

# DAMA International



## Board of Directors Meeting Minutes

**Meeting Date:** 2/2/2019

**Meeting Time:** 11:00am – 1:00pm

Attendees:

**Board Members (voting):**

- Loretta Mahon Smith, President (LMS)
- April Reeve, VP Finance (AR)
- Lindy Kresl, VP Operations (LK)
- Stacey Haurin, VP Chapter Services (SH)
- Chris Bradley, VP Professional Dev (CB)
- Frank Kadwell, VP Member Services (FK)
- 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)
- (vacant), Governance Officer ( )

**Admin/Staff:**

- Marilyn Sargent, Admin Support (MS)

**Board of Advisors:**

- John Zachman (JZ)
- Karen Lopez (KL)
- Susan Earley (SE)

**CDMP Fellows:**

- Deborah Henderson (DH)

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**Call to Order • 8:00 am PST • 10:00 am CST • 11:00 am EST • 16:00 GMT London**

**I. Roll Call – List**

**II. Approval of Minutes:**

- A. Approval of meeting minutes for January 19<sup>th</sup>, 2019.

Minutes were approved.

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

**IV. Board Actions**

- A. Approve Ordinary and Expected Expenses for February 2019.

**Motion:** RM **Second:** LF

**Opposed:** none

**Passed** by acclamation.

- B. Ethics and Governance Officer (LMS)

**Motion:** DAMA-International Board of Directors would like to appoint Eva Smith to the position of Governance & Ethics Officer.

**Motion:** CN **Second:** FK

**Discussion:** PA commented that Eva has been a wonderful contributor to DAMA-I in the past and we look forward to working with her.

**Opposed:** none

**Passed** by acclamation.



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### C. Board Role Changes: VP Online Services and VP Marketing & Communications (LMS).

**Motion:** DAMA-I accepts the resignation of Lowell Fryman as VP Online Services and the resignation of Jerrod Young as VP Marketing & Communications, while retaining their services on the DAMA-I Board for other duties to make the best use of their skills for DAMA International.

**Motion:** SH **Second:** FK

**Discussion:** The variety of different skills and experience shown by Lowell Fryman and Jerrod Young indicate that a reversal of Board roles would be beneficial. This change is permissible and consistent under the Board Bylaws.

**Opposed:** none

**Passed** by acclamation.

**Motion:** Appoint Jerrod Young to current term of VP Online Services, ending 2020.

**Motion:** FK **Second:** CN

**Discussion:** none

**Opposed:** none

**Passed** by acclamation.

**Motion:** Appoint Lowell Fryman to current term of VP Marketing & Communications, ending 2019.

**Motion:** CB **Second:** SH

**Discussion:** none

**Opposed:** none

**Passed** by acclamation.

## V. Officer Reports

### A. VP, Professional Services (CB)

Exam Writing Teams Update:

DMBOK2-based questions: 6 teams of 72 volunteers representing 16 Chapters in 12 countries. Goal to have at least 2 Elective Exams ready March 2019 for EDW Boston.

**Action Item:** CB to set up regular Team Lead work meeting for exams targeted for EDW. KL to help with Microsoft Teams to Facilitate.

**Note:** Team members are eligible to get a pass in the elective area to which they contributed.

Test Trial updates:

- Test Levels: DM Fundamentals are the three levels of Associate, Master and Practitioner. Elective Exams: 2 levels.
- Mexico Chapter will be the first to trial on Friday, 2/8/19. Mexico's trial exam will be given the extra 20 minutes since most of those taking the trial will have English as a

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second language. More testing sessions will be offered by Mexico in February. Mexico Chapter will pay their member exam fee if someone passes by the end of the month.

- Certificate with signature is to be given at the end of the exam if passed.
- Beta Testing will be conducted with Board Members, and Stress Testing will be conducted with the Finland Chapter. Poland and possibly Ireland are on slate for testing as well, on a pay if you pass basis.
- The vendor has agreed to include managing certificates and recertifications.

**Action Item:** CB to send link for the example testing questions to the BOD.

**Action Item:** Send the RFP from Robinson-Ryan and relevant documentation to April (AR) and other new Board members. Include AR on discussions about payments through platform for CDMP.

**Action Item:** Set up C-Name record for integration.

EDW Testing Operations:

Concern was expressed that the hotel WiFi may not have sufficient signal integrity throughout testing. Tests kept as text-based for this first wave of testing. Will soon need to put in some graphs and images to test those scenarios.

**Action Item:** CN to check with hotel about WiFi to see if we can get a conference room with windows in the upper floors for EDW testing. All Board Members with a portable WiFi Hotspot are requested to activate theirs during the exam period to ensure signal integrity. JY confirms that strong WiFi and cellphone signals would be easier to maintain from a higher floor conference room with windows.

### B. VP, Financial Services – April Reeve (AR)

Financial Reports Review and Budget (AR & SE)

- AR reviewed the 2018 DAMA-International summary financial reports.
- New bookkeeper should be bonded/insured. Proposal under review is from a company that is bonded.
- We have enough funds available to fund the re-platform of our website. This is an opportunity for us to make significant changes.

**Action Item:** AR to work up a proposal to move some of the funds/savings into improved holding options with better income.

**Action Item:** Everyone to work with AR to get an estimation of what is the financial status of the area each Board officer manages. Prepare questions and a list of any fiscal needs for each Board area, staffing, etc.

Chapter Affiliation fees

These fees were waived 2017 and 2018. SH reports the revised affiliation agreement is under review and requests were sent out to the chapters for feedback last month. With 52 active chapters, at \$100 per year, the Board sentiment is that we're not looking to increase



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fee at this time. There is some debate about a \$1,500.00 per year fee that may have been implemented but not officially approved. To correct the fee amount, we will need to set a new amount and enact it.

**Note:** PA stated that Laura Sebastian-Coleman has donated the royalties from her book about the DMBOK2 “Navigating the Labyrinth” to the DAMA-I Foundation.

### C. VP Conference Services (CN)

Investigating holding a Members Happy Hour for EDW. KL suggests a “toast” which is an affordable option for a large group. This involves one type of drink like a bottled wine served on trays by servers. It could be too late in the planning of EDW to set up something like this from a catering perspective. Maybe a different event, or next year’s EDW. Traditionally there has been music on a volunteer basis.

LMS has held 1:1 meetings with each Board Member. Please look at the EDW packet and look at the draft agenda for EDW and provide feedback about agenda comments to LMS.

### D. VP, Operations (LK)

Reviewed proposed Roles and Responsibilities for all Board members and activities necessary to ‘fly the plane’. Some may be responsible for oversight but not necessarily the actual performance of the work. Discussions to continue.

**Action Item:** LK to organize a working meeting with LMS, SH, SE, FK, KL to document our Operating Model and ensure Board Members are assigned, both short term/day-to-day (‘flying the plane’) and long term.

### E. Past President (PA)

Award Committee Report

**Motion:** Approve the recommendations from the DAMA-I Award Committee for the DAMA Excellence Awards 2019.

**Motion:** FK **Second:** AR

**Discussion:** EDW Conference registration cost will be covered by DAMA-I for the representative accepting each Award.

**Opposed:** none

**Passed** by acclamation.

**Action Item:** LMS to prepare a fully official press release to post on the DAMA website, post to the local area newspapers, and share with Award recipients.

## VI. Motion to adjourn: FK

### A. Meeting adjourned at 1:16 pm EST.

Passed by Acclamation