

Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, April 2, 2008, 6:00 p.m.
Vaco, LLC

ATTENDEES & QUORUM STATUS

Voting: Christina Morgan, Rula Saba, Betty Jane Hughes, Jennifer Perrin, Paul Gilbo, Kristen Baker, Ed Hellermann, Bethany Bryans – Quorum Present

AGENDA

- | | |
|---------------------|---|
| Open Meeting | Review & Approve Meeting Agenda
Review & Approve Prior BoD Meeting Minutes |
| New Business | Dinner Meeting Slides
Time and Cost Savings in Programs
SharePoint – Document Repository |
| Old Business | PMI Non-CVC Mailing / Communications
Meeting Attendance for Board Members (Southside, Innsbrook, PMO LIG)
Business Continuity Planning (FEMA Updates)
Policies and Procedures
Volunteer Database Review
Component Award Application
President-Elect Election Plan |

Officer Reports

Review Key Upcoming Dates

APRIL 2008

- Wednesday, April 2, 2008 – Board Meeting
- Wednesday, April 2-5, 2008 – Region 5 Symposium in Baltimore, MD
- Saturday, April 12, 2008 – Session 1 PMP Certification Workshop
- Wednesday, April 16, 2008 – Southside 30-Minute Pre-Meeting (Membership – New Member Orientation)
- Wednesday, April 16, 2008 – Southside Chapter Dinner Meeting
- Thursday, April 17, 2008 – West End Chapter Meeting
- Saturday, April 19, 2008 – Session 2 PMP Certification Workshop
- Saturday, April 26, 2008 – Session 3 PMP Certification Workshop
- Monday, April 28, 2008 – PMO LIG Meeting

MAY 2008

- Wednesday, May 7, 2008 – Board Meeting
- Thursday, May 15, 2008 – West End Chapter Meeting
- Wednesday, May 21, 2008 – Southside 30-Minute Pre-Meeting (President Elect – Cooperative Agreements)
- Wednesday, May 21, 2008 – Southside Chapter Dinner Meeting
- Monday, May 26, 2008 – PMO LIG Meeting

Adjourn Meeting

ACTION ITEMS		
Action Item	Responsible Party	Deadline
Make color copies of the membership drive flyers and bring to both April dinner meetings. Discuss with president elect the possibility of sending the flyers via USPS mail	Ed	4/16/08
Attend April PMO LIG meeting on 4/28/08	Christina	4/28/08
Attend April Southside dinner meeting on 4/16/08	Luis, Paul, Sharon, Rula	4/16/08
Attend April West End dinner meeting on 4/17/08	Ed, Bethany, Paul, Kristen, Sharon, Betty Jane	4/17/08
Business Continuity planning deliverables. Refer to FMEA document on Share point.	All officers except for Kristen	4/30/08
Business Continuity planning deliverables. Refer to FMEA document on Share point.	Kristen	5/31/08
Provide membership policies and procedures to Luis for approval	Christina	4/30/08
Provide updates to the Website volunteer pages to Rula	Jennifer	4/30/08
Buy gift cards for dinner speakers	Betty Jane	4/04/08
Redo dinner meeting slides to update volunteer slides	Christina	4/16/08
Document the role description and responsibilities for the Southside site lead and send to Jennifer	Paul	4/20/08
Create golf theme for the May chapter dinners	Paul	4/30/08
Provide VACO logo to Rula for posting on the Website	Paul	Completed
Food for Next Board Meeting	Bethany	5/7/08

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:

None

GENERAL TOPICS OF DISCUSSION

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

- Attendance by board members for April dinners and PMO LIG meeting
- Business continuity planning: board members are continuing to put the material together for delivery to Sharon by the end of April, 2008
- Region 5 symposium: Christina amended the meeting agenda to add the symposium update, and provided the board with an update from Sharon. The symposium had 400+ registrants and the CVC Chapter will recover its investment in the symposium but will not earn any additional revenue. Saturday only registration will be available and members can get a discount. The Chapter will send an email blast to the members regarding the Saturday only registration
- Southside dinner meeting: a site lead is needed. Paul will work with Jennifer on recruiting a new SS dinner meeting lead
- The PMI component of the year award application: Betty Jane continues to work on the application and has worked with Christina and Sharon on it as well. Betty Jane also contacted the PMI Component Relations Committee to reevaluate the Chapter's approach to the application. Worthy to note that the Chapter has offered opportunities to earn 74 PDUs in 2007
- President-elect transition plan: Planning continues and the search is still on for the candidate
- Dinner meeting slide: will be updated to remove extraneous slides/material
- Time and Cost savings effort: the Programs committee is looking for ways to save time and money during the dinner events
- SharePoint: we are still looking for a new hosting company
- Golf Tournament: Kick off meeting took place on 3/27/08. Leaders have been established for four primary tournament areas. Currently seeking sponsors and raffle prizes
- Chapter 2007 Tax returns are being worked on by the Chapter CPA and Betty Jane. Needs to be completed by 5/15/08
- The Chapter president, Christina, selected to be one of 15 people in the World to review the new PMI scheduling certification questions

ACTIVE SUBCOMMITTEES

Charter	Members
2009 BOD Nominations committee	TBD