

DAMA International

Board of Directors Meeting Minutes



DAMA International
364 E. Main St # 157
Middletown, DE 19709

Meeting Date: 26 July 2018

Meeting Time: 6pm 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)

Invited guests:

- Ken Dunn, VP-elect Member Svcs (KD)
- Lowell Fryman, VP-elect Online Svcs (LF)
- April Reeve (AR)
- Jerrod Young (JY)
- Kewal Dhariwal (KDh)
- Bob Hiew (BH)
- Ray McGlew (RM)

Call to Order at 6:04pm EDT

I. Roll Call – Quorum present

II. Approval of meeting minutes for June 29, 2018 (attached)

**Motion SH Second SE LMS: Absent SE: Y SH: Y PA: Y
Passed**

III. Review Agenda for any additions/updates

IV. Board Actions:

A. Approve payment of ordinary and expected expenses for August 2018.

**Motion SE Second PA LMS: Absent SE: Y SH: Y PA: Y
Passed**

Chris Bradley joined at 6:13pm EDT

Loretta Mahon Smith joined at 6:15pm EDT



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- B. Approve action taken by VP Finance to disable/suspend sales of Platinum Memberships as of July 18 2018 due to implementation issues.

**Motion LMS Second SH LMS: Y SE: Y SH: Y PA: Y
Passed**

- C. Approve expenses incurred for requesting Legal Advice from Larry Leonardson regarding sales of Chapter memberships with Platinum level Central memberships.

**Motion SE Second PA LMS: N SE: Y SH: Y PA: Y
Passed**

V. Staff Reports

- A. Administration (Jo-Ann)
 - 1. No report
- B. Treasurer (Nelson)
 - 1. 2017 IRS 990 still in progress
 - 2. Report Filed

Deborah Henderson joined at 6:45 pm CDT.

Loretta Mahon Smith left at 6:45 pm CDT.

Nelson Goucher left at 6:47pm CDT.

VI. Board Reports

- A. President (Peter)

Awaiting election end. Everybody vote!
- B. VP Operations (Loretta)

No Report
- C. VP Finance (Susan)
 - 1. Membership & Chapter sales
 - a) Bundled membership issues
 - b) Actions to be taken after election
 - 2. Membership & DMBOK2 sales
 - a) Requested contract with Steve for formalizing arrangement with membership bundle sales
 - b) Contract to be addressed after election
- D. Online Services (Susan acting)
 - 1. DAMA.ORG status
 - 2. CDMP system status
 - 3. Sharepoint/O365 system status

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- a) Sharepoint reorganization: To be addressed after election.
 - b) Account retention: Deleted accounts were recovered and put on hold/archiving. Disposition to be addressed after election.
 - c) Document retention: Documents deleted from before June 1 were recovered. Evaluation of documents retained to be addressed after election.
4. Helpscout issue monitoring: webmaster@dama.org, admin@dama.org, sharepoint@dama.org
 5. Mike2.0 status – lots of domain names, and a copy in Atlassian/Confluence
 6. Setting admin login information for multiple accounts to use generic (non-personal) emails to reduce need to update them over time (nexcess, cloudflare, atlassian, etc.)
- E. Member Services (Susan acting)
1. Questions from Helpscout: Do we have a Student Membership option?
 - a) Yes, but not enabled in CiviCRM
 - b) Not mentioned in Bylaws
 - c) To be addressed after election
 2. Questions from Helpscout: Can we transfer memberships from one person to another (person with membership bought by company has left, wants to transfer to another person still with company)
 - a) No existing process to handle this
 - b) To be addressed after election
 3. Platinum membership purchases have been disabled. Asking for legal advice.
 - a) Corporate membership does not have an option for just Central membership and Server/Enterprise DMBOK2.
 - b) To be addressed after election
- F. Chapter Services (Stacey acting)
1. Current chapter statuses – 50 active, 40+ forming
 2. Reinstate Board motions to approve affiliation with ‘active’ status chapters
 - a) Will add to future Board Meeting agendas.
 3. Helpscout issue status: chapters@dama.org – addressing old entries, some as old as 6 months
- Ken Dunn left at 7:12 pm EDT.
Chris Bradley left at 7:12 pm EDT.
Lowell Fryman left at 7:22 pm EDT.
- G. Conference Services (open)
1. EDW call for speakers out

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- H. Marketing & Communications Services (open)
 - 1. DAMA.ORG announcements
 - 2. Twitter/Buffer/HootSuite
 - 3. LinkedIn – Stacey logged in and accepted pending connection requests
 - 4. Facebook pages for DAMA I and Mike2.0 – admin access obtained
 - 5. Wikipedia page https://en.wikipedia.org/wiki/DAMA_International needs update, don't know who has credentials

- I. Professional Development (open)

- 1. CDMP

Motion: The scheduled Chapter-hosted and proctored CDMP exam sessions on August 1 2018 and August 3 2018 are to be offered as pay-if-you-pass.

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

Passed

- 2. Education/Training: Brighttalk – unknown credentials for access

- 3. Publications

- a) DMBOK2
 - b) DAMA Dictionary

- 4. Mike 2.0

- J. President's Council (Stacey)

- 1. PC Chair Election Status: nominations end August 1, election to follow if necessary

- 2. PC Meeting Update

- a) Discussion regarding joint membership
 - b) Discussion regarding need for external financial audit, PC voted as not needed at this time.
 - c) Discussion regarding need for external oversight of current election process, PC voted as not necessary.
 - d) Request for information on financial flows by category.

- K. Governance Officer (open)

- 1. Communication standards

All automated emails must have working unsubscribe link and mail address, need to test from CiviSMTP to make sure they are accurate and work

- 2. Privacy / GDPR

To be addressed after election

- 3. Governing Documents

Collect decisions from Board minutes and compare to handbook/bylaws to ensure any changes are captured/documented/addressed

VII. Committee Reports

- A. CDMP (Professional Development) - Volunteers have stepped forward

- B. Central Membership (Member Services) - Volunteers have stepped forward

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- C. Professional Organizations (President) - Volunteers have stepped forward

VIII. Old Business

- A. Review any outstanding action items from prior meeting

Sending out Chapter financial statements with zero owed/zero balance has been put on hold due to Platinum membership issue

- B. DAMA I Election status

1. Ballot is open, chapters have been notified, nomination statements have been distributed
2. VP Operations had no nominees – will be appointed by elected Board, along with Governance Officer as specified in ByLaws.

IX. New Business

- A. Transition plan and date for new Board members to start - Election committee will determine start date and communicate out

Adjournment

Motion SH, motion passes

Meeting Adjourned at 7:52pm EDT