Project Management Institute. Los Angeles

2026 Board of Directors Meeting
Tuesday, June 16, 2026
7:00 pm – 8:30 pm PT

2026 Board of Directors Meeting | 2026 June | 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: Debra Covey	X	
Response with regrets:		
Guests:		

1. Call to Order

- Meeting called to order by the President at 7:04 PM PT.

2. Approval of Prior Meeting Minutes

Vote: Approval of April 2026 Meeting Minutes

- **Motion by:** VP of Operations / President-Elect
- **Seconded by:** VP of Membership
- **Result:** The motion is carried, Approved – 9, Opposed – 0, Abstained – 0

3. New Motions

- **Approve Addition of New Big Initiative for the Chapter** – Website Redesign was chosen as the one initiative
    - **Updates**
        - Selected as priority initiative over online community due to feasibility.
        - Centralized structure emphasized for branding and upcoming membership model.
    - **Blockers**
        - Need formal intake and structured PM oversight.
    - **Next Steps**
        - Submit intake and create project tracking board.
        - Assign project manager and integrate current volunteers
- **Vote: Addition of Website redesign as a new big initiative for the chapter**
    - **Motion by:** VP of Membership
    - **Seconded by:** VP of Operations / President-Elect
    - **Result:** The motion is carried
    - **Votes:** Approved – 7, Opposed – 0, Abstained – 2
- **Sustainability Innovation Challenge**
    - **Updates:**
        - Proposal reviewed with initial interest
        - Budget source identified but unclear scope
    - **Blockers:**
        - Undefined resource requirements and responsibilities
    - **Next Steps:**
        - Request full clarification before vote
- **Board Appointment Process (VP Roles)**
    - **Updates:**

        - Candidates identified for VP Volunteer Engagement and VP Outreach.
        - Board agreed interviews are required for all candidates.
    - **Blockers:**
        - Need scheduling and evaluation alignment.
    - **Next Steps:**
        - Conduct interviews and proceed with electronic vote.

4. Master Calendar Review

- **Updates:**
    - Reviewed June–July events and PMP Boot Camp (starting September 19).
    - Summer event venue identified; logistics and licensing constraints discussed.
- **Blockers:**
    - Payment coordination and licensing restrictions for soccer event.
- **Next Steps:**
    - Finalize bookings and ensure compliant marketing language.

5. Current Chapter Initiatives

Bylaws

- **Updates**
    - Closed – will remove going forward

Volunteer Engagement Platform (VEP)

- **Updates**
    - None – deprioritized for now
- **Blockers**
    - Need new VP appointments

Member Summer Event

- **Updates**
    - Moving to make reservations, targeted for end of July
- **Blockers**
    - Additional credit card owners need to be added
- **Next Steps**
    - VP Operations will discuss payment options with VP Finance

Career Connect

- **Updates**
    - Potential partnership with PMO squad discussed

- **Blockers**
  - N/A
- **Next Steps**
  - VP Career Development will speak to volunteers and confirm with PMO squad

6. New Business

R7 Update

- **Updates:**
  - Volunteer and training requirements confirmed for funding eligibility.
  - Travel funding discussion initiated.
- **Blockers:**
  - No finalized cost estimate.
- **Next Steps:**
  - Provide cost estimate and determine budget usage.

Super Member Initiative

- **Updates:**
  - Initiative to reward top event participants over six months.
  - Phase 1 launch planned for July.
- **Blockers:**
  - Privacy considerations for leaderboard.
- **Next Steps:**
  - Finalize rewards and evaluate leaderboard implementation.

Website Image Format Changes

- **Updates:**
  - Reviewed tools (e.g., Squoosh, plugin options) for image optimization.
  - Identified need for volunteer-friendly solution.
- **Blockers:**
  - Cost and tool validation required.
- **Next Steps:**
  - Test and pilot selected tool.

Strategy Session Planning

- **Updates:**
  - September 12 session planned with focus on in-person attendance.
  - Venue options reviewed.

- **Blockers:**
  - Scheduling conflict with major holiday.
- **Next Steps:**
  - Reassess and adjust date for inclusivity.

QuickBooks Diagnostics & Financial Cleanup Updates

- **Updates:**
  - Diagnostic identified accounting discrepancies since 2021.
  - Cleanup proposal estimated ~$5,000 for recent records.
- **Blockers:**
  - Requires board review and budget decision.
- **Next Steps:**
  - Review proposal and prepare for vote.

7. Adjournment

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