



**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		
<b>PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS</b>		
Wednesday, September 5, 2007, 6:00 p.m. Genworth – Building 1		
<b>ATTENDEES &amp; QUORUM STATUS</b>		
Voting: Sharon Robbins, Christina Morgan, Betty Jane Hughes, Marshall Shelton, Cliff Vaught, Jennifer Perrin, Jim Hayden, Geoff Rollins, Bethany Bryan, Luis Naranjo, Sally Deering – Quorum Present		
<b>AGENDA</b>		
<b>Open Meeting</b>	Review & Approve Meeting Agenda and previous Meeting Minutes	
<b>New Business</b>	Benchmarking – 275 new members this year, non-renewal rate is >50% Board member's Quarterly Reports	
<b>Officer Reports</b>	All	
<b>Old Business</b>	Policies & Procedures – need to complete Marketing procedures Board Election status – need to post nominations on PMI CVC web site Volunteer Badges - Bethany Impact to by-laws Leadership Institute – Who is going? Let Sharon know ASAP Brainstorm DC	
<b>Review Key Dates</b>	Wed, Sept 19 – Southside Dinner Meeting Thurs, Sept 20 – West End Dinner Meeting Mon, Sept 24 – PMO LIG Meeting Wed, Oct 3 – Board Meeting Wed, Oct 17 – Southside Dinner Meeting Thurs, Oct 18 – West End Dinner Meeting Mon, Oct 22 – PMO LIG Meeting Wed, Nov 7 – Board Meeting Thurs, Nov 15 – West End Dinner Meeting Mon, Nov 26 – PMO LIG Meeting	
<b>Adjourn Meeting</b>		
<b>ACTION ITEMS</b>		
Action Item	Responsible Party	Deadline
Food for November Board Meeting.	Bethany	11/7
Member Retention Sub-Committee.	Christina	10/3
Election nominations on the web site.	Geoff/Jim	10/14

## 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
PMO Seminar sponsored by CapTech	Marshall to attend PMO LIG meeting

## DECISIONS

The following decisions were made or discussed in the meeting:

- Board decided to pay mileage for Brainstorm event participants.
- Leadership Conf attendance deadline is 9/14/07.
- Board decided to purchase volunteer badges for volunteers and let the volunteers maintain their own badges. Details will be proposed to the board by Sally and Luis to take into consideration the impacts to the Programs and Marketing committees. Board suggests starting the volunteer badge program in January 2008 so that the badges can be budgeted for.

## 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.

## ACTIVE SUBCOMMITTEES

Charter	Members
Nominations Committee	Jim H.
Business Continuity Committee	Jim H.
Membership Retention	Christina M.