

**CVC Mission:** To serve the professional interests of chapter members by enhancing expertise through project management education and training, supporting Project Management Professional (PMP) certification, and promoting association with other project management professionals.



**Meeting Minutes**

**PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS**

Wednesday, May 12, 2004, 5:30 p.m.  
 Capital One – Highwoods III, Building III – 1057

**ATTENDEES & QUORUM STATUS**

Voting: Sharon Robbins, Robert Berlin, Luis Naranjo, Bob Notto, Bud Higgins - Quorum Present

**AGENDA**

- Open Meeting** Review & Approve Meeting Agenda and previous Meeting Minutes
- Officer Reports**
- New Business**
  - Community and PMI
  - Golf Tournament
  - Policy & Procedure Update
- Old Business**
  - GRTC & RJEC Updates
  - PMI CVC Articles in *Work* Magazine
- Review Key Upcoming Dates**
  - May 19 – Chapter Dinner Meeting
  - May 14-15 – PMP Exam Prep Workshop
  - May 21-22 – PMP Exam Prep Workshop
  - June 16 – Chapter Dinner Meeting
- Adjourn Meeting** Confirm date for next Meeting – Wed June 2, 2004, 5:30pm

**ACTION ITEMS**

Action Item	Responsible Party	Deadline
Draft Member info disclosure policy	Bob	<TBD>
2005 Award prep, hold committee discussion	TBD	<TBD>
Procedures - Board vacancy, officer dismissal	Robert	5/21/2004
Golf Tournament plan update	Luis	6/2/2004

## QUESTIONS / ISSUES

The following questions or issues were raised during the meeting. If they were not also resolved within the meeting, an approach is identified.

Question / Issue	Approach / Resolution
Can Chapter host a golf tournament? Specifically, can Programs committee pay the \$250 deposit to reserve the date?	Approved 2004 Programs budget includes funds for programs of this nature that are already authorized for approval at the committee level.
Capital One Spring Forum presents an opportunity to highlight the Chapter and ongoing activities	Robert will coordinate setting up the membership table with laptop presentation as authorized by Capital One management.

## DECISIONS

The following decisions were made or discussed in the meeting:

- Board approved Agenda
- Minutes for March and April can be approved via e-mail vote
- Board agreed to adjourn

## ACTIVE SUBCOMMITTEES

Charter	Members
2004 Speakers	Luis
Marketing Programs	Luis – Nelly, Bud
Cat 3 PDU Reporting Services	Jim – Luis, Sylvia
Volunteer Rewards Committee	Robert – Sharon, Jim, Luis
REP Fee	Robert – Luis
OPM3	Sharon, Robert
Sponsor Proposal	Sharon – Nelly, Robert, Bud, Luis
2005 Award Prep	TBD
2004 Golf Tournament	Luis