

BOD Business Session Meeting Minutes

January 7, 2026

- **Meeting Introduction and Welcome** Kelly Sandstrom, PMICIC President, welcomed everyone to the first official board meeting of 2026, which was called to order at 6:36. Kelly Sandstrom emphasized the board's collaborative nature and the importance of connection, alignment, and impact to serve the chapter's membership and the project management community in central Indiana ([00:05:44](#)).
- **Roll Call and Introductions** Adrienne Roman, VP Operations, led the roll call and introductions for the chapter leadership team. The roll call confirmed a quorum for the meeting ([00:04:26](#)).
- **PMI Chapter Leader Onboarding and Email Usage** Kelly Sandstrom reminded the group that completing the PMI chapter leader onboarding modules is a requirement to be a chapter leader in good standing ([00:08:02](#)). They also stressed the expectation that everyone use their PMICIC.org Google Workspace email account for all chapter business to ensure continuity and knowledge transfer, urging them to contact Adrienne Roman if they still had trouble accessing it ([00:09:05](#)).
- **Annual Planning Workshop** Kelly Sandstrom reminded the leadership team about the Saturday leadership offsite/workshop scheduled for January 31st, from 12:30 to 3:30 at the Glendale Library, which is intended for a deeper dive into annual planning for 2026. Jason Duigou confirmed that presenters would receive the deck beforehand ([00:10:07](#)).
- **Meeting Logistics and Agenda Review** Adrienne Roman outlined the typical meeting structure, which includes reviewing and correcting meeting minutes from the previous session, and approving the agenda ([00:10:56](#)). Adrienne Roman noted that they would skip these technical logistics for this informal first meeting, but they would be included in the next one ([00:11:40](#)).
- **PM in the AM Networking Event** Nikki Schier, Program Director of Networking, provided an update on the new "PM in the AM" networking event at the Parlor House, which is intended to connect chapter members and gauge interest for wider distribution of events across the state, starting centrally ([00:12:24](#)). Carol Baker, VP Marketing, confirmed that a post for this event would be shared on LinkedIn the following morning at 9:00 a.m., and Kelly Sandstrom suggested adding it to Meetup as well ([00:14:58](#)).
- **Annual Chapter Meeting** Kelly Sandstrom reported that the Annual Chapter Meeting is scheduled for January 21st, from 6:30 to 8:30 p.m., is a members-only event, and already has over 60 registrations toward the room capacity of 80 ([00:16:02](#)). The board will handle logistics like check-in, and the event will feature a keynote speaker, Dr. Anna Stump, who will conduct a 90-minute workshop on project manager burnout and energy reset ([00:16:58](#)). Kelly Sandstrom also proposed holding a raffle for the new PMBOK Guide at the event, which Rosann Bateman agreed to ([00:19:01](#)).

- **White River Panel Event** Laura “Lola” Rader provided an update on the White River panel event, which is tentatively scheduled for February 26th, though the location and agenda are still being finalized ([00:19:51](#)). Laura “Lola” Rader raised concerns about the cost of holding the event at Tavern on South due to a minimum purchase requirement, which sparked a discussion about managing expenses for PDU-eligible events ([00:20:39](#)) ([00:22:13](#)). Simrandeep Kaur, Event Chair, suggested Encanto, a Mexican restaurant downtown, as a potentially more affordable event space with private areas ([00:22:13](#)) ([00:23:47](#)).
- **Fem Power Partner Event** Kelly Sandstrom discussed a potential partnership event with Prospanica, a Hispanic/Latinx membership organization, for International Women’s Month in March ([00:25:05](#)) ([00:28:17](#)). The “Fem Power” event is tentatively scheduled for March 11th at the Republic Airlines Training Center in Carmel and will involve filling a panel with speakers and joint marketing efforts ([00:26:15](#)). Kelly Sandstrom noted that the event is expected to be free, with no expenses for the PMICIC chapter, and that they will offer their graphic design services to the partner ([00:27:23](#)).
- **Decorator Showhouse Update** Kathi Tuttle, Event Chair, confirmed that the Decorator Showhouse event is set for April 21st at 5141 North Meridian ([00:29:06](#)). Kelly Sandstrom noted that the event will build on last year’s success, with Carol Baker suggesting the theme “Project on Purpose” to align the event with project management and highlight its fundraising for Eskenazi Health ([00:31:18](#)). Kathi Tuttle also mentioned an opportunity for volunteers to participate as Course Marshalls for the “Dash by the Past” run that passes the showhouse ([00:29:06](#)).
- **Governance Committee Update** Nathan Bates, Director of Governance, reported that the governance committee finished its leadership training and is focused on establishing clarity, understanding, and standardization of policies by benchmarking against other chapters. They plan to update the website’s governance page and monitor the new membership model dashboard, while also working with Adrienne Roman on a seamless succession plan for the director role ([00:33:06](#)).
- **Professional Development Day (PDD) Planning** Simrandeep Kaur provided a detailed update on PDD, noting that the team is finalizing the tagline/logo and venue ([00:35:39](#)). They identified North Side Events and Social Club as the most budget-friendly venue option, and proposed August 27th as the date ([00:36:16](#)). The event will be fully in-person, featuring a keynote speaker, a fireside chat speaker, and 10 to 12 breakout speakers to lead two to three breakout sessions ([00:37:17](#)).
- **PDD Sponsorship and Volunteers** Simrandeep Kaur highlighted the goal of securing about \$10,000 in sponsorship, moving away from in-kind contributions towards paid packages. They also outlined the volunteer structure, with two teams reporting to themselves and Kelly Sandstrom, covering operations/logistics and speaker/agenda, respectively, with volunteer descriptions drafted and ready for listing ([00:38:19](#)).

