DAMA International
Board of Directors Meeting Minutes

Meeting Date: 12/15/2018
Meeting Time: 9:00am EDT

Attendees:
Board Members (voting):
☒ Loretta Mahon Smith, President (LMS)
☒ Susan Earley, VP Finance (SE)
☒ Stacey Haurin, VP Chapter Services (SH)
☒ Chris Bradley, VP Professional Dev (CB)
☒ Ken Dunn, VP Member Services (KD)
☒ Lowell Fryman, VP Online Services (LF)
☐ Jerrod Young, VP Marketing (JY)
☒ Cathy Nolan, VP Conference Services (CN)
☐ Ray McGlew, Presidents’ Council Chair (RM)

Board Members (non-voting):
☒ Peter Aiken, Past-President (PA)
☒ Karen Lopez, Governance Officer (KL)

Admin/Staff:
☒ Marilyn Sargent, Admin Support (MS)

Board of Advisors:
☐ John Zachman (JZ)

CDMP Fellows:
☐ Deborah Henderson (DH)

Directors-elect:
☒ Lindy Kresl, VP Operations-elect (LK)
☐ April Reeve, VP Finance-elect (AR)

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Call to Order 9:03 am EDT

I. Roll Call – Quorum (5+) present

II. Approval of Minutes:
   A. Approval of meeting minutes for December 1, 2018.
      
      Motion: CN Second: SH
      Passed by Acclimation

III. Review Agenda for any additions/updates, take things out of order

IV. Board Actions:
   A. Motion: Modify the DAMA International election calendar to open voting no later than December 17, 2018 and close voting on December 31, 2018 at 11:59pm UTC.
      
      Motion: SH Second: CN
      Passed by Acclimation

Action Items to complete election:

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine New Revised Elections schedule</td>
<td>PA</td>
<td>DONE</td>
</tr>
<tr>
<td>Update Website notice (front page).</td>
<td>LF</td>
<td>DONE</td>
</tr>
<tr>
<td>Collect Bios and Platforms</td>
<td>Louise O’Brien</td>
<td>DONE</td>
</tr>
<tr>
<td>Finalize Voting Messaging and Instructions to Chapter Presidents</td>
<td>SH</td>
<td>December 15</td>
</tr>
<tr>
<td>Post Candidate Bios + Platforms to the Website</td>
<td>SE</td>
<td>December 15</td>
</tr>
</tbody>
</table>
Task | Responsible | Status
--- | --- | ---
Create Survey Monkey voting event in preview mode | SE | DONE
Testing Survey Monkey voting | Louise, CN, KL | DONE
Monitoring Voting/provide support for voting chapters | PA | In progress
Sending Call for Votes Message to Chapters | SH | December 15
Review Voting results | Nominations Committee | January 2nd
Prepare Elections report for Board | Nominations Committee | January 3rd
Board Meeting to approve elections | LMS | January 5th, 2019 10am EDT
Contact all candidates with results and instructions | LMS | January 5th
Schedule New Board member Onboarding meeting, ask for pictures & bios for website | LMS | January 5th
Schedule EDW attendance (doodle poll) | LMS | January 5th
Publish Elections Report and results to Website | (VP Online) + SE training | January 6th
Update Chapters On results and link to report | SH | January 6th
Update social media on results | JY | January 6th
Set up any new accounts, groups and access for successful candidates as needed | LK + SE training | January 6th
New Board member Onboarding meeting | LMS+SE | January 19th time TBD

B. **Motion:** CDMP review committee to be given 1 year Central Individual membership at the conclusion of their participation in the committee, up to 60 people.

**Motion:** SE Second: LMS
Passed by acclimation

**Action Item:** SE to create discount code for Central Individual membership for committee members and give to CB for use when committee work is done.

C. **Motion:** CDMP re-certification fee automatically includes Central membership for the same time period.

**Motion:** SE Second: CN
Passed by acclimation

**Notes:**
- Annual Central Membership is $50. Recertification for one year is $50.
- We have probably at least 100 people who have CDMP certification converted from ICCP who have never paid us anything.
- Re-certifications - we have probably about 20 people who have paid for recertification without being a member (ICCP transfers).

**Action Item:** KD/SE to notify expired CDMP holders via email.

**Action Item:** CB - Set a subcommittee to review recertification process.
Action Item: CB - Review integration between new CDMP platform and CiviCRM - add/update memberships for recertification.

D. Motion: Approve ordinary and expected expenses for January and February 2019.
   Motion: LMS Second: KD
   Approved by Acclimation

E. Motion: Approve continued access for all outgoing board and staff until January 31 2019.
   Motion: CN Second: LMS
   Passed by Acclimation

F. Motion: Approve extending contract for Marilyn Sargent until March 31 2019.
   Motion: LMS Second: KD
   Approved by Acclimation

Tabled from last meeting to future meeting:

G. Central Membership in DAMA International is required to obtain and maintain CDMP Certification.

   Note: It is unfeasible to manage verifying Chapter memberships.

H. CDMP Practitioner and Master will no longer allow substitute certifications.

V. Discussion Items:
   A. EDW 2019
      1. Friday Board meeting scheduled starting at noon
      2. Awards nomination process is open, to be given at Morning keynote Monday
      3. CDMP Proctor staffing schedules
      4. Vendor on-site support requested
      5. Requesting set test sessions timeframes so people aren’t coming in and out during test windows
      6. DAMA International President’s Council meeting Sunday morning

   ACTION ITEM: RM to send out SurveyMonkey to PC members and new chapters to see how many will be at EDW President’s council meeting in person or on phone.

   7. DAMA International public Chapter member meeting Monday night
   8. Forming Chapter meeting
   9. Marketing Material design/order
      a) Badge tags
      b) Booth handouts
      c) Brochures – review text used

B. 1Q2019 Board Priorities
   1. Operational Process support (as-is) (LK, AR)
   2. Operational Stability (fixing) (LK, AR, Online, Membership)
   3. CDMP rollout (CB, LMS, CN, KL, LF, RM + committees)
   4. Chapter Support (SH and RM)
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a) Affiliation Agreement Renewal and Fee Invoicing
b) Chapter Survey

C. GDPR
1. Link to Board minutes from April 2018
2. Pictures of sticky notes? Find in SharePoint or find converted to docs
Action Item: KD to contact Lisa Olinda to find where she put the prior work products
Action Item: KD, KL, and chapter + central members to form a committee to make a proposal

D. Budget for 2019
Action Item: SE to create report for Month by month 2018 vs 2017

CB left at 10:51am EDT

E. Transition from exiting board members
1. Admin access termination target January 31 for transition completion
2. Onboarding/offboarding policy, procedures, and documentation

F. TBD for New Board
1. Regular board meeting schedule
2. Appointment of Governance and Ethics officer
3. Appoint shadow officers / backup deputies / committees
   a) Finance
   b) Online
   c) Operations

Adjournment
Motion CN
Passed by Acclimation
Meeting Adjourned at 11:07 am EDT