

2025 Board of Directors Meeting | 2025 December | Meeting Agenda and Minutes

Chair:	David Doan	
Meeting Scribe:	Lindiwe Stenberg	
Microsoft Teams Site:	BoD Meeting Minutes 2025	
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: David Doan	X	
VP of Operations/President-Elect: Meeta Autrey	X	
VP of Finance: Robert Shake	X	
VP of Programs: Phoebe Johnson	X	
VP of Membership: Danielle Benson		X
VP of Career Development: Leo Rogers	X	
VP of Marketing & Communications: Rose Otowo	X	
VP of PMO & Administration: Sean Kennedy	X	
VP of Technology: James Jackson		X
Immediate Past President: Deby Covey	X	
Trustee: Barbara Cooke		X
Trustee: AJ Afari		X
Trustee: Svetlana Averbukh	X	
Response with regrets:	<ul style="list-style-type: none"> First Last Name First Last Name 	
Guests:	<ul style="list-style-type: none"> Britt Scholnick 	

Action Items

- Trello Board of Directors:** <https://trello.com/b/FaC4nm25/board-of-directors-bod>

Action Item	Assigned to	Deadline
1. Provide year-end budget vs. actuals and closing plan by Jan 20	Robert	EOY
2. Run reimbursements on 12/19	Robert	12/19
3. Board members to submit all outstanding expense reports by 12/19	All BOD	12/19
4. Add new VP line items in QuickBooks, pending bylaw approval.	Robert	EOY
5. Provide volunteer list to Robert for gift card purchase; VPs to send volunteer names to Barb.	Barb, VPs	EOY
6. Finalize and send PDD budget	Phoebe	This week
7. Resubmit the two rejected PDU sessions to PMI.	Phoebe	This week
8. Confirm venue and organize Saturday dinner.	David	This week
9. Coordinate virtual board orientation, prioritizing new board members.	David	
10. Order remaining jacket and submit expense to Robert.	David	
11. Purchase board gifts.	David	
12. Outgoing board members to document metrics and accomplishments.	All outgoing BOD	
13. Monitor bylaw approval process and coordinate onboarding of new VPs.	Deby	
14. Add new VP line items in budget as placeholders.	Robert	
15. Outgoing VPs to meet with incoming VPs.	All outgoing BOD	
16. Send past president roster to Meeta for trustee applications.	David	
17. Prepare event description and coordinate with marketing for e-blast.	David	
18. Post event and send communication before year-end.	David	
19. Discuss via email the actual award for Lipinski	David, Deby, Svetlana	

20. Check budget and provide info on award costs.	Deby	
21. Coordinate with Deby on ordering plaques/trophies and gift cards.	Svetlana, Deby	
22. Decide on award format (plaque vs. crystal) based on budget.	BOD	

Agenda

Agenda Item	To be presented by	Start Time	Duration
1. Call to Order <ul style="list-style-type: none"> Meeting called to order by the President. 	David Doan	7:00 pm	2 min.
2. Roll Call, Welcome, Introductions, & Opening Remarks	David Doan	7:02 pm	3 min.
3. Approval of the November 2025 Meeting Minutes <ul style="list-style-type: none"> Review and approval of the minutes from the previous meeting. 	David Doan	7:05 pm	2 min.
4. Finance Reports <ul style="list-style-type: none"> P&L 2026 Budget and Forecast End of Year reimbursements Year-End Closing 	Robert Shake	7:07 pm	8 min.
5. PDD <ul style="list-style-type: none"> Final budget review 	Phoebe Johnson	7:15 pm	5 min.
6. Board Retreat <ul style="list-style-type: none"> Dates, venues, updates Preparation 	Meeta & David	7:20 pm	5 min.
7. 2026 Annual Planning & Chapter Renewal	David Doan	7:25 pm	5 min.
8. Bylaws	Deby & Barb	7:30 pm	10 min.
9. 2025/2026 Board Transitions	All	7:40 pm	5 min.
10. 2026 Annual Business Meeting	Trevas & David	7:45 pm	5 min.
11. 2025 Accomplishments & Reflection	N/A	7:50 pm	15 min.
17. Adjournment <ul style="list-style-type: none"> Meeting adjourned by the President. 	David Doan	8:05 pm	0 min.

