

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, December 7, 2005, 6:00 p.m.
WellPoint (Anthem) – Davis Center South

ATTENDEES & QUORUM STATUS

Voting: Robert Berlin, Jim Hayden, Sharon Robbins, Christina Morgan, Cliff Vaught, Andy Shulick, Sri Mahadevan, Bud Higgins, Luis Naranjo, Jim Dedie, Jan Beach and Phil Doty – Quorum Present

AGENDA

- Open Meeting** Review & Approve Meeting Agenda and previous Meeting Minutes
- New Business** Audit and Compliance
- Tax Exemption Findings
- CVent Demonstration
- Region 5 Leadership Meeting
- Old Business** 1000th Member Celebration
- Strategic Planning
- Officer Reports**
- Review Key Upcoming Dates**
- December 7 – Board Meeting
- January 4 – Board Meeting
- January 18 – Chapter Dinner Meeting
- January 20-22 – Region 5 Leadership Meeting
- February 1 – Board Meeting
- February 2 – 1000th Member Celebration
- February 15 – Chapter Dinner Meeting
- May 3 – Golf Tournament
- Adjourn Meeting**

ACTION ITEMS

Action Item	Responsible Party	Deadline
Food for Next Board Meeting	Jim	1/4/06
New Business Cards	Robert	1/4/06
Define all positions in each committee and send to Phil Doty	All	1/4/06
Define Detailed Job Descriptions for Committee Positions	All	1/4/06
Send Guidelines to VSU	Renee Symons	1/4/06
Send Volunteer of the Year Nominations to Phil	All	1/4/06
Confidentiality Agreement (update and bring to January meeting)	Jim	1/4/06
Post chapter templates to Board-only website	Sri, Christina	1/4/06
Investigate Money Market account for the Chapter	Sri, Phil	1/4/06
Review Initial 2006 Budget	All	1/4/06

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
How to communicate vacated Programs position, how to recruit for replacement and how to run the committee in the interim.	Jim will announce the resignation in the Jan-Feb newsletter and in the January Dinner Meeting, Phil and Luis will pursue interested persons for filling the position in 2006-07 and Luis will maintain the Programs committee through the transition.

DECISIONS

The following decisions were made or discussed in the meeting:

- Board agreed to perform a “Compilation”-type audit of the chapter’s financial records in the May 2006 timeframe.
- Board decided to close the Season Pass Committee as there is no financial benefit to members by offering this option.
- The chapter will opt-in all CVC members to the general mailing list beginning in December 2005.

GENERAL TOPICS OF DISCUSSION

The following topics were discussed in the meeting for informational purposes:

- 2006 Chapter Board Meetings will be held at Genworth the first Wednesday of every month at 6pm.

ACTIVE SUBCOMMITTEES

Charter	Members
Strategic Planning Committee	Robert - Sharon, Luis
1000 th Member Celebration Committee	Andy - Joe Garritano, Director
Volunteer Recognition Committee	Phil - Luis, Robert
K-12 Project Management Program Committee	Robert - Tim Golden, Director
Discretionary Spending by the Board	Jim Dedie - Robert, Luis