- **Volunteer Experience Update** Mike King, Director of Volunteers, reported that they are focusing on three main areas: people resources, tools, and processes, and Joanne will remain a critical part of the volunteer experience team ([00:39:18](#)). Key goals include identifying the numbers needed for both event volunteers and leadership roles, cultivating future leaders, and ensuring appreciation through recognition. Mike King also mentioned that the Volunteer Engagement Platform (VEP) is a primary focus for tools, and that onboarding and training will start with the social media volunteers and the newly selected Purdue student liaison ([00:40:04](#)).
- **Volunteer Needs and Open Roles** Kelly Sandstrom reminded the group to be aware of all open volunteer roles, which are listed on the VEP, noting that most current vacancies are on Carol Baker's team ([00:42:07](#)). They also announced a leadership vacancy due to Heather Cassidy's unexpected schedule change, which will be posted publicly this week. Kelly Sandstrom confirmed with Mike King that, in the meantime, individuals with volunteer needs should contact Joanne directly ([00:42:59](#)).
- **Tools and Technology Update** Laura Yahya, Director of Technology, shared seven high-level goals based on conversations with the technology and operations teams, including addressing the technology needs assessment, hardware inventory, and tech team recruitment. Their goals also include leveraging ThoughtSpot data, existing PMI virtual programming, developing a knowledge base for continuity, and establishing a revised help desk ([00:44:42](#)).
- **Member Communications Update** Kyle Davern, Director of Member Communications, addressed the sound issues they experienced, then reported that the January newsletter is being finalized for release by Friday, which will highlight upcoming events ([00:46:03](#)). Kyle Davern and Carol Baker are working on integrating the new social media volunteers to develop posts and analyze LinkedIn engagement from last year ([00:46:38](#)). They are also working to finalize the communication request form in Google Survey format to be more user-friendly ([00:47:27](#)).
- **Finance Update** Rosann Bateman reported that the budget is progressing slowly, and they are working with teams to get updated numbers. ([00:48:24](#)).
- **Professional Development Update** Laura "Lola" Rader confirmed they are still getting acclimated and have completed the PMI training ([00:48:24](#)). The goals for the year include creating a playbook for future leadership and hosting at least one PDU-eligible event per quarter outside of Professional Development Day ([00:49:22](#)).
- **Networking and Social Events Update** Nikki Schier stated they have completed a preliminary event calendar, aiming for monthly gatherings and larger quarterly events. They have a team meeting scheduled to identify areas needing assistance and are currently awaiting confirmation on the IMS tour event planned for March ([00:49:22](#)).
- **Membership Experience Update** Shawn Hochstetler, Director of Membership, gave a quick update on their onboarding, which includes working through videos, getting used to Slack and ThoughtSpot, and meeting with Nikki Schier ([00:51:21](#)). Their goals for the year include tracking membership data trends, assisting with retention strategy and member appreciation, and managing the overall membership dashboard ([00:52:00](#)).

- **Marketing and Partnerships Update** Carol Baker detailed three current open volunteer positions for the strategic partnership and marketing side, including a Director of Partnerships, which will be posted publicly in the January newsletter ([00:52:00](#)). They also provided an update on the Authorized Training Partner (ATP) program, mentioning a new partnership with Platinum Edge to offer a Certified Scrum Master course in March, which will benefit the chapter financially and elevate membership professional development ([00:53:04](#)).
- **PM at Purdue Partnership** Carol Baker highlighted the strong partnership with the PM at Purdue student chapter, which is in its second year with a large active membership of about 200. They are working to fill a Student Chapter Liaison position for someone in the area and noted opportunities for involvement, such as judging student project teams and a spring networking mixer ([00:54:56](#)).
- **Business Session Conclusion and Executive Session** Adrienne Roman thanked the leadership team for the updates and acknowledged the tight schedule for the first business session, promising improvements to the format for future meetings ([00:55:57](#)). Kelly Sandstrom requested clarification on the difference between the Business Session (open to all directors for chapter business) and the Executive Session (a closed session for the board to discuss strategic, administrative, personnel, or financial matters) ([00:56:51](#)).
- **Future Meeting Logistics and Format** Adrienne Roman, VP Operations, reminded the group that the next meeting for Wednesday, February 4th, and sought feedback on holding in-person board and business session meetings. Rosann Bateman, VP Finance, suggested using a poll on Slack to gather everyone's preference on in-person meetings ([00:58:40](#)). Adrienne Roman confirmed that meetings are typically skipped in July and December due to holidays ([00:59:33](#)).
- **Meeting Minutes Access and Session Conclusion** Adrienne Roman indicated that they would communicate how to access the meeting minutes once the storage location is finalized. Rosann Bateman made a motion to end the regular session, which Jason Duigou seconded, and Adrienne Roman confirmed the motion was approved, concluding the business session and asking non-board members to leave ([01:00:21](#)).