

DAMA International



Board of Directors Meeting Minutes

1/11/2020 | 9:00 am PST • 11:00 am CST • 12:00 pm EST • 5:00 pm UTC -9 hours-London

Location | GoToMeeting

Attendees

Board Members (voting)

- Loretta Mahon Smith, President (LMS)
- April Reeve, VP Finance (AR)
- Lindy Kresl, VP Operations (LK)
- Peter Vieveen, VP Chapter Services (PV)
- Chris Bradley, VP Professional Dev (CB)
- Frank Kadwell, VP Member Services (FK)
- TBD, VP Marketing
- Cathy Nolan, VP Conference Services (CN)
- Jerrod Young, VP Online Services (JY)
- Tony Mazzarella, Presidents' Council Chair (TM)

Board Members (non-voting)

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

Admin/Staff

- Christine Ruddy, Admin Support (CR)

- LaTess Wilkins, Customer Support (LW)
- Karen Miller, Bookkeeper (KM)
- Michael Aiello, Project Coordinator (MA)

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: 9:04 am PST • 11:00 am CST • 12:00 am PST • UTC -9 hours-London
Roll Call – Conducted by LMS

There was not a quorum available for voting.

Approval of Minutes

- Approval of meeting minutes for December 2019

Motion: **Second:** _

Agenda Items

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

DAMA International

Board of Directors Meeting Minutes



6. Process check & close the meeting
 1. Approve December BoD Meeting Minutes

New Business

- 1.
- 2.

Action items	Person responsible	Deadline
Set a motion for a deadline for expense reports to be submitted within 60 days and paid by 45. Outside of 60 days DAMA may choose not to pay.	AR	
Set a time limit for Stacy to submit invoices for her son's work	LMS	
Turn off button on website where folks can pay for a variety of reasons	FK & JY	
Create a group to research what capability the web button allows	FK	
Send voting information to ES	DH	
Presidents to have open conversation about voting at next president meeting (determine how to utilize Regional Coordinators as sounding board)	TM	Jan 22 meeting
Put LMS on agenda for 10 minutes at president meeting in February.	TM	Jan 22 meeting
Finish bylaws and present at Feb BoD Mtg	ES	
Send out calendar invites for all BoD meetings in 2020	LK	Immediate
ATM cards for LK & LMS	AR	
Order compensation report about non-profits	LK	
LMS would like a report out of investment accounts on surplus funds	AR	

DAMA International

Board of Directors Meeting Minutes



Recommendation for marketing board candidate

Everyone

Discussion Points:

- LMS welcomed MA as new Project Coordinator at DAMA.
- Individual Officer reports

Board Motions

All Expense reports must be submitted within 60 day of the event, or DAMA International may choose to not reimburse. All Expense reports submitted will be paid within 45 days.

Motion: __ **Second:** _

Officer Reports –

- VP, Financial Services
 - Ending the year with \$800K.
 - Check with Cathy about the EDW codes and how to reimburse the registration for the new Regional coordinators.
 - LS would like a report out of the investment account for our surplus funds.
- VP, Member Services
 - Member of the online services committee
 - Email that has been sent to Members at Large.
 - HS tickets are getting closed and we are having less stress. Thanks to LW and CR.
 - CDMP work is being completed with the training and certification
- VP, Chapter Services
 - No report
- VP, Conference Service
 - No report
- VP, Professional Services
- VP, Operations
 - 3 contractors hired
 - 110 Quickbooks entries
 - 234 DMBok coupons sent
 - 7, 234 HelpScout tickets resolved

Board of Directors Meeting Minutes

- 40+ SharePoint folders cleaned up
- Trademarking, certificate of insurance, code of ethics and chapter affiliation folders created, and documents consolidated accordingly
- 2019 BoD minutes will be archived
- BoD minutes achieved back to 2014
- All loose documents properly placed based on document retention policy
- VP, Marketing/Communications
 - We have one candidate for this board position
 - Please recommend anyone who has a marketing background or experience
- VP, Online Services
 - Standard day to day maintenance of the site, banners, user, info
 - Posted DAMA Mexico event
 - Committee meetings conducted for the new website design. Looking at integrated hosted solution is WordPress. Star Chapter is a very good option with integration to RR and Media Wiki.
 - Asking Devhaus to investigate API's to RR
 - Will draft up budget costs for the new website design
- Past President
 - Acting on awards process and getting the information out to the members
- Presidents' Council
 - Next meeting is scheduled, and invites have been sent for Jan meeting
 - LS would like to be added to the agenda to speak for a few moments
 - Committee to market the focus of the PC and the expectations of chapter participation, this committee meets every two weeks
 - Planning for EDW meeting has started, desire to make good use of the face to face time at EDW.
 - LS suggests a special interest group for DAMA chapters and combine the Center of Excellence and maybe a chapter mechanics meeting.
- Governance and Ethics Officer
 - Formed a bylaws committee and went through the existing bylaws that needed to be corrected.
 - Send out for review to the PC and collected feedback through October.
 - ES is reviewing all feedback and creating a clean format based on the Washington state guidelines
 - New version completed by March -EDW to roll out
 - Look at all the governance documentation to ensure alignment, CoE, Handbook, to the bylaws. Also tie back to the Articles of Incorporation with the Washington state guidelines.

DAMA International



Board of Directors Meeting Minutes

- DH is offering some best practices that they have created, and DH will be added to the bylaws committee
- President
 - CoE get them signed and turned into LK in Operations.
 - Thank you all for a great year, we have met all of our goals and beyond
 - Should we buy the report to see what nonprofits pay their staff? Yes, we should buy it and use to discuss at EDW. LK will order the compensation report for nonprofits.

Motion to adjourn ____

Meeting ended at 9:36 am PST