2026 Board of Directors Meeting

Tuesday, August 18, 2026

7:00 pm – 8:30 pm PT

2026 Board of Directors Meeting | 2026 Aug | 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 7)	**Present**	**Absent**
President: Meeta Autrey	X	
VP of Operations/President-Elect: Phoebe 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	
VP of Volunteer Engagement: Bike EnWezoh	X	
VP of Outreach: Angelo Salazar	X	
Immediate Past President: David Doan	X	
Trustee: Deby Covey	X	
Trustee: Barbara Cooke	X	
Trustee: AJ Afari	X	
Trustee: Keith Birch	X	
Trustee: Kay Rathfelder		X
Trustee: Svetlana Averbukh		X

Guests:	•

Agenda

1.Call to Order

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

2. Approval of Prior Meeting Minutes

- **Vote:** Approval of July 2026 Meeting Minutes
- **Motion by:** VP Operations
- **Seconded by:** VP Technology
- **Result:** Motion passed (8 Approved, 0 Opposed, 3 Abstained).
- **Discussion:** One requested correction had already been incorporated; no additional corrections were raised.

3. Prior Motions Recap

- N/A

4. New Motions

- Evaluate Website Vendors as a possible replacement for Dark Rhino
  - **Motion:** VP Technology
  - **Second:** VP Operations
  - **Result:** Approved unanimously (10 Yes, 0 No, 0 Abstain; VP Membership absent).
  - **Discussion:** Approval was for the vendor-evaluation project only, not a vendor change. Evaluation will document requirements, benchmark other chapters/vendors, and preserve PMI data/SSO, MailChimp, and other needed functionality.
- G2 Business Solutions advisory/referral arrangement
  - **Motion:** VP Outreach
  - **Second:** VP Finance
  - **Result:** Not approved; the Chapter will not pursue the arrangement at this time.
  - **Discussion:** PMI Corporate provided a positive reference, but the Board raised concerns about referral vs. sponsorship revenue, tax treatment, reputational risk, and the appearance of selling to members. A limited trial was discussed but not approved.
- Additional funding for Podcast Club/Event Equipment
  - **Result:** No vote taken; funding request deferred.
  - **Discussion:** Board requested more detail on equipment/software, Technology review, and cross-functional ownership with Marketing/Technology. A pilot using existing equipment or partner facilities may be considered before returning with the request.
- Liquidation of Capital One Assets
  - **Result:** No vote taken; proposal deferred for Trustee and Finance review.
  - **Discussion:** Review will address emergency-reserve purpose, governance/signatory protections, appropriate reserve level, banking options, and CD renewal management.
- Free Virtual PDD for PMI-LA Members
  - **Motion:** VP Finance
  - **Second:** VP Career Development
  - **Result:** Approved unanimously; virtual PDD will be free for PMI-LA members.
  - **Discussion:** Members will receive a $100 discount code for the September 29 event. The Board accepted the possibility of not recouping the Chapter's $1,200 participation

cost in favor of member value; Marketing may use the free event as a membership benefit.

5. Master Calendar Review :

- Not discussed.

6. Current Chapter Initiatives

Website Redesign

- **Updates:** Temporarily on hold while website-hosting/vendor evaluation progresses; redesign and hosting evaluation will remain separate.
- **Next Steps:** Revisit redesign once the Chapter has more clarity on hosting direction.

Volunteer Engagement Platform (VEP)

- **Updates:** PMI requirement for five VEP positions has been met; additional roles are being collected. Migration planning identified gaps in time tracking, confidentiality agreements, training/change management, and reporting.
- **Blockers:** VEP does not yet replace all VMS functionality.
- **Next Steps:** Complete the change-management survey, continue migration working sessions, define role-advertising processes, and resolve remaining gaps before sunsetting VMS.

Member Summer Event

- **Updates:** Event was held successfully; Board reinforced that it is a Chapter-wide event, not only a Membership event.
- **Blockers:** Board participation was lower than desired.
- **Next Steps:** Increase Board attendance and engagement at future Chapter events.

Career Connect

- **Updates:** Marking as closed; no additional items raised.

7. New Business

North America Chapter President Meeting

- **Updates:** Not presented due to time; updates will be sent by email.

Trustees Presentation

- **Updates:** Trustees reviewed their governance, continuity, mentoring/advisory, financial oversight, succession, bylaws, nominations, awards, scholarships, and special-event roles.
- **Blockers:** Limited or late communication can make it difficult for Trustees to support the Board or prepare for strategic sessions.
- **Next Steps:** Share relevant information earlier, provide adequate notice, and establish a recurring update between Board meetings.

365 Best Practices

- **Updates:** Files should not be stored in the O365 root directory; website and O365 audits are overdue. Broader discussion was deferred.
- **Next Steps:** Complete outstanding audits and discontinue storing files in the root directory.

Scholarship Review
- **Updates:** No separate scholarship review completed. Free PDD access will be handled as a member discount rather than a scholarship.

