

Mar 4, 2026

BOD Business Session Meeting Series

Invited [Nathan Bates, Director of Governance](#)

[Kyle Davern, Director of Member Communications](#) [Mike King, Director of Volunteers](#)

[Casey Adams](#) [Laura Yahya, Director of Technology](#)

[Nikki Schier, Program Director of Networking](#) [VP Membership](#)

[Simrandeep Kaur, Event Chair](#) [VP Finance](#)

[Shawn Hochstetler, Director of Membership](#) [Tyra Babington, Director of Partnerships](#)

[Kathi Tuttle, Event Chair](#) [President](#) [Carol Baker, VP Marketing](#)

[Brandon Smith, Director of Event Communications](#) aroman@illumina.com

~~[Lola Rader, Director of Professional Development](#)~~

Attachments [📎 BOD Business Session Meeting Series](#)

Meeting records [📄 Transcript](#)

Summary

Kelly Sandstrom, PMICIC President, commenced the meeting, confirming a quorum, and led the board to approve the previous meeting minutes, with revisions suggested by Carol Baker, VP Marketing, and seconded by Jason Duigou. Kelly Sandstrom introduced new chapter leaders Tyra Babington, Program Director of Partnerships, and Brandon Smith, Program Director of Event Communications, and provided updates on the submitted charter renewal and the finalized Core Services Worksheet goals. Carol Baker presented the Q1 "New Year, New You" and "Level Up" marketing campaign results, while Nikki Schier, Program Director of Networking, provided updates on upcoming networking events, including the sold-out IMS tour on March 10th. Mike King, Director of Volunteers, outlined open volunteer roles and the ongoing Volunteer of the Quarter award process, and Simrandeep

Kaur, Event Chair, confirmed the ProDev Day date is Tuesday, August 25th, with the theme "Together We Achieve More" and the venue confirmed at Forum Events Center in Fishers.

Details

- **Meeting Opening and Roll Call:** The meeting was called to order by Kelly Sandstrom, PMICIC President, at 6:32 p.m ([00:18:48](#)). Roll call confirmed the attendance of all members except Nathan, Laura, and Lola.
- **Approval of Previous Meeting Minutes:** Attendees were asked to review the previous meeting minutes. Adrienne Roman, VP Operations, confirmed they usually make in-line revisions to the document before the meeting ([00:19:56](#)). The board made a motion to approve the previous meeting minutes, which was approved and seconded by Jason Duigou and Kelly Sandstrom, respectively ([00:20:42](#)).
- **Approval of Agenda:** Jason Duigou made a motion to approve the agenda, which Kelly Sandstrom seconded, allowing the meeting to move forward ([00:21:31](#)).
- **Introduction of New Chapter Leaders:** Kelly Sandstrom, PMICIC President, introduced two new chapter leaders, Tyra Babington and Brandon Smith. Tyra Babington, the new Program Director of Partnerships, is a consultant focused on strategy and operations and has been a certified PMP since 2017 ([00:22:32](#)). Brandon Smith, the new Program Director of Event Communications, lives in Carmel, is a marketing specialist at the American Medical Association, and is working toward obtaining their PMP certification ([00:24:09](#)).
- **Update on Charter Renewal Process:** Kelly Sandstrom, PMICIC President, provided an update on the charter renewal process with PMI, noting that the annual plan document, which incorporated the work from the annual planning workshop, was submitted ([00:24:57](#)). The submission was made ahead of the March 31st deadline, and the chapter is currently awaiting approval from PMI ([00:25:51](#)).
- **Review of Core Services Worksheet and Goals:** Kelly Sandstrom, PMICIC President, reviewed the final version of the Core Services Worksheet, which focuses on required PMI services and will be used for tracking progress.

