**PMI-SWIC BOARD MEETING MINUTES**

DATE: February 28, 2023

LOCATION: Zoom

TIME: 5:30- 6:30 pm, CST

IN ATTENDANCE: Mark Lush, Liz Alvarez, Rick Whitson, Stephanie Brown

Mark Lush brought the meeting to order.

**OLD BUSINESS**

1. Drawing for IIL Leadership and Innovation 2023 Conference Free Registrations-Part of new IIL Advantage Program and PMI-SWIC
2. Drawing was done by S. Brown on Feb. 16th based on returned surveys seeking types of programs and events desired by our membership; and to obtain better contact information
3. S. Brown sent out a Congratulations email to all winners on Feb. 17th
4. S. Brown has worked with IIL to establish the new Advantage Program Partner site on IIL’s website and create and test all necessary links to receive the free and discounted partner benefits. The last links will be complete later tonight at which time S. Brown will send out an email to the winners with the Conference access and links. This should be completed by 8am, March 1.
5. L. Alvarez will be reaching out locally to speakers and teachers to create a calendar of 2023 Programs and Professional Development events. Some may be held at her business location in Newburgh, IN. S. Brown will arrange for Liz to join in the weekly (to start) meetings will our IIL Advantage Program administrators to discuss the possible use of the various free and discounted speakers, webinars, courses, etc. that we now have available through our new partnership. Liz is currently studying the IIL options available.

**NEW BUSINESS**

1. Update on LIM sessions
   1. North America on 4/13-16 San Diego, CA, registration open until 3/20, register at <https://www.pmi.org/lim>; and BoD members are encouraged to attend if they are able.
   2. Region 2/3 on 6/15-17 Minneapolis, MN, registration starts in early March; and BoD members are encouraged to attend if they are able. Please remember that financial reimbursement is available for 2 people from the Chapter for registration, hotel, and travel. BoD members are encouraged to attend if they are able. Please contact M. Lush if you plan to attend so that reimbursement can be arranged for you as soon as possible.
2. The Chapter’s Charter renewal forms are due by March 31. M. Lush will provide S. Brown a copy of the previous forms and they will arrange a meeting to complete this form in the next 2 weeks.
3. Chapter Insurance is assessed for the R2 Fund in the last quarter of each calendar year, at the rate of $1/member for Chapters with up to 1,000 members; but there are exceptions will M. Lush will discuss with Region Leadership. S. Brown checked all past financial records and found that, at this time, PMI-SWIC has no record of having paid this assessment.
4. Financial Statement: See Attachment for Detail. Current Balance $5,473.02
5. Website Refresh: S. Brown has met with IIL and Dark Rhino for discussions about graphics and the most timely approach which has been determined to be laying out each webpage and having Dark Rhino upload as each is complete. Also, based on their suggestions S. Brown has identified PMI-Hampton Roads ([www.pmihr.org](http://www.pmihr.org) ) as a chapter website that uses a template that most closely resembles the format that our board has discussed as wanting to incorporate in our website. All BoD members are encouraged to go to this site and look through it and provide S. Brown with feedback. She will contact Hampton Roads about their willingness to allow us to share some of their information content (i.e. Military, etc.) on our website after this page is determined to be something we want by T. Aldrich and R. Whitson both of whom are familiar with some PMIHR board members. R. Whitson who has reviewed the Military page suggested we also add Skill Bridge to what is already there.
6. Scheduling board meetings was discussed:
   * 1. We need to complete an Annual Plan so we determined that we need a multi-hour workshop at L. Alvarez’s business location in Newburgh, IN on Sat., March 25, 2023 from 10am-3pm. Mark and Liz will confirm this and Mark will send out an invite to the board members.
     2. M. Lush will schedule recurring BoD meeting for the rest of the year and send out invitations.