



Board of Directors Meeting Minutes

7/27/2019 | 8:00 am PDT • 10:00 am CDT • 11:00 am EDT • 16:00 GMT London | GoToMeeting

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 Marketing (LF)
- Cathy Nolan, VP Conference Services (CN)
- Jerrod Young, VP Online Services (JY)
- Ray McGlew, Presidents' Council Chair (RM)

Board Members (non-voting)

- Peter Aiken, Past-President (PA)
- Eva Smith, Governance Officer (ES)

Admin/Staff

- Marilyn Sargent, Admin Support (MS)
- LaTess Wilkins, Customer Support (LW)
- Karen Miller, Bookkeeper (KM)

Board of Advisors

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

CDMP Fellows

- Deborah Henderson (DH)

Directors-elect:

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Call to Order: 08:16 am PDT • 10:16 am CDT • 11:16 am EDT • UTC-4- Spain

Roll Call – Conducted by LS.

Approval of Minutes

- Approval of meeting minutes for June 26, 2019.

Motion: _CN_ **Second:** _FK

Motion passed by acclamation.

- Approval of meeting minutes for June 22, 2019.

Motion: _CN_ **Second:** _FK

Motion passed by acclamation.

Agenda Items



Board of Directors Meeting Minutes

1. Open the meeting, roll call
2. Approval of Minutes
3. Motions
4. Board Reports
5. Old Business – New Business
6. Process check & close the meeting

Action items	Person responsible	Deadline
Set up regional coordinators with DAMA email	LK	10 Aug 2019
Verify Code of Ethics from all Regional Coordinators	LK & SH	10 Aug 2019
Start discussion of industry/domain chapters	LS & SH	10 Aug 2019
Schedule Strategic Planning Meeting	LS	2 Aug 2019
Send instructions on PayPal payment (talk to Susan Earley), e.g. UK, Japan, etc.	AR	1 Aug 2019
Schedule affiliation meeting for Aug 15	LS	29 Jul 2019
Make sure change in end date to LaTess work order is version signed with end date Oct 15 2019	AR	2 Aug 2019
Help Frank set up discount codes for membership and document how to do so	SE & FK	2 Aug 2019
Distribute location of handbook and operations directory	AR	2 Aug 2019
Book hotel accommodations for EDW 2020	All	Sept 2019
Submit proposals for speaking at EDW 2020	All	16 Aug 2019
Who were the actual Board members as of the end of 2018?	PA	2 Aug 2019
No payments received from Robinson Ryan – send email to Chris and Loretta	AR	29 Jul 2019
Verify payment instruction information sent to Robinson Ryan is correct	AR	29 Jul 2019
Schedule meeting on Bylaws	ES	2 Aug 2019
Schedule a meeting on policy on sanctioned countries and affiliations	ES & SH	16 Aug 2019
Update CSR work order with end date of Oct 15 2019 and send for signature to Loretta and service provider owner	LK	9 Aug 2019
Send Indiana affiliation agreement received in the mail to SH, LS, LK	AR	29 Jul 2019

DAMA International

Board of Directors Meeting Minutes





Board Motions

Proposed Motion: DAMA International Board of Directors approves the affiliation of new chapter DAMA Colombia effective June 27, 2019

Motion: _SH_ **Second:** _RM

Motion passed by acclamation.

Proposed Motion: DAMA International Board of Directors approves a dedicated GoTo meeting account for Chapter Services

Motion: _SH_ **Second:** _RM_

Motion passed by acclamation.

Talking Points

Under Chapter Services budget

Setting up Slack channel for Chapter Services \$15 month

Proposed Motion: DAMA International Board of Directors approves the appointment of Nino Letteriello, Marilu Lopez, Geoffrey van Ijzendoorn, and Mik Hayashi as DAMA-I Regional Coordinators as of 27 July 2019 thru 31 December 2020.

Motion: _SH_ **Second:** _LS_

Motion passed by acclamation.

Proposed Motion: Suspend hiring of Project Manager staff until further discussion and agreement can be reached among the Board.

Motion: _SH_ **Second:** _CN_

Motion passed by acclamation.

Proposed Motion: The Board of Directors of DAMA International approves the contract for the role of Customer Service Representative. With change to end date on work order of October 15 2019.

Motion: _AR_ **Second:** _CN_

Motion passed by acclamation.

Officer Reports –

- VP, Member Services

Board of Directors Meeting Minutes

- Focus has been on HelpScout backlog and CDMP
- LW has whittled down to 124 open CDMP tickets
- How set up discount codes for Membership? And dead links in renewal emails
- Meeting and improving service level of 10 days to DMBOK2 code
- Reimbursements for Platinum Memberships have not been sent.
- VP, Chapter Services
 - SH left the meeting at 12:04PM ET
- VP, Conference Service
 - Working with Dataversity on planning activities co-located with Oct Architecture conference
 - Posted upcoming conference discounts through the end of the year
 - All Board members should book hotel for EDW 2020
 - Submit presentations for EDW 2020 – due Aug 16
- VP, Professional Services
- VP, Financial Services
 - Bookkeeper has been fired but the owner of the Accounting firm, Karen Miller, is catching up on the below work
 - Tax filing 2018 has not yet happened. Sending documentation to Accounting firm.
 - Reimbursements for Platinum memberships have not yet occurred
 - Need to reconcile bank accounts from Apr through Jul
 - Outstanding expense reimbursements from EDW and DGIQ
- VP, Operations
 - Need to have clarification meeting on staffing roles and responsibilities of a minimum of 30 minutes (probably more) <- action item
- VP, Marketing/Communications
 - Starting to plan executions
 - Email suggestions to Lowell <- action item
 - Strategy for the speaker bureau
 - TDAN article – LS will provide an outline
- VP, Online Services
 - Requests for updates to the web site
 - Creating On-line Services Working Committee. Currently about 8 people.
 - Any payments to be made should be approved by a Board member and forwarded to AR
 - Update DAMA.org web site information on CDMP – remove obsolete details, certifications updated, new process for questions? Go to CDMP.info <- action item
- Past President

DAMA International



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- Presidents' Council Chairperson
- Governance and Ethics Officer
 - RM created first draft of By Laws update. Needs to clean up formatting.
 - Will be scheduling meeting
 - Will be presenting to President's Council
 - Policy on sanctioned countries and affiliations?
- President
 - Scheduling strategic planning meeting in Aug
 - Preparation for Oct Board meeting in Chicago
 - Regaining trust, more operationally effective, not taking on more than Board can handle

Motion to adjourn _RM ___

Meeting ended at 12:58 PM ET