DAMA International
Board of Directors Meeting Minutes

3/21/2020 | 10:00 AM UTC

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

Call to Order: 10:00 AM UTC London
Roll Call – Conducted by LS

Approval of Minutes
• No meeting minutes to approve for this meeting.

Motion: __ Second: __
DAMA International
Board of Directors Meeting Minutes

Agenda Items
1. Online Services
2. Bylaws Update
3. Professional Services
4. Membership Services
5. Chapter Services
6. Conference Services
7. Financial Services
8. Strategy
9. Process check & close the meeting

Old Business
1. TBD

New Business
1. AR took meeting minutes for LK.

Action items (yellow means complete) | Person responsible | Deadline
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Anyone who wants to contribute to the next TDAN article send the information to LF and LS. | TBD | TBD
An update about DAMA Awards is needed. Do we need volunteers to help CN? We do indeed need to help CN with the awards committee. | TBD | TBD
For each board meeting we do a finance check and review what bills have been paid. | TBD | TBD
Revise “Mission” to include concept of “Community” as part of Bylaws update pass 2 | TBD | TBD
Create Corporate Policies Document including Data Privacy and Protection Policy – (ES) | TBD | TBD
Review last 10 years of Board Minutes for any approved Policies | TBD | TBD
Review last 10 years of Board Minutes for any approved Policies | TBD | TBD
Update Board and Officers Handbook | TBD | TBD
Update Office 365 security settings – IT Support Set up Data Privacy and Protection Committee including | TBD | TBD

Created by L. Kresl – VP of Operations
### DAMA International
#### Board of Directors Meeting Minutes

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
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<tbody>
<tr>
<td>new IT Support staff member, Steve, to review and implement Advisor recommendations</td>
<td>TBD</td>
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<tr>
<td>- Implement security and data protection recommendations</td>
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<td>- Plan for data backups and recovery testing</td>
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<td>- Etc.</td>
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<td>Provide information on location in SharePoint of old Board Minutes to VP Operations (SE)</td>
<td>TBD</td>
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<tr>
<td>Set up location for Chapter process information: affiliation agreements, code of ethics, affiliation fees, processes, other</td>
<td>TBD</td>
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<tr>
<td>Send Bylaw Updates to Regional Coordinators (AR)</td>
<td>TBD</td>
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<tr>
<td>Update Chapter Affiliation Agreement regarding chapter bylaw requirements</td>
<td>TBD</td>
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<tr>
<td>Create chapter bylaw outline</td>
<td>TBD</td>
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<tr>
<td>Create annotated DAMA-I bylaws indicating State of Washington requirements</td>
<td>TBD</td>
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<tr>
<td>All Board members should review the recommended draft Bylaws especially the Director role descriptions</td>
<td>TBD</td>
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<tr>
<td>Provide summary of why Silk Start was chosen – (MA)</td>
<td>TBD</td>
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<td>Make sure has accessibility compliance according to Washington State laws</td>
<td>TBD</td>
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<td>Process for creating list of Chapters for voting by VP Chapter Services and PC Chair</td>
<td>TBD</td>
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<td>Create Member Code of Ethics</td>
<td>TBD</td>
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<td>Make sure Affiliation Agreements include term (e.g. 3 years), this affiliation does not preclude affiliation with other organizations</td>
<td>TBD</td>
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<td>- Follow up on survey to members and chapters?</td>
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<tr>
<td>- Identify a method for Central members voting rights</td>
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<tr>
<td>Need to make sure better monitoring <a href="mailto:webmaster@dama.org">webmaster@dama.org</a> and <a href="mailto:info@dama.org">info@dama.org</a> through Help Scout. Also that email to new members still have valid content.</td>
<td>TBD</td>
</tr>
</tbody>
</table>
Talk to Tony Shaw and Steve Hoberman about Member Webinars – (FK)

Plan a Newsletter – (FK), (PA), (CN), (AR)

Discuss Corporate Memberships – (FK), (PV), (NL), (ML)

Identify recent version of implementation package

Discuss China Chapter – (PV), (ES), (DH), (KL), (MH)

Discuss local language translations

Access to Stacey’s old email’s to shared mailbox that (PV). can access? – (SE)

Notify everyone that their DAMA I email may be switched and visible to other people, such as their successors

Identify conference for second Board Meeting – (CN)

Co-sponsor conference in Europe – Jeremy Hall? – (CN)

Post trainer certification on DAMA Web site

<table>
<thead>
<tr>
<th>Board Motions</th>
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<tbody>
<tr>
<td>The DAMA International Board of Directors adopts the following Data Privacy and Protection policy:</td>
</tr>
<tr>
<td>1. DAMA International collects Personal Identifiable Information from Members, Chapters, Speakers, and others (“PII”).</td>
</tr>
<tr>
<td>2. DAMA International manages confidential and sensitive information including certification, employment, and other data.</td>
</tr>
<tr>
<td>3. DAMA International is committed to protecting all data from unauthorized exposure using industry standard practices including role-based access, encryption, monitoring, and auditing.</td>
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<tr>
<td>4. DAMA International will comply with all applicable laws and regulations regarding Data Privacy.</td>
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<td>5. DAMA International will create and maintain data privacy and protection processes which will include identified responsible Directors for each process, to be maintained in the Operations Handbook. These processes will include but are not limited to:</td>
</tr>
<tr>
<td>a. Access management processes including role definition and assignments</td>
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<tr>
<td>b. Document and Records management processes</td>
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<tr>
<td>c. Director and Staff Onboarding and Off boarding processes</td>
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<tr>
<td>d. Chapter information updating processes</td>
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</tbody>
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Created by L. Kresl – VP of Operations
Motion: FK  Second: CN
Passed by acclamation
DAMA International will add Third Party or separate backups for O365 and the data stores behind the dams.org website, with periodic testing. DAMA International will investigate all third parties managing our PII to ensure backups are taken and tested periodically.

Motion: FK  Second: CB
Passed by acclamation
DAMA International will create a Data Privacy and Protection Implementation Committee to create an implementation plan and cost estimate for the data privacy and protection to be delivered to the Board at the April 2020 meeting.

Motion: FK  Second: CN
Passed by acclamation
The DAMA Board of Directors accepts the Silk Start proposal for implementation of the new Membership portal and Web site and enter contract negotiation

Motion: FK  Second: CB
Passed by acclamation
The DAMA Board of Directors accepts and approves the proposed 2020 budget version 6.

Motion: CN  Second: FK
Passed by acclamation

Motion to adjourn FK
Meeting ended at 18:20 UTC