



**Meeting Minutes**

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

Wednesday, June 27, 2007, 6:00 p.m.  
Genworth – Building 1

**ATTENDEES & QUORUM STATUS**

Voting: Sharon Robbins, Christina Morgan, Betty Jane Hughes, Luis Naranjo, Sally Deering, Marshall Shelton, Cliff Vaught, Bethany Bryans, Jennifer Perrin, Jim Hayden – Quorum Present

**AGENDA**

- Open Meeting** Review & Approve Meeting Agenda and previous Meeting Minutes
- New Business**
  - Certification Quarterly Report
  - Communications Quarterly Report
  - Finance Quarterly Report
  - Volunteerism Quarterly Report
  - Marketing Quarterly Report
  - Membership Quarterly Report
  - Professional Development Quarterly Report
  - Programs Quarterly Report
  - Past-President Quarterly Report
  - President-Elect Quarterly Report
  - President Quarterly Report
- Officer Reports** Covered in New Business
- Old Business**
  - Chapter By-Laws – Signatures
  - Policies & Procedures
  - PMO LIG
  - Board Succession
- Review Key Dates**
  - Wed, July 18 – Southside Dinner Meeting
  - Thurs, July 19 – West End Dinner Meeting
  - Mon, July 23 – PMO LIG Meeting
  - Wed, Aug 1 – Board Meeting
  - Mon, Aug 27 – PMO LIG Meeting
  - Wed, Sept 5 – Board Meeting
  - Wed, Sept 19 – Southside Dinner Meeting
  - Thurs, Sept 20 – West End Dinner Meeting
  - Mon, Sept 24 – PMO LIG Meeting
- Adjourn Meeting**

**ACTION ITEMS**

Action Item	Responsible Party	Deadline
Food for Next Board Meeting.	Bethany	8/1/07
Present a proposal for using Li Sophia as a fundraiser.	Luis	8/1/07
Research badges for volunteers.	Luis	8/1/07
Create an on-board/off-board checklist for board members	Christina	8/1/07
Contact Members about Upcoming Elections	ALL	8/31/07

## 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:

- na

## GENERAL TOPICS OF DISCUSSION

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

- Board needs to contact members about volunteering for board positions in the upcoming elections.
- Election slate needs to be finalized by the end of August.
- Online election process will use the August DEP data for membership contacts.
- Election polls will be open from September 21 – October 12.
- Election results will be announced at the October dinner meetings.

## ACTIVE SUBCOMMITTEES

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