

## **2023 Annual Meeting Minutes**

### **1. Call to Order**

A quorum being present at the Capital City Country Club, Tallahassee, Florida and online via GoTo Meeting, Chapter President Shajil Kalathil, PMP, called the scheduled Annual Meeting of PMI Tallahassee Chapter, Inc. to order at 6:10 p.m. on Monday, October 2, 2023.

### **2. Financial Report**

2.1 The annual financial report is available to members by request to VP of Finance Tammy Anderson.

### **3. Elections**

3.1 Shajil Kalathil started the election process by announcing the candidates and providing information about the online voting process. Candidates for First Vice President, VP of Administration and VP of Communications were allotted time to speak to members and others in attendance regarding their interest in serving as a member of the PMITLH board.

- First Vice President candidate Troy Gilyard, PMP, addressed the members.
- First Vice President candidate Frank Pugh, PMP, addressed the members.
- Vice President of Administration candidate Brittany Bechtel, PMP, addressed the members.
- Vice President of Administration candidate Deidra Jones, PMP, addressed the members.
- Vice President of Communications candidate Michelle Webster addressed the members.
- There were no candidates for Vice President of Programs.

### **4. Adjournment**

4.1 The Corporate agenda being complete, the annual meeting adjourned at 6:30 p.m. and the Chapter speaker presentation portion of the meeting continued.

### **5. Online voting**

5.1 The nominating committee consisted of: Karen Scott, Past President; and Debbie Rivenburg, Board Liaison.

5.2 PMI Global administered the online ballots, sending a ballot link by email to all Chapter members in good standing. The ballot was sent to 438 Chapter members on October 2, 2023.

5.3 Within the online ballot, all voting Chapter members received copies of information provided by the candidates.

- 5.4 The online ballot was open October 2 -12, 2023. It closed at 11:59 p.m. on October 12, 2023.
- 5.5 Chapter members cast their ballots for candidates of their choice. 44 members in total cast ballots.
- 5.6 On Oct. 13, 2023, the Board Liaison received the election results from PMI and shared them with the Past President and Chapter President.
- 5.7 On Oct. 13, 2023, the Chapter President contacted the candidates.
- 5.8 On Oct. 16, 2023, the election results were emailed to chapter members in a PMITLH newsletter and posted to the chapter website.
  - 5.8.1 Frank Pugh, PMP, was elected as First Vice President for a one year term (2024), to be followed by a two-year term as President (2025-2026), then a one-year term as Past President (2027).
  - 5.8.2 Deidra Jones, PMP, was elected as Vice President of Administration for a two-year term (2024-2025).
  - 5.8.3 Michelle Webster was elected as Vice President of Communications for a two-year term (2024-2025).
  - 5.8.4 There were no candidates for VP of Programs.
- 5.9 The officers elected at this meeting take office January 1, 2024.

*Deidra Jones*

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Deidra Jones, PMP  
Vice President Administration, PMI Tallahassee Chapter

*Debbie Rivenburg*

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Debbie Rivenburg, PMP  
Board Liaison, PMI Tallahassee Chapter