

**2026 Board of Directors Meeting | 2026 May | Meeting Agenda and Minutes**

<b>Chair:</b>	Meeta Autrey		
<b>Meeting Scribe:</b>	Lindiwe Stenberg		
<b>Microsoft Teams Site:</b>	<a href="#">BoD Meeting Minutes 2026</a>		
<b>Microsoft Teams Meeting Information:</b>	Insert link here		
<b>Robert’s Rule of Order References:</b>	<a href="#">Parliamentary Procedure for Meetings</a> <a href="#">Robert’s Rules of Order – Simplified</a>		
<b>Attendees</b>			
<b>Present (Quorum = At least 5)</b>		<b>Present</b>	<b>Absent</b>
<b>President:</b> Meeta Autrey		X	
<b>VP of Operations/President-Elect:</b> Phoebe Jane Johnson		X	
<b>VP of Finance:</b> Robert Shake		X	
<b>VP of Programs:</b> Trevas Williams		X	
<b>VP of Membership:</b> Danielle Benson		X	
<b>VP of Career Development:</b> Eric Brown		X	
<b>VP of Marketing &amp; Communications:</b> Alex Ellsworth		X	
<b>VP of PMO &amp; Administration:</b> Sean Kennedy		X	
<b>VP of Technology:</b> James Jackson		X	
<b>Immediate Past President:</b> David Doan		X	
<b>Trustee:</b> Barbara Cooke		X	
<b>Trustee:</b> AJ Jafari			X
<b>Trustee:</b> Svetlana Averbukh			X
<b>Trustee:</b> Keith Birch			X
<b>Trustee:</b> Kay Rathfelder			X
<b>Trustee:</b> Debra Covey			X
<b>Response with regrets:</b>			
<b>Guests:</b>			

**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 April 2026 Meeting Minutes

- **Motion by:** VP of Membership
- **Seconded by:** VP of Operations / President-Elect
- **Result:** The motion is carried, Approved – 8, Opposed – 0, Abstained – 1

## 3. New Motions

- **Approve M365 License for Director of Multi-Chapter**
  - **Updates**
    - Request made to purchase one additional M365 license for a Director role.
    - License cost and inclusion of Defender were reviewed.
  - **Blockers**
    - Budget was not previously allocated.
  - **Next Steps**
    - **Action Item:** Procure and assign license — assigned to VP of Technology.

### Vote: Approve M365 License for Director of Multi-Chapter

- **Motion by:** VP of Programs
- **Seconded by:** VP of Technology
- **Result:** The motion is carried
- **Votes:** Approved – 9, Opposed – 0, Abstained – 0

## 4. Master Calendar Review

- **Updates**
  - Strategic planning session scheduled for June.
  - Additional tagging (e.g., “HOLD” and event types) will improve visibility.
- **Blockers**
  - None.
- **Next Steps**
  - **Action Item:** Implement event tagging and finalize June event details — assigned to VP of Operations / President-Elect.

## 5. Current Chapter Initiatives

### Bylaws

- **Updates**
  - Bylaws passed by membership vote.
  - Potential non-material updates under review with PMI.
- **Blockers**
  - PMI confirmation pending on allowable changes.
- **Next Steps**
  - **Action Item:** Submit finalized updates and PnR for Board review in June — assigned to President.

### **Volunteer Engagement Platform (VEP)**

- **Updates**
  - Timeline and project plan still under review.
  - Change management coordination identified as critical.
- **Blockers**
  - Pending approval of project plan.
- **Next Steps**
  - **Action Item:** Align on change management plan — assigned to VP of Operations / President-Elect and VP of PMO & Administration.

### **Member Summer Event**

- **Updates**
  - Location confirmed at Airport Park.
  - Constraints identified around reservation timing and marketing window.
- **Blockers**
  - Limited reservation lead time.
- **Next Steps**
  - **Action Item:** Confirm reservation support and finalize event logistics — assigned to VP of Membership.

### **Career Connect**

- **Updates**
  - Program performing well; trial partnerships under evaluation.
  - Board aligned on discontinuing one vendor relationship.
- **Blockers**
  - Sponsorship and partnership clarity.
- **Next Steps**
  - **Action Item:** Confirm trial terms and terminate vendor relationship — assigned to VP of Career Development.

## 6. New Business

### President

- **Updates**
  - Chapter charter renewal approved.
  - Updated charter provided by PMI for signature.
- **Blockers**
  - None.
- **Next Steps**
  - **Action Item:** Review and execute updated charter — assigned to President.

### VP of Operations / President-Elect

- **Updates**
  - Strategic planning session scheduled for May 30.
  - SOP and process improvement initiative launched.
- **Blockers**
  - None.
- **Next Steps**
  - **Action Item:** Conduct Board interviews to identify SOP needs — assigned to VP of Operations / President-Elect.

### VP of Finance

- **Updates**
  - Budget tracking and revenue alignment in progress.
  - Tax timeline established with October deadline.
- **Blockers**
  - Resource availability constraints.
- **Next Steps**
  - **Action Item:** Complete accounting reconciliation and reporting — assigned to VP of Finance.

### VP of Marketing & Communications

- **Updates**
  - Membership benefits campaign and branding efforts ongoing.
  - Newsletter redesign planned.
- **Blockers**
  - None.
- **Next Steps**
  - **Action Item:** Finalize communication strategy and rollout — assigned to VP of Marketing & Communications.

### **VP of PMO & Administration**

- **Updates**
  - Volunteer onboarding progressing.
  - Social impact partnership under review.
- **Blockers**
  - None.
- **Next Steps**
  - **Action Item:** Finalize project intake and partnership decisions — assigned to VP of PMO & Administration.

### **VP of Technology**

- **Updates**
  - Website updates underway.
  - Access audit in progress.
- **Blockers**
  - System access inconsistencies.
- **Next Steps**
  - **Action Item:** Complete account access audit — assigned to VP of Technology.

### **VP of Programs**

- **Updates**
  - Multiple flagship events planned for 2026.
  - Website updates for program deliverables in progress.
- **Blockers**
  - Coordination with marketing and technology needed.
- **Next Steps**
  - **Action Item:** Finalize event lineup and website updates — assigned to VP of Programs.

### **VP of Membership**

- **Updates**
  - June networking event planned.
  - Website updates and Mailchimp issues identified.
- **Blockers**
  - Communication platform issues.
- **Next Steps**
  - **Action Item:** Resolve Mailchimp issues and finalize event execution — assigned to VP of Membership.

### **VP of Career Development**

- **Updates**
  - PMP Prep venue planning underway.
  - Budget and program adjustments in progress.
- **Blockers**
  - None.
- **Next Steps**
  - **Action Item:** Finalize venue and program structure — assigned to VP of Career Development.

## 7. Adjournment

The meeting was adjourned at **8:34 PM Pacific Time** by the **President**.