

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

Chair:	Meeta Autrey		
Meeting Scribe:	Lindiwe Stenberg		
Microsoft Teams Site:	BoD Meeting Minutes 2026		
Microsoft Teams Meeting Information:	Insert link here		
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
Trustee: Deby Covey			X
Response with regrets:	<ul style="list-style-type: none"> • Robert Shake • Trevas Williams 		
Guests:	<ul style="list-style-type: none"> • Lynn Mathenia – AVP of Finance 		

1. Call to Order

- The meeting was called to order by the President at 7:02 PM Pacific Time.

2. Approval of Prior Meeting Minutes

Vote: Approval of March 2026 Meeting Minutes

- **Motion by:** VP of Membership
- **Seconded by:** VP of Operations / President-Elect
- **Result:** The motion is carried, Approved – 7, Opposed – 0, Abstained – 0

3. New Motions

- **Approve Partnership with Software Advisory Sponsor**
 - **Motion Description:** A proposed partnership with a software advisory sponsor was reviewed. Sponsorship models were discussed, with preference for a standard sponsorship option.
 - **Motion by:** VP of Operations / President-Elect
 - **Seconded by:** VP of Marketing & Communications
 - **Result:** The motion is carried, Approved – 9, Opposed – 0, Abstained – 0
 - **Action Item:** Gather additional information and return to the Board for reconsideration — assigned to VP of Operations / President-Elect.
- **Vote: Appointment Process for New VP Positions** – did not vote
 - **Discussion:** The Board discussed how newly created VP roles will be filled following bylaws approval. Agreement reached to use an appointment process without special elections.
 - **Action Item:** Advertise new VP positions and define a scoring process — assigned to President.
- **Vote: Appointment of New VP Positions Post-Bylaws Approval**
 - **Motion Description:** The Bylaws do not have special language on filling newly introduced positions. The Board acknowledges that an appointment process could be limited to known candidates, however, will advertise the new positions via email, website and social media to encourage all PMI-LA members to apply, making the process fair and inclusive to anyone interested.
 - **Motion by:** VP of Membership
 - **Seconded by:** VP of Technology
 - **Result:** The motion is carried, Approved – 9, Opposed – 0, Abstained – 0

4. Master Calendar Review

- **Updates**

- The master calendar was reviewed, including quarterly strategy sessions and major events.
- Inclusion of social impact activities in strategic sessions was discussed.
- **Blockers**
 - None.
- **Next Steps**
 - **Action Item:** Distribute date poll for May strategy session — assigned to VP of Operations / President-Elect.

5. Current Chapter Initiatives

- **Bylaws**
 - **Updates**
 - Member voting opened on April 21 and will remain open for two weeks.
 - Marketing communications are in progress.
 - **Blockers**
 - None.
 - **Next Steps**
 - **Action Item:** Prepare postings for newly approved Board roles — assigned to President.
- **Volunteer Engagement Platform (VEP)**
 - **Updates**
 - Project team established and rollout timeline confirmed.
 - Soft launch planned for November with full adoption in January.
 - **Blockers**
 - None.
 - **Next Steps**
 - **Action Item:** Review slides and endorse rollout plan — assigned to Board of Directors.
- **Member Summer Event**
 - **Updates**
 - Location identified and budget outlined.
 - Event planned for a Saturday in June.
 - **Blockers**
 - None.
 - **Next Steps**
 - **Action Item:** Finalize date and capacity details — assigned to VP of Membership.

- **Career Connect**
 - **Updates**
 - Site launched and announced.
 - Sponsorship obligations identified following launch.
 - **Blockers**
 - Pending sponsorship agreement.
 - **Next Steps**
 - **Action Item:** Formalize sponsorship agreement and define maintenance procedures — assigned to VP of Career Development.

6. New Business

- **President**
 - **Updates**
 - Trustee assignments were completed.
 - Annual planning documents were submitted on time.
 - **Blockers**
 - Bank account updates remain pending.
 - **Next Steps**
 - **Action Item:** Schedule bank appointment to update account ownership — assigned to President and VP of Operations / President-Elect
- **VP of Finance**
 - **Updates**
 - Tax extension and nonprofit filings were completed.
 - Revenue review is underway.
 - **Blockers**
 - Revenue timing inconsistencies.
 - **Next Steps**
 - **Action Item:** Complete financial QA review — assigned to VP of Finance.
- **VP of Programs**
 - **Updates**
 - Flagship and social impact event opportunities were identified.
 - Multi-chapter event participation was reviewed.
 - **Blockers**
 - Scheduling and time-zone alignment.
 - **Next Steps**
 - **Action Item:** Review flagship options and coordination needs — assigned to VP of Programs.

- **VP of Membership**
 - **Updates**
 - Q2 and Q3 networking events are planned.
 - Mail distribution issues were identified.
 - **Blockers**
 - Mailing platform challenges.
 - **Next Steps**
 - **Action Item:** Coordinate with Marketing to resolve mailing issues — assigned to VP of Membership.

- **VP of Career Development**
 - **Updates**
 - Scholarship page updates are underway.
 - Mentor demand exceeds current capacity.
 - **Blockers**
 - Limited mentor availability.
 - **Next Steps**
 - **Action Item:** Research alternative mentorship models — assigned to VP of Career Development.

- **VP of Marketing & Communications**
 - **Updates**
 - Event promotion strategies were reviewed.
 - Volunteer recognition communications are planned.
 - **Blockers**
 - None.
 - **Next Steps**
 - **Action Item:** Continue branding and engagement campaigns — assigned to VP of Marketing & Communications.

- **VP of PMO & Administration**
 - **Updates**
 - New project intake requests were logged.
 - **Blockers**
 - None.
 - **Next Steps**
 - **Action Item:** Track and report project intake status — assigned to VP of PMO & Administration.

- **VP of Technology**

- **Updates**
 - Nomination committee access was reviewed.
 - Teams access audit was initiated.
- **Blockers**
 - Excess system access.
- **Next Steps**
 - **Action Item:** Validate access lists and approvals — assigned to VP of Technology.

7. Adjournment

The meeting was adjourned at **8:38 PM Pacific Time** by the **President**.