

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, July 2, 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, Kristen Baker – Quorum Present

AGENDA

Open Meeting

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

New Business

Mid-Year Budget Review
Board Member Contractual Obligations Reminder
Leadership Conference Travel Arrangements
Region 5 January Leadership Conference

Old Business

Meeting Attendance for Board Members (Southside, Innsbrook, PMO LIG)
Business Continuity Planning (FMEA Updates)
Volunteer Database Review
Region 5 Symposium Update
Elections

Officer Reports

Review Key Upcoming Dates

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

SEPTEMBER 2008

- Wednesday, September 3, 2008 – Board Meeting
- Tuesday, September 11, 2008 – Lee Lambert's PDUs for Pennies Seminar
- Wednesday, September 17, 2008 – Southside 30-Minute Pre-Meeting (Marketing – Corporate Outreach Update)
- Wednesday, September 17, 2008 – Southside Chapter Dinner Meeting
- Thursday, September 18, 2008 – West End Chapter Meeting
- Saturday, September 20, 2008 – Fall Certification Workshop – Session 1
- Monday, September 22, 2008 – PMO LIG Meeting
- Saturday, September 27, 2008 – Fall Certification Workshop – Session 2

OCTOBER 2008

- Wednesday, October 1, 2008 – Board Meeting
- Saturday, October 4, 2008 – Fall Certification Workshop – Session 3
- Wednesday, October 15, 2008 – Southside 30-Minute Pre-Meeting (Professional Development – PDU Reporting)
- Wednesday, October 15, 2008 – Southside Chapter Dinner Meeting
- Wednesday, October 15-18, 2008 – Global Leadership Conference in Denver, CO
- Thursday, October 16, 2008 – West End Chapter Meeting
- Monday, October 27, 2008 – PMO LIG Meeting

NOVEMBER 2008

- Wednesday, November 5, 2008 – Board Meeting
- Wednesday, November 19, 2008 – Southside Chapter Dinner Meeting (President – Global Leadership Report Out)
- Thursday, November 20, 2008 – West End Chapter Meeting
- Monday, November 24, 2008 – PMO LIG Meeting

DECEMBER 2008

- Wednesday, December 3, 2008 – Board Meeting
- Saturday, December 6, 2008 – Board Transition Meeting

Adjourn Meeting

ACTION ITEMS		
Action Item	Responsible Party	Deadline
Attend the July West End dinner meeting on 7/16/08	Sharon, Betty Jane, Christina, Kristen, Bethany	7/16/08
Attend the July Southside dinner meeting on 7/17/08	Paul, Christina, Jennifer	7/17/08
Lead the 30 minute PM session on the Southside on 7/17/08	Jennifer	7/17/08
Attend the July PMO LIG meeting on 7/28/08	Marshall	7/28/08
Schedule a follow-up meeting to continue reviewing the Business Continuity planning doc (FMEA)	Sharon	Completed
Send updates on your committee’s volunteers to Jennifer for the volunteer database	All	Every month before the BoD meeting
Research tools for volunteer self reporting and feasibility and report to BoD by the next Board meeting	Jennifer	8/5/08
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	Every month before the BoD meeting
Provide updates to the Website volunteer pages to Rula	Jennifer	7/31/08
Review the Policies and procedures for meeting slides development for areas of improvement so we can mitigate some of the issues experience recently	Debbie	7/31/08
Review the VP of Communications roles/responsibilities and qualifications/skills and revise as appropriate	Rula, Christina	7/21/08
Send out mid year budget review material to the Board	Betty Jane	7/21/08
Food for Next Board Meeting	Sharon	8/5/08

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:

None

GENERAL TOPICS OF DISCUSSION

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

- Attendance by board members for the July chapter dinners and PMO LIG meeting
- Meeting surveys: Possibility of conducting these using Cvent following each meeting. Paper surveys are taking a long time to process.
- Business continuity planning: A conference call to review the FMEA document took place on 6/30, but the board is not done with the review so a follow-up call will be scheduled to complete the review.
- Region 5 Symposium: PMI CVC have not received any payments from R5 yet. The Chapter would like to recover the funds invested and may not be able to earn any additional revenue, but this yet to be determined.
- 2009 Elections: Sharon has compiled a list of potential candidates and there is interest in each of the position. Sharon in the process of sending emails and inquiries to folks who might be interested in running.
- SharePoint: A new hosting company has not been selected, but the communications committee is targeting the end of July for selecting a new vendor and migrating Chapter documents.
- Mid year budget review: Betty Jane will send out the material which will be reviewed during the August Board meeting.
- Board member contractual obligation reminder and PMI CVC officer contract and confidentiality agreements: Everyone is reminded of their obligation to the Chapter and Fiduciary responsibilities. The Chapter's intellectual property and other information were discussed.
- 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. Board members should make the reservations soon, but keep the cost to below \$1000.
- Region 5 January Leadership Conference: will be held in Silver Springs, MD on January 3, 2009
- Fall PMP Prep workshop: preparation work is underway and auditions will begin soon.
- Chapter insurance premiums for 1/2008 - 12/2008 are due soon

ACTIVE SUBCOMMITTEES

Charter	Members
2009 BOD Nominations committee	Debbie Corbet-Cooper, Jim Dedie , Sharon Richardson