- **International Women's History Month Spotlight:** Discussion occurred regarding spotlighting women chapter members on social media for International Women's History Month in March ([00:31:30](#)). Kyle Davern, Director of Member Communications, confirmed that a PMI marketing portal post and graphic are ready to go out on the 8th of the month ([00:32:37](#)). Kelly Sandstrom encouraged members to submit suggestions for diverse voices to be profiled locally via the chapter leader Slack channel ([00:31:30](#)).
- **PMI News and PMXPO Promotion:** Kelly Sandstrom shared PMI news, highlighting the push for the free virtual PMXPO conference on March 26th, and encouraged registration and sharing the event with networks ([00:33:11](#)). Kelly also shared a calendar from the PMI marketing portal that lists planned activities for March, including webinars, a social impact guide, and the women's day recognition ([00:34:05](#)).
- **Upcoming Networking Events:** Nikki Schier, Program Director of Networking, reported that the IMS tour on March 10th is sold out, and they plan to send an instruction email to participants tomorrow. Additionally, Nikki and Lola are co-hosting the AM or PM networking events on March 17th, with one in Noblesville and one in Indianapolis ([00:36:09](#)). For the IMS tour, Nikki will serve as the representative host and plans to print a large laminated logo for visibility ([00:37:02](#)).
- **FemPower Partner Event:** Kelly Sandstrom provided an update on the FemPower partner event with Prospanica Indy, scheduled for the following Wednesday evening ([00:38:20](#)). The event has reached 51 registrations on the chapter's side, and Republic Airways is providing the venue and covering the food ([00:39:02](#)). The event will feature four women panelists sharing stories of resilience, with doors opening at 6:00 PM and the run of show concluding around 8:00 PM, followed by networking until 9:00 PM ([00:39:57](#)).
- **Decorators' Show House and Dash by the Past Events:** Kathi reported that the Decorators' Show House event is scheduled for April 21st, with social media promotion and registration currently open. For the Dash by the Past event on April 11th, volunteers are needed as course marshals and for water distribution. Mike King, Director of Volunteers, is planning to send a targeted email to 92 past volunteers to fill the 10 open course marshal spots, which are critical for executing the race ([00:41:49](#)).

- **ProDevDay Planning:** Simrandeep Kaur, Event Chair, confirmed the ProDevDay date has been finalized for Tuesday, August 25th, with the theme "Together, We Achieve More" ([00:43:02](#)). The RFP for speakers has been issued with a deadline of March 31st, and the venue has been confirmed at Forum Events Center in Fishers. The event team is working on catering tastings, and two new volunteers have been added to the Operations and Logistics subcommittee ([00:44:08](#)).
- **Volunteer Needs and Postings:** Mike King, Director of Volunteers, provided an update on volunteer experience roles (VEP) that were recently closed, highlighting new volunteers who accepted roles in February, including Brandon Smith ([00:46:17](#)). Two volunteer orientation sessions have been set up by Amber Warner, with one this Saturday and another on March 23rd ([00:47:25](#)). Open volunteer roles include graphic designer, sponsorship volunteers, and a second speaker and agenda volunteer for ProDevDay ([00:48:30](#)). Mike also confirmed that the Volunteer of the Quarter award process is underway, with a deadline of next Wednesday for solicitations to ensure the award is finalized before the end of March ([00:49:24](#)).
- **Marketing Campaign Concepts:** Carol Baker, VP Marketing, provided an overview of the chapter's marketing narrative, which aligns with guidance and messaging from PMI, shifting the focus from "project managers" to "project professionals" ([00:51:32](#)). The Q1 campaign focused on "New Year, New You" and "Level Up," although a co-hosted Certified Scrum Master workshop did not achieve the desired registration numbers ([00:54:49](#)). The Q1 into Q2 campaign is "Project on Purpose/PMs for Good," which aligns the chapter with St. Margaret's Hospital Guild through the Decorators' Show House ([00:56:05](#)). The Q2 campaign is "Growing Together," focusing on creating opportunities for members to connect and recognize new professionals in May ([00:57:20](#)).
- **New Communication Submission Workflow:** Kyle Davern, Director of Member Communications, presented a new communication tracker living in Slack, which uses the list feature to provide visibility into all comms (email, social media, newsletters) across campaigns ([01:02:26](#)) ([01:05:08](#)). The tracker allows tagging channels and people, linking to reference documents, and filtering views by campaign or due date to prevent communication overlap ([01:04:19](#)) ([01:05:58](#)). Additionally, Kyle is developing a help ticketing system in Slack, which will serve as an event request form and communication request form to automate the population of key event information and trigger notifications for communication planning ([01:11:10](#)).

- **Conclusion of Business Session and Meeting Adjournment:** The business session and agenda concluded. A motion was made by Jason Duigou to end the business session , which was seconded by Kelly.
- **Upcoming Board Meeting Logistics:** The meeting was adjourned at 7:30 PM. The next board meeting is scheduled for April 1st. Adrienne Roman will send out the meeting minutes and agenda in advance for review.