

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, June 4, 2008, 6:00 p.m.
VAOC, LLC

ATTENDEES & QUORUM STATUS

Voting: Christina Morgan, Rula Saba, Betty Jane Hughes, Paul Gilbo, Debbie-Corbet Cooper, Sharon Robins, Jennifer Perrin, Marshall Shelton – Quorum Present

AGENDA

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

- New Business**
 - Candidate Qualifications
 - Board Election
 - Leadership Conference Speakers/Topics

- Old Business**
 - Meeting Attendance for Board Members (Southside, Innsbrook, PMO LIG)
 - Business Continuity Planning (FMEA Updates)
 - Volunteer Database Review
 - SharePoint – Document Repository
 - Rula’s Leave

Officer Reports

Review Key Upcoming Dates

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

AUGUST 2008

- Wednesday, August 5, 2008 – Board Meeting
- Monday, August 25, 2008 – PMO LIG Meeting

Adjourn Meeting

ACTION ITEMS

Action Item	Responsible Party	Deadline
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Attend the June West End dinner meeting on 6/19/08	Paul, Sharon, Betty Jane, Christina, Kristen	6/19/08
Attend the June Southside dinner meeting on 6/18/08	Paul, Debbie, Sharon, Christina, Bethany, Ed	6/18/08
Lead the 30 minute PM session on the Southside on 6/18/08	Bethany	6/18/08
Attend the June PMO LIG meeting on 6/23/08	Jennifer, Debbie	6/23/08
Send potential dates for a Business Continuity planning special meeting	Sharon	Completed
Review the master copy of the FMEA on Share point and make changes and additions as needed	All	6/20/08
Send updates on your committee's volunteers to Jennifer for the volunteer database	All	6/13/08
Research tools for volunteer self reporting and feasibility and report to BoD by the next Board meeting	Jennifer	7/2/08
Incorporate a reminder to submit volunteer updates with the BoD meeting addendum reminder each month and request that each Board member submits the updates when submitting the addendum entries	Christina	Ongoing
Provide updates to the Website volunteer pages to Rula	Jennifer	6/23/08
Add a recurring action item for Board members to submit volunteer updates to Jennifer each month	Rula	Ongoing
Send material for the July-August Chapter newsletter	All	6/23/08
Review the VP of Communications roles/responsibilities and qualifications/skills and revise as appropriate	Rula, Christina	6/25/08
Complete and send the VP of Finance roles/responsibilities and qualifications/skills to Sharon	Betty Jane	6/13/08
Forward email regarding presentation proposals for the North America Leadership Institute Meeting to the Board	Sharon	Completed
Review the Policies and procedures for meeting slides development for areas of improvement so we can mitigate some of the issues experience recently	Debbie	6/13/08
Food for Next Board Meeting	Paul	7/2/08

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 the July dinners and PMO LIG meeting
- Business continuity planning: Most board members have already delivered the FMEA material which Sharon has compiled in one master document and sorted by officer so they are easier to review. The Board will need to review the document for additions or changes after which the Board will hold a special meeting to review. The outcome of the review will be a determination of the highest risk items for which the Chapter will develop mitigation plans
Board members should
The FMEA should be reviewed once a year so the Chapter should establish a process for such a review
- SharePoint: A new hosting company has not been selected
- Golf Tournament: attendance is low. The possible reasons were discussed
- Rula will be not be available to do Chapter work between 6/10-6/23 and Christina will be her backup during that time
- Sharon created/compiled the roles and responsibilities, and the qualifications/skills descriptions for all Board positions that are up for reelection in 2008. The Board reviewed some of these and provided feedback. We will be using votenow.com as we did last year and Sharon is currently in negotiations with them on rate, contract, etc. We will post the information on the Website, send email blasts, and recruit potential candidates. The slate will be sent in the September newsletter as well as announced during the September meetings
- Volunteer Database: The database is still not updated. Each officer is expected to track his/her own committee volunteers. We should explore self reporting options so we can capture the volunteer information since this is also a requirement of PMI and is used for volunteer recognition
- Christina needs ideas on topics to cover for the 'membership benefits' segment of the dinner event. The last topic on volunteerism was a success and sparked interest in volunteerism
- Chapter taxes for 2007 were filed on time
- All but one slot has been filled for 2008 dinner speakers
- Issues with diner meeting slides: all changes and additions to the meetings slides are due the Monday of the dinner week. We need to review the policies and procedures around the meeting slides to ensure they are clear
- PMI Leadership conference: will be held in Denver, CO in October 2008 (10/15-18) PMI global has invited component leaders to present best practice topics. This needs to be submitted soon. Sharon presented our records management best practices. Potential ideas for this years presentations include: policies and procedures, finance, certification, and Volunteerism

ACTIVE SUBCOMMITTEES

Charter	Members
2009 BOD Nominations committee	TBD