

CVC Mission: To serve the professional interests of chapter members by enhancing expertise through project management education and training, supporting PMI certifications, and promoting association with other project management



Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, February, 2008, 6:00 p.m.
Genworth – Building 1

ATTENDEES & QUORUM STATUS

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

AGENDA

Open Meeting	Review & Approve Meeting Agenda and previous Meeting Minutes
New Business	<ul style="list-style-type: none"> VP Communications New President Responsibility Idea Sharing from Region 5 Meeting Meeting Attendance for Board Members (Southside, Innsbrook, PMO LIG) Volunteer Recognition Lessons Learned VCU Student Participation Plan
Old Business	<ul style="list-style-type: none"> 2008 Budget Quick Discussion and Vote PMI Non-CVC Mailing / Communications Storage Unit Update
Officer Reports	<p><u>Certification</u> – planning is underway for the Spring PMP workshop</p> <p>Suggestion for a dinner meeting speaker</p> <p><u>Communications</u> – Ideas for improving the Website and frequency of member communications</p> <p><u>Finance</u> – Storage unit is not ready as clean up of finance documents continues</p> <p><u>Volunteerism</u> – Volunteer recognition dinner lessons learned</p> <p><u>Marketing</u> - Volunteer and outreach activity related to Habitat for Humanity. The chapter needs to partner with worthwhile agencies/groups Would like to ask for an extension of early bird for region 5 symposium</p> <p><u>Membership</u> – not present</p> <p><u>Professional Development</u> - PDUs for pennies and Scrum Master registrant numbers</p> <p><u>Programs</u> – Dinner meeting presenters for upcoming dinner meetings</p> <p><u>President</u> - Corporate outreach/marketing</p> <p><u>Past-President</u> - PMI charter is ready and will be sent to the board for review. Will schedule individual meetings with board members to discuss 'Failure mode and effects analysis (FMEA)' tool to use for business continuity of the chapter. Review the AVP position appointment from perspective of succession and business continuity planning</p> <p>PMBOK 4th edition will be finalized around Oct 2008</p> <p><u>President-Elect</u> – Flyer for non member communication</p>

Review Key Upcoming Dates

FEBRUARY 2008

- Wednesday, February 6, 2008 – Board Meeting
- Wednesday, February 20, 2008 – Southside 30-Minute Pre-Meeting (Volunteerism – Roles and Responsibilities in Volunteering)
- Wednesday, February 20, 2008 – Southside Chapter Dinner Meeting
- Thursday, February 21, 2008 – West End Chapter Meeting
- Monday, February 25, 2008 – PMO LIG Meeting

MARCH 2008

- Wednesday, March 5, 2008 – Board Meeting
- Wednesday, March 19, 2008 – Southside 30-Minute Pre-Meeting (Professional Development – PDU Reporting)
- Wednesday, March 19, 2008 – Southside Chapter Dinner Meeting
- Thursday, March 20, 2008 – West End Chapter Meeting
- Monday, March 24, 2008 – PMO LIG Meeting

Adjourn Meeting

ACTION ITEMS

Action Item	Responsible Party	Deadline
Send out the VCU Career Day information to the BOD	Ed	2/8/08
Add job fair slide to February dinner meeting	Christina	2/16/08
Complete Meeting Addendums - due Monday before board meeting	Board	3/3/08
Bring the endowment document for VCU scholarship to the BOD meeting. Provide the balance of the endowment and explain the selection process	Marshal	3/5/08
Share Point procedure	Rula	3/5/08
Enter budget in QuickBooks online and provide access to BOD	Betty Jane	3/5/08
Send out the PMI CVC Charter	Sharon	3/5/08
Food for Next Board Meeting	Kristen	3/5/08

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:

- The 2008 budget approved
- Create 2009 BOD Nominations committee

GENERAL TOPICS OF DISCUSSION

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

- File 1099s for event speakers
- Membership drive to non PMI CVC members to promote chapter
- New Responsibility for President: meet one on one with each board member
- Lessons learned from the volunteer recognition dinner: errors with identifying volunteers and how these errors and other issues can be mitigated for future events.
- Lessons learned from the Region 5 Leadership Conference in Cary, NC
- Explore the possibility of a job fair for the PMI CVC members in Oct, 2008. Promote the idea for feedback and volunteers during the February dinners
- VCU student participation: Inform registration desk of procedure for students and payment amount. VP Finance to account for it. VP of Finance will attend the next programs committee meeting
- Suggestions for new members that attend meetings: board of directors meet and welcome new members; have new members table with one or two board members seated there
- Possible collaboration with Southwest PMI chapter to share best practices

ACTIVE SUBCOMMITTEES

Charter	Members
2009 BOD Nominations committee	TBD