0. Meeting Minutes

- Below is the meeting minutes for the December 2025 Board of Directors Meeting.

1. Call to Order

- David Doan, President, calls the meeting to order at 7:05 pm Pacific Time.

2. Votes on motions since the last Board of Directors Meeting

- David moves to approve the meeting minutes from November. No dissention so minutes are approved.

3. Approval of Minutes

Present (Quorum = At least 5)	Approve	Oppose	Abstain or Absence
<ul style="list-style-type: none"> President: David Doan VP of Operations/President-Elect: Meeta Autrey VP of Finance: Robert Shake VP of Programs: Phoebe Johnson VP of Membership: Danielle Benson VP of Career Development: Leo Rogers VP of Marketing & Communications: Rose Otowo VP of PMO & Administration: Sean Kennedy VP of Technology: James Jackson 			
<p>The motion is carried with 5 approved ü, 0 opposed û, and 3 abstention.</p>			

4. Finance reports

- Updates:
 - Profit & Loss update will be posted in the governance folder.
 - 2026 budget and forecast will be emailed to the board; board members to update their forecasts and actuals.
 - End-of-year reimbursements to be processed; volunteer gift cards to be purchased.
- Blockers:
 - None
- Next Steps:
 - VP of Finance to provide year-end budget vs. actuals and closing plan by Jan 20.
 - VP of Finance to run reimbursements on 12/19.
 - Board members to submit outstanding expense reports by 12/19.

5. PDD

- Updates:

- Finalize budget
- PMI rejected 2 of the PUDs
- Blockers:
 - None
- Next Steps:
 - VP of Programs to resubmit rejected PDU sessions to PMI.

6. Board retreat

- Updates:
 - Dates and venue updates pending; decision made to include only incoming board and trustees.
 - Saturday dinner planned; virtual board orientation to be coordinated.
- Blockers:
 - None
- Next Steps:
 - VP of Operations/President-Elect to finalize venue by end of week.
 - President to purchase gifts for outgoing board members and coordinate virtual orientation.

7. 2026 Annual Planning & Chapter Renewal – David

- Updates:
 - Annual planning and chapter renewal documents prepared.
- Blockers:
 - None
- Next Steps:
 - Outgoing board members to document metrics and accomplishments.

8. Bylaws – Deby, Barb

- Updates:
 - Three new VP roles require bylaw approval.
 - New chart of accounts to be set up but not activated until bylaws are approved.
- Blockers:
 - None
- Next Steps:
 - Immediate Past President to monitor bylaw approval and coordinate onboarding of new VPs.
 - VP of Finance to add new VP line items in budget as placeholders.

9. 2025/2026 Board Transitions

- Updates:
 - Outgoing board members to meet with incoming VPs to share role information.
- Blockers:
 - None
- Next Steps:

- VP of Operations/President-Elect to send trustee applications and roster for engaged past presidents.
- President to send roster to VP of Operations/President-Elect

10. 2026 Annual Business Meeting – Trevas, David

- Updates:
 - Scheduled for third Thursday of January; event to be posted online and communicated to members.
 - One month's notice required; nonmembers will be charged.
- Blockers:
 - None
- Next Steps:
 - President to prepare event description and coordinate with marketing for e-blast.
 - President to post event and send communication before year-end.

11. 2025 Accomplishments & Reflection

- TBD

12. Career connect

- Updates:
 - Team built wireframe for Career Connect page; overview shared.
 - Discussion ongoing about benefits and partnership options.
- Blockers:
 - None
- Next Steps:
 - Team to finalize Career Connect page structure and content.
 - Decision pending on partnership; alternatives being explored.

