

**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, May 7, 2008, 6:00 p.m.  
VAOC, LLC

**ATTENDEES & QUORUM STATUS**

Voting: Christina Morgan, Rula Saba, Betty Jane Hughes, Paul Gilbo, Kristen Baker, Ed Hellermann, Bethany Bryans, Sharon Robins

**AGENDA**

**Open Meeting**      Review & Approve Meeting Agenda  
                              Review & Approve Prior BoD Meeting Minutes

**New Business**      President-Elect Transition Planning

**Old Business**      PMI Non-CVC Mailing / Communications  
                              Meeting Attendance for Board Members (Southside, Innsbrook, PMO LIG)  
                              Business Continuity Planning (FMEA Updates)  
                              Volunteer Database Review  
                              Component Award Application  
                              President-Elect Election Plan  
                              Programs Update (New slides, volunteer needs, etc.)  
                              Golf Tournament Planning Update  
                              SharePoint – Document Repository

**Officer Reports**

**Review Key Upcoming Dates**

**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
- Tuesday, May 27, 2008 – PMO LIG Meeting

**JUNE 2008**

- Wednesday, June 4, 2008 – Board Meeting
- Wednesday, June 18, 2008 – Southside 30-Minute Pre-Meeting (Marketing/Membership – Mid-Year Report Out)
- Wednesday, June 18, 2008 – Southside Chapter Dinner Meeting
- Thursday, June 19, 2008 – West End Chapter Meeting
- Monday, June 23, 2008 – PMO LIG Meeting

**JULY 2008**

- Wednesday, July 2, 2008 – Board Meeting
- Wednesday, July 16, 2008 – Southside 30-Minute Pre-Meeting (Volunteerism – Open Opportunities for Volunteering with PMI CVC)
- Wednesday, July 16, 2008 – Southside Chapter Dinner Meeting
- Thursday, July 17, 2008 – West End Chapter Meeting
- Monday July 28, 2008 – PMO LIG Meeting

## Adjourn Meeting

### ACTION ITEMS

Action Item	Responsible Party	Deadline
Attend May West End dinner meeting on 4/17/08	Rula, Ed, Kristen, Bethany, Jennifer, Paul, Christina, Sharon	5/15/08
Attend May Southside dinner meeting on 5/21/08	Rula, Paul, Bethany, Christina, Sharon	5/21/08
Lead the 30 minute PM session on the Southside	Sharon	5/21/08
Attend May PMO LIG meeting on 5/27/08	Marshall	5/27/08
Business Continuity planning deliverables. Refer to FMEA document on Share point.	All officers who have not turned this in	5/31/08
Business Continuity planning deliverables. Refer to FMEA document on Share point.	Kristen	5/31/08
Enter/update the President elect information with PMI-component leader	Christina	5/31/08
Provide updates to the Website volunteer pages to Rula	Jennifer	5/31/08
Create golf theme for the May chapter dinners	Paul	Completed for WE meeting
Discuss with president elect the possibility of sending the non-PMICVC member flyers via USPS mail	Ed	6/04/08
Food for Next Board Meeting	Rula	6/4/08

### 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:

- There has been no activity on the non-PMI CVC mailings thus far, but this idea is still being discussed
- Attendance by board members for June dinners and PMO LIG meeting
- Business continuity planning: some board members delivered the FMEA material (programs, membership and communications). The remaining board members should plan to have their material completed and delivered to Sharon before the next Board meeting on 6/4/08
- The component award application was completed and submitted to PMI. Betty Jane Hughes was instrumental in the development of the application
- A leader for the Southside dinner meeting is still needed. A focus on volunteerism and the opportunities available will be done during the upcoming dinner meetings
- SharePoint: A new hosting company has not been selected
- Golf Tournament: a planning meeting took place on 4/30/08 to discuss volunteers, logistics, and sponsorships. Currently still seeking sponsors and raffle prizes. Cost of T-shirts for volunteers will be \$8.
- Vaco, LLC will be sponsoring the May dinners
- Sharon Robbins will begin the process of recruiting for 2009 board members and committee members
- Update on the 4/30/08 seminar: The seminar was a huge success with 56 attendees. A June, September (PDUs for Pennies), and October (Captech) seminars are being planned
- Vendor relationships: relationship with Brainstorm DC was discussed as well as a recent email from a member regarding a free seminar incident. PMI CVC will provide very detailed information on any restrictions and special terms and conditions for all offers by vendors with which we have agreements
- PMI CVC and the golf tournament will be spotlighted in the upcoming GRTC breakfast meeting
- PMP certification workshop: the workshop was a success with 34 attendees. Auditions for the fall shop will be held in July
- Chapter incorporation: the Chapter incorporation has been renewed. The Chapter CPA is working on 2007 taxes. All speakers must complete a 1099 form before any checks will be sent to them. The 1099s must be completed for any amount over \$600. Speakers who reside outside the U.S. do not have to complete a 1099
- VCU Students: VCU management class students would like to attend the Chapter June dinner in the West End and will pay the member fee. Ed will register all of them through Cvent. VCU is also looking for Project Management speakers for their Project Management class
- Chapter membership: the Chapter membership has dipped below 1300. Sharon discussed member retention strategies for PMI global which includes email reminders, outsourced telemarketing campaign, and regular mail notices
- Region 5 Symposium: Discussed PgMP certification and the possibility that the Chapter can offer a workshop but has to create all the material for the workshop. The Chapter will recoup the investment made to the symposium but will not make any profit.

## ACTIVE SUBCOMMITTEES

Charter	Members
2009 BOD Nominations committee	TBD