chapter events and reduce scheduling conflicts. The calendar currently reflects events already on the PMI-LA events calendar, including placeholders for future activities.
- b. A scheduling conflict was identified, highlighting the need for earlier visibility and coordination across portfolios. The calendar is intended to support planning and avoid overlapping events that compete for member and volunteer participation.
- c. Ownership of maintaining and updating the master calendar was delegated to the **VP of Operations**. Board members were asked to submit known and tentative events for inclusion, even if details are not yet finalized.
- d. The Board discussed appropriate placement of “free community events” and agreed further clarification is needed on how those events should be categorized and displayed relative to the main chapter calendar.

5. Current Chapter Initiatives

a. Bylaws

- i. **Updates** - PMI feedback has been received and incorporated. The bylaws are being finalized in preparation for a membership vote.
- ii. **Blockers** - None.
- iii. **Next Steps** - Post the bylaws to the chapter website and open a 30-day membership voting window in April.

b. VEP

- i. **Updates** - A meeting with PMI is scheduled to review volunteer hour tracking and reporting requirements. Five accepted volunteer positions are required to meet travel credit eligibility.
- ii. **Blockers** - Volunteer hour reporting approach is still under review.
- iii. **Next Steps** - Submit the project intake form and establish a project team to support execution. Member Summer Event

c. Member Summer Event

- i. **Updates** - The budget has been finalized and planning activities are underway with the volunteer team.
- ii. **Blockers** - None.
- iii. **Next Steps** - Add confirmed events to the chapter calendar by early April.

d. Career Connect

- i. **Updates** - Sponsorship has transitioned to Career Development. The site is ready in a sandbox environment pending further approvals.
- ii. **Blockers** - Event category alignment requires Board review.
- iii. **Next Steps** - Review proposed category changes and finalize the communication strategy.

6. New Business (Portfolio Highlights)

a. President

- i. **Updates** – The Single Membership Model update was previously approved and has been submitted to PMI. The Virtual PDD contract has been signed and will be distributed. Annual planning documents are in progress with a submission deadline of March 31.
- ii. **Blockers** – None.
- iii. **Next Steps** – Distribute the signed Virtual PDD contract and circulate the draft annual planning documents for Board review prior to submission.

b. VP of Operations / President-Elect

- i. **Updates** – A review of SOPs and documented procedures is planned. The Operations team will support Board members with documentation and process improvement as needed.
- ii. **Blockers** – None.
- iii. **Next Steps** – Schedule one-on-one meetings with Board members to identify SOP documentation needs.

c. VP of Finance

- i. **Updates** – 2025 financial close-out and tax filing activities are underway. Coordination with the accounting firm has begun, and books are expected to be closed prior to the next Board meeting.
- ii. **Blockers** – None.
- iii. **Next Steps** – Complete book closure and provide financials needed for annual planning.

d. VP Programs

- i. **Updates** – April 11 program events, including a combined book club and flagship event, are progressing well with registrations underway. Deposits have been submitted and the event is tracking toward positive financial performance. A Caltech committee MOU was revised to include only deliverables supported by Programs.
- ii. **Blockers** – Staffing constraints may arise due to key volunteers participating in PMP Prep activities.

- iii. **Next Steps** –Finalize event logistics, confirm insurance documentation, and identify additional program leads as needed.

e. VP Membership

- i. **Updates** – New Member Orientation is scheduled for the upcoming week. Planning for milestone anniversary recognition has not yet commenced due to focus on onboarding activities. Feedback from the recent membership event was positive overall.
- ii. **Blockers** – Limited bandwidth while onboarding new members and volunteers.
- iii. **Next Steps** – Complete New Member Orientation and reconvene to define a plan for milestone anniversary recognition.

f. VP Career Development

- i. **Updates** –
PMP Prep enrollment has increased and is now expected to meet minimum participation levels. Instructor availability is being confirmed. Career Connect ownership has transitioned to Career Development, with the site ready in a sandbox environment. A significant mentor-to-mentee gap was identified.
- ii. **Blockers** –
Insufficient number of mentors to meet current demand; event category alignment requires Board review.
- iii. **Next Steps** –
Initiate mentor recruitment outreach, review scholarship applicability to PMP Prep, and return proposed event category changes to the Board for approval.

g. VP Marketing & Communications

- i. **Updates** – Marketing will support Career Connect and other initiatives with coordinated communications. An effort is underway to clean the email distribution list by re-engaging inactive subscribers. Branding alignment across email, website, and social channels is being improved. High-level audience analytics, particularly from LinkedIn, were reviewed.
- ii. **Blockers** – None.
- iii. **Next Steps** – Share audience analytics with the Board and continue refining branding consistency and engagement strategy.

h. VP of PMO & Administration

- i. **Updates** – A centralized project intake board has been established in Trello. Project approvals may occur between meetings when necessary.
 - ii. **Blockers** – None.
 - iii. **Next Steps** – Document any out-of-cycle approvals in the subsequent Board meeting minutes.
- i. **VP of Career Development**
 - i. **Updates** – PMP Prep enrollment has increased and is now expected to meet minimum participation levels. Instructor availability is being confirmed. Career Connect ownership has transitioned to Career Development, with the site ready in a sandbox environment. A significant mentor-to-mentee gap was identified.
 - ii. **Blockers** – Insufficient number of mentors to meet current demand; event category alignment requires Board review.
 - iii. **Next Steps** – Initiate mentor recruitment outreach, review scholarship applicability to PMP Prep, and return proposed event category changes to the Board for approval.
- j. **Immediate Past President**
 - i. **Updates** – A request for chapter website edit access was raised.
 - ii. **Blockers** – None.
 - iii. **Next Steps** – Address the request offline outside of the Board meeting.

7. Adjournment

- a. President moves to adjourn the meeting with VP Membership seconding, at 8:25 pm Pacific Time.