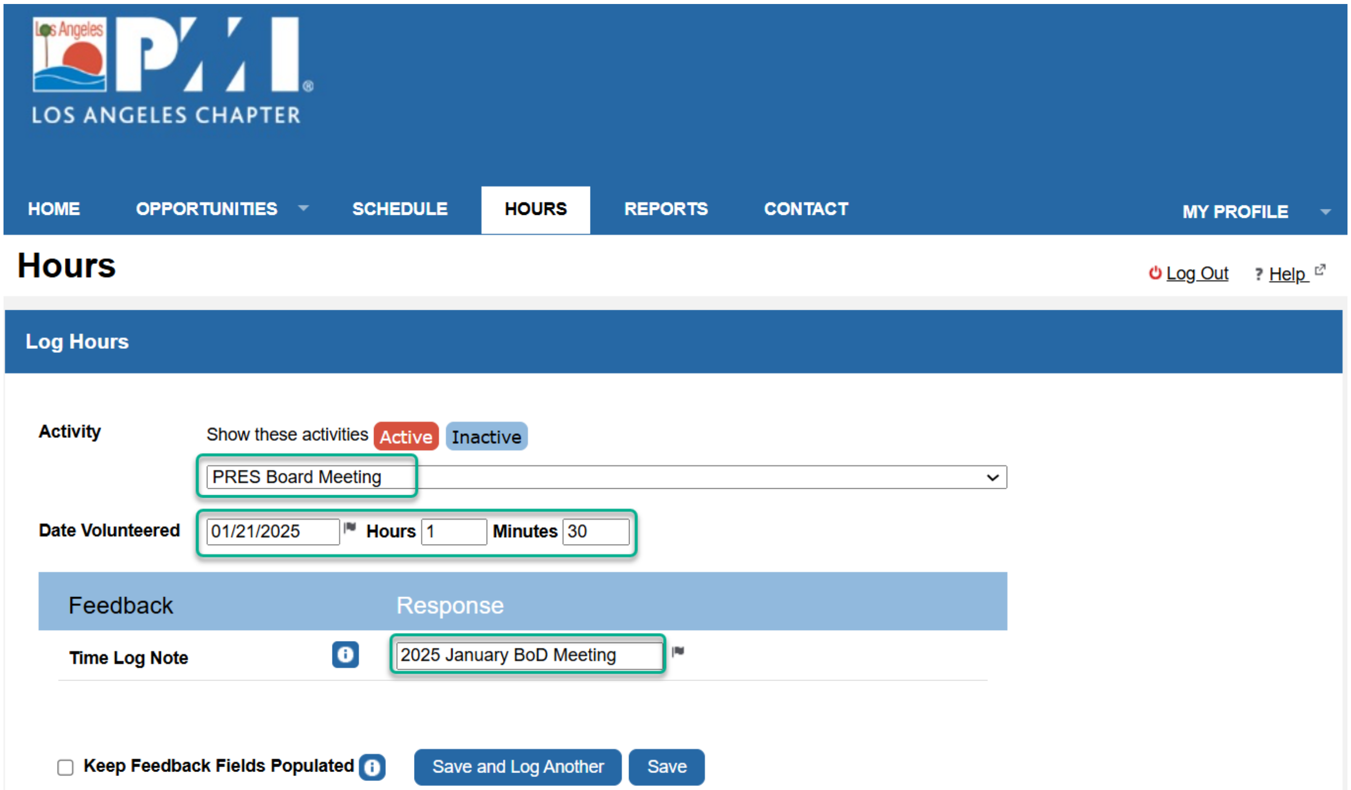
Awards Committee Kickoff
- **Updates:** Committee is ready to kick off in support of the mid-December year-end celebration.
- **Next Steps:** Launch committee and begin year-end recognition planning.

Nominations Committee Kickoff
- **Updates:** Kickoff planned for September 1; one application has already been received.
- **Next Steps:** Confirm committee membership and begin the nomination process September 1.

8. Adjournment
- The meeting was adjourned at 8:57 PM Pacific Time by the President.

Action Items
- Website vendor evaluation: document requirements, benchmark vendors/other chapters, and proceed with project intake.
- Podcast initiative: provide equipment/software summary, coordinate with Technology and Marketing, pilot where feasible, and return with a funding recommendation.
- Emergency reserve/CDs: Finance and Trustees to review governance, policy, signatory controls, reserve level, and banking options.
- VEP migration: complete change-management survey and resolve confidentiality, time-tracking, reporting, training, and role-advertising processes before sunsetting VMS.
- O365/website governance: complete overdue audits and discontinue storing files in the root directory.
- Trustee communication: provide earlier notice/information and establish a recurring summary between Board meetings.
- **Trello Board of Directors:** https://trello.com/b/FaC4nm25/board-of-directors-bod

Instructions to record your time
- Log into MyImpactPage using your credentials
- Click on “HOURS” in the menu bar
- “Activity” field: Select “PRES Board Meeting” (under “PRESIDENT’S OFFICE”)
- “Date Volunteered” field: Enter values in the “Hours” and “Minutes” fields, respectively
- “Time Log Note” field: Enter “2026 [Month] BoD Meeting”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HOURS
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Activity
Show these activities
Active
Inactive
PRES Board Meeting
Date Volunteered
01/21/2025
Hours
1
Minutes
30
Feedback
Response
Time Log Note
2025 January BoD Meeting
Keep Feedback Fields Populated
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