13. Community outreach

- Updates:
 - University student chapter formally approved; other universities engaged for future events.
 - In-person events planned at CSUN; collaboration discussed with Mount St. Mary's and Sound of Earth.
- Blockers:
 - None
- Next Steps:
 - VP of Community Outreach to post student chapter board positions.
 - President to respond to National University contact and coordinate blog/newsletter post.
 - Team to plan and promote sustainability event.

14. Awards committee

- Updates:
 - Committee selected winners; gift cards to be purchased and presented at January event.
 - Award amounts set for individual and team recipients.

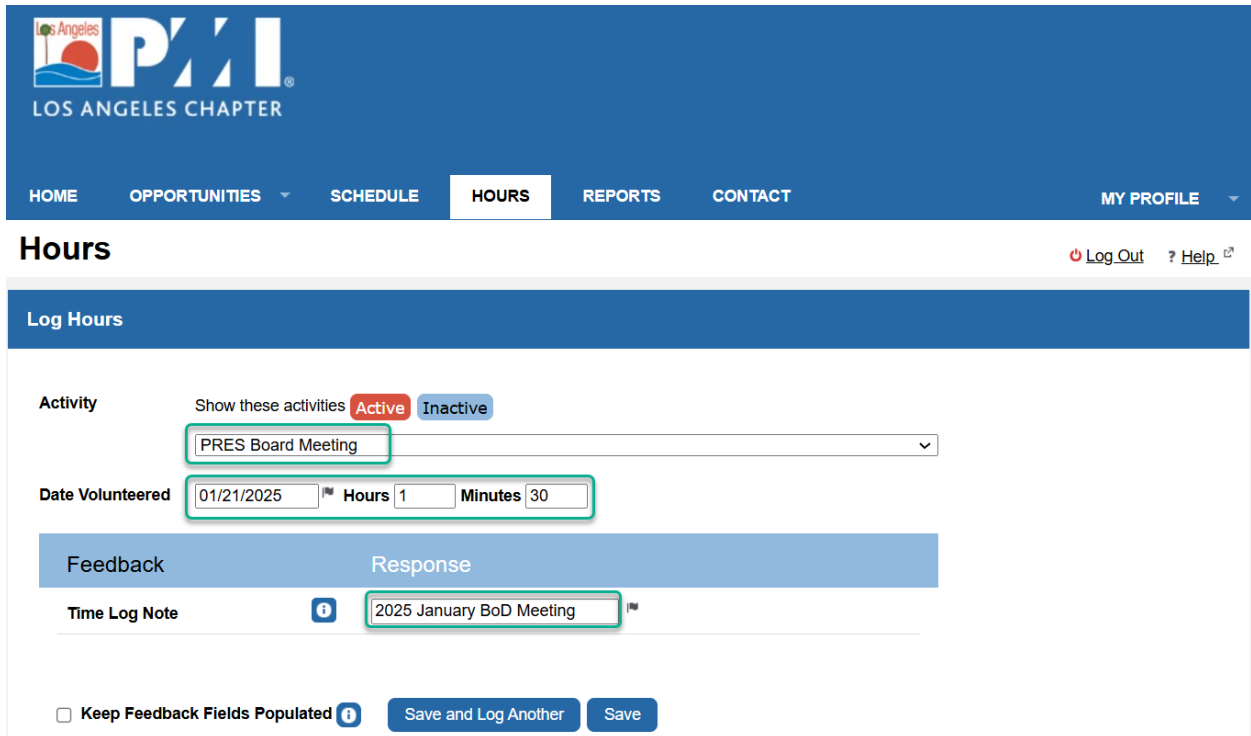
- Blockers:
 - None
- Next Steps:
 - President, Immediate Past President, and Trustee to discuss award details via email.
 - Trustee to coordinate ordering plaques/trophies and gift cards.
 - Immediate Past President to check budget and provide info on award costs; Board to decide on award format.

15. Adjournment

- Meeta, moves to adjourn the meeting with Phoebe seconding, at 8:10 pm Pacific Time.

16. 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 **“2025 [Month] BoD Meeting”**



Log Hours

Activity: Show these activities **Active** Inactive
 Activity: 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 Save and Log Another Save