

DAMA International

Board of Directors Meeting Minutes



DAMA International

364 E. Main St # 157

Middletown, DE 19709

Meeting Date: 15 June 2018

Meeting Time: 9:00 EDT

Attendees:

Board Members (voting):

- Peter Aiken, President (PA)
- Susan Earley, VP Finance (SE)
- Loretta Mahon Smith, VP Operations (LMS)
- Stacey Haurin, Presidents' Council Chair (SH)

Board Members (non-voting):

- Sue Geuens, Past President (SG)

Admin/Staff:

- Jo-Ann Sheldon, Administrative Support (JS)
- Nelson Goucher, Treasurer (NG)

Board of Advisors:

- Karen Lopez (KL)
- John Zachman (JZ)

CDMP Fellows:

- Chris Bradley (CB)
- Cathy Nolan (CN)
- Deborah Henderson (DH)

Other Invitees

- Larry Leonardson (LL)

Call to Order at 9:12am EDT

- I. Roll Call
- II. Approval of meeting minutes for June 8, 2018 (attached)
Motion SE Second LMS LMS: Y SE:Y SH: Absent PA:Y Passes
- III. Review Agenda for any additions/updates
- IV. Actions items:
 - A. Due to transition issues preventing implementation as of June 1, and feedback from 6 presidents via a survey, the DAMA I board will reset the schedule to have nominations open on 15 June 2018, close on 15 July 2018, and election close on 1 August 2018.
 - B. Investigate paying for an independent financial audit or review statement from current accounting firm, a review statement may cost may be between \$5K and \$10K depending on depth, an audit will be more. Will not cover decision reasoning, only whether proper process was followed. Look into evidence of any prior audit activity.
 - VP Finance directed to find 3 different quotes from accounting firms for audit, review, and other options to validate financial records are kept properly and decisions are made properly. Elected board can decide to act on this information.
 - PC Chair asked to solicit input from PC on sentiment regarding an audit, DAMA I finances, and accounting firms that could be contacted to provide bids.

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- C. CDMP Fellows Committee are invited to all DAMA I Board meetings. Prior Board decided to suspend this Committee's activities, but communication was not sent out. Next Board may decide to un-suspend or reinstate.
- D. Change the finance@dama.org distribution list to an email address directed to a helpscout mailbox.
- V. Reports:
- A. Administrative update
- 18 new exam registrations
 - 28 member registrations
- cdmp@dama.org not being answered promptly from China, need to investigate if spam filter is preventing somehow. Jo-Ann is answering when it appears in HelpScout. CDMP fellows to ask for help from China to track if/where emails are being stopped.
- Existing processes she must follow are complex and time-consuming, which is driving down her completion rate.
- Would like to see what it costs us to do the exam and member registrations (Jo-Ann's time, tool cost, proctorU, etc.), vs what revenue we gain from those tasks. Current-state workflow needs documenting. Loretta to ask Jo-Ann for this documentation. Then provide recommendation to elected Board for actions.
- B. Financial Status (Nelson)
No Report
- C. Financial Asset status (Susan)
1. Online account obligation discoveries
 2. Vendor obligations
 3. Physical inventory status
 - a) Laptop computer, printer, shredder (Jo-Ann)
 - b) Paper files (Susan to ask Lisa Olinda about this)
 4. Data and System Architecture documentation
 - a) Asked Tony M. for this on 6/11/18.
 5. Current Risks
 - a) DAMA.ORG/Drupal needs a security update, asked Devhaus 6/14/2018
- D. Chapter Status (Stacey)
No Report
- E. Operations (Loretta)



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- Operations manual – Loretta is looking at all the accounts listed and adding the accounts to lastpass
- GTM change to identify phone callers - TBD
- SharePoint mapping being investigated

VI. Old Business

- A. Review any outstanding action items from prior meeting
- B. Transition status
 - 1. Credential transition status
 - 2. O365 upgrade status
 - 3. Social Media status
 - 4. DAMA website status
 - 5. Review online accounts list, vendor list to ensure accuracy and completeness
 - 6. Helpscout optimization / O365 mailing list changes
 - a) Create O365 ID and folder for finance@dama.org
- C. Election status

VII. New Business

Motion: Request volunteers to form three committees to collect information and report to the new elected Board on the current state (as-is) of:

- 1. CDMP status/satisfaction (Chair – Chris Bradley)
- 2. Central Membership status/satisfaction (Chair – TBD)
- 3. Relationships with other professional organizations related to current COE/COI and similar Certification programs (Chair – TBD)
 - 1. FEAPO
 - 2. Dataversity
 - 3. DGPO
 - 4. IADQ
 - 5. IRM UK
 - 6. IIBA
 - 7. TDWI
 - 8. BCS (British Computer Society) – Data Management Specialist Group
 - 9. PPDM (Petroleum and Pipeline Data Management)
 - 10. IEEE Computer Society
 - 11. ICCP

Motion PA Second LMS LMS: Y SE:Y SH: Absent PA:Y Passes

Adjournment

Motion LMS, motion passes

Meeting Adjourned at 10:00am EDT

Next meeting June 29 2018 at TBD time