

**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, January 2, 2008, 6:00 p.m.  
Genworth – Building 1

**ATTENDEES & QUORUM STATUS**

Voting: Sharon Robbins, Christina Morgan, Geoff Rollins, Luis Naranjo, Betty Jane Hughes, Marshall Shelton, Bethany Bryan, Paul Gilbo, Kristen Baker, Ed Hellermann, Jennifer Perrin – Quorum Present

**AGENDA**

- Open Meeting** Review & Approve Meeting Agenda and previous Meeting Minutes
- New Business**
  - 2008 Budget
  - Region 5 Leadership Meeting
  - Data integrity
- Old Business**
  - Member renewals
  - PMI Non-CVC mailing / Renewal effort
  - Volunteer Recognition Meeting
  - Storage Unit
  - Region 5 Leadership Meeting
- Officer Reports**
  - Membership – Issues with the DEP not being ready in a timely manner from PMI Global.
  - Past President – Need to assign responsibility to the PMO LIG and the Quantico Outreach Group.
  - Communications – Please review your sections on the web site in order to ensure the sites are depicting accurate information.
  - Professional Dev – Seminars are being coordinated for Feb, Mar, and April.
  - Certification – Working on Spring Workshop schedule and a Certification Brown Bag at Ft. Lee.
  - President – Monthly schedule for 30 minute PM topics.
- Review Key Upcoming Dates**
  - Jan 17, 2008 – West End Chapter Dinner Meeting
  - Jan 25, 2008 – Region 5 Conference
  - Feb 06, 2008 – Board Meeting
  - Feb 20, 2008 – South Side Chapter Dinner Meeting
  - Feb 21, 2008 – West End Chapter Dinner Meeting
  - Feb 25, 2008 – PMO LIG Meeting

**Adjourn Meeting**

**ACTION ITEMS**

Action Item	Responsible Party	Deadline
Food for Next Board Meeting	Betty Jane	2/06/08
Share Point procedure	Geoff	02/06/08

Complete Storage Unit project	Betty Jane	2/06/08
Complete Meeting Addendums	Board	1/04/08

**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:

- \$50.00 per month to rent a storage unit.
- Please take into account the entire Chapter budget not just the budget for your particular area.
- With regards to business continuity the board needs to ensure it is backing up data on a continual basis.
- 30 minute PM presentations. Additionally, looking at ways to make the meetings and events more interactive with the membership resulting in more volunteers.
- Discussion around participating in Job Fairs in order to get the word out regarding PMP certification.

**ACTIVE SUBCOMMITTEES**

Charter	Members
Volunteer Recognition	Jennifer, Sharon, Christina, Betty Jane, Bethany