

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, August 6, 2008, 6:00 p.m.

Genworth Financial

ATTENDEES & QUORUM STATUS

Voting: Christina Morgan, Rula Saba, Betty Jane Hughes, Debbie-Corbet Cooper, Sharon Robins, Kristen Baker, Ed Hellermann, Jennifer Perrin – Quorum Present

AGENDA

Open Meeting	Review & Approve Meeting Agenda Review & Approve Prior BoD Meeting Minutes
New Business	Mid-Year Budget Review Leadership Conference Travel Arrangements
Old Business	Business Continuity Planning (FMEA Updates) Volunteer Database Review Elections

Officer Reports

Review Key Upcoming Dates

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
Review Business Continuity planning doc (FMEA) for accuracy, completeness, and areas that overlap, especially in programs/meetings	All	8/30/08
Schedule a follow-up meeting for Business Continuity planning	Sharon	8/30/08
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	8/30/08
Provide updates to the Website volunteer pages to Rula	Jennifer	8/30/08
Send out a volunteer database audit email to the Board members so they can review for accuracy and completeness	Jennifer	8/30/08
Food for Next Board Meeting	Betty Jane	9/3/08

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:

- Business continuity planning: Sharon has updated the FMEA document and it is posted to SharePoint. The Board was asked to review the document for accuracy, completeness, and for any items that overlap or can be grouped together - focus on items that relate to meetings. Sharon will schedule a follow-up conference call for the Board to review these items and develop a common business continuity plan for items that overlap
- 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. Payment has not been received due to PayPal issues
- 2009 Elections: the Board reviewed a list of candidates who have applied for the positions. Debbie and Sharon will begin a phone campaign to solicit more candidates. Sharon working with Vote Now on the online election process
- Mid year budget review: the Board reviewed the Chapter mid year budget
- PMI Leadership conference: Board members who have not made reservations should make them very soon
- Fall PMP Prep workshop: preparation work is underway and auditions have begun. There are 6 people who have registered thus far. Placemats will need revision when the new PMBOK comes out next Spring

ACTIVE SUBCOMMITTEES

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