



**Meeting Minutes**

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

Wednesday, June 6, 2007, 6:00 p.m.  
Genworth – Building 1

**ATTENDEES & QUORUM STATUS**

Voting: Sharon Robbins, Christina Morgan, Geoff Rollins, Betty Jane Hughes, Marshall Shelton, Cliff Vaught, Jennifer Perrin, Jim Hayden – Quorum Present

**AGENDA**

**Open Meeting** Review & Approve Meeting Agenda and previous Meeting Minutes

**New Business**  
Finance / CPA Report  
PMI Global Leadership Inst. Meeting (4-6 Oct)  
Board Succession  
Member Update  
Guest Passes  
Golf Tournament tally (Tabled until July)  
Date for July board meeting  
Share Point issues  
Region 5 Conference call

**Old Business**  
By-laws  
Policies and Procedures  
Li Sophia (tabled until July)  
Volunteer Badges (tabled until July)  
PMO LIG  
VP Volunteerism

**Officer Reports**  
- Professional Development reported over 40 participants for the upcoming June Seminar.  
-Communications Committee needs input for the next newsletter.

**Review Key Upcoming Dates**  
June 09, 2007 – Professional Development Seminar  
June 20, 2007 – SS Dinner Event  
June 21, 2007 – WE Dinner Event  
June 25, 2007 – PMO LIG Meeting  
July 18, 2007 – SS Dinner Event  
July 19, 2007 – WE Dinner Event  
July 23, 2007 – PMO LIG Meeting  
Aug 1, 2007 – PMI CVC Board Meeting

**Adjourn Meeting**

**ACTION ITEMS**

Action Item	Responsible Party	Deadline
Food for Next Board Meeting.		7/1/07

Request info for next newsletter.	Geoff	6/15/07
Present a proposal for using Li Sophia as a fundraiser.	Luis	7/1/07
Research badges for volunteers.	Luis	7/1/07
Send e-mail blast for Prof Dev Seminar	Geoff	6/7/07
Convert PPT to PDF on share point.	Christina/Sally	8/1/07
Create an on-board/off-board checklist for board members	Christina	7/4/07
Write an article with regards to the REP logo	Christina	7/4/07
Send PMO LIG objectives to Communications Comm for inclusion on web site.	Sharon	6/15/07
Manage funding from Jan Leadership Conf.	Betty Jane/Jim/Sharon	7/15/07
Send e-mail regarding the date for the July board meeting.	Sharon	6/7/07
Send e-mail about cleaning up Share Point	Geoff	6/7/07

**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

**DECISIONS**

The following decisions were made or discussed in the meeting:

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**GENERAL TOPICS OF DISCUSSION**

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

- The Board discussed the process of getting the Chapter to review the By Laws changes.
- Robert Berlin and Marshall Shelton provided a PMI presentation to the PM University at Phillip Morris.
- The October 2007 Leadership conference in Atlanta and the Jan 2008 Conference were discussed.
- Issues with Share Point were discussed. We currently have 500 MBs of SQL database space and have used up 200 MBs of it.
- Jim needs assistance with the Continuity Plan and with the Nominations Committee for the 2008 Elections.
- Each board member has 5 guest passes. If you run out ask other members if they have any remaining.

**ACTIVE SUBCOMMITTEES**

Charter	Members
AVP Committee	Sally D., Jim H., Sharon G.
Nominations Committee	Jim H.,

