

# 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:

Task	Responsible	Status
Determine New Revised Elections schedule	PA	DONE
Update Website notice (front page).	LF	DONE
Collect Bios and Platforms	Louise O'Brien	DONE
Finalize Voting Messaging and Instructions to Chapter Presidents	SH	December 15
Post Candidate Bios + Platforms to the Website	SE	December 15



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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 2 <sup>nd</sup>
Prepare Elections report for Board	Nominations Committee	January 3 <sup>rd</sup>
Board Meeting to approve elections	LMS	January 5 <sup>th</sup> , 2019 10am EDT
Contact all candidates with results and instructions	LMS	January 5 <sup>th</sup>
Schedule New Board member Onboarding meeting, ask for pictures & bios for website	LMS	January 5 <sup>th</sup>
Schedule EDW attendance (doodle poll)	LMS	January 5 <sup>th</sup>
Publish Elections Report and results to Website	(VP Online) + SE training	January 6 <sup>th</sup>
Update Chapters On results and link to report	SH	January 6 <sup>th</sup>
Update social media on results	JY	January 6 <sup>th</sup>
Set up any new accounts, groups and access for successful candidates as needed	LK + SE training	January 6 <sup>th</sup>
New Board member Onboarding meeting	LMS+SE	January 19 <sup>th</sup> 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 acclamation

**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 acclamation

### 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.

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**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