

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, September 3, 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, Bethany Bryans – Quorum Present

AGENDA

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

New Business Component of the Year Award
 VP Volunteerism Resignation & Transition Plan
 Board Transition Planning Meeting
 Annual Goal Review

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

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
Attend the Southside dinner meeting	Rula, Sharon, Paul, Christina	9/17/08
Attend the West End dinner meeting	Ed, Bethany, Sharon, Christina, Paul, Kristen, Marshall, Betty Jane	9/18/08
Attend the PMO LIG meeting at Anthem	Debbie	9/22/08
Send updates on your committee’s volunteers to Bethany for the volunteer database	All	9/6/08
Send the Corporate Outreach Website page info to Rula	Sharon	Done
Prepare slides for the PMI leadership conference	Betty Jane Debbie, Sharon, Kristen	9/20/08
Send Steve Mathes contact info to Rula	Sharon	Done
Schedule one on one meetings with Marshall, Kristen, and Paul to review the Business Continuity Plan to identify duplication and plan of attack	Sharon	9/20/08
Send IIBA information to Debbie	Sharon	9/15/08
Food for Next Board Meeting	Christina	10/1/08

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:

- Allow members and non-members partial attendance at the PMP workshop. This will assist those that are attending the 9/20 Saturday seminar who also would like to attend the workshop
- PMI CVC will not set up a booth during the PMI Leadership conference in CO in October

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 one on one meetings with programs, professional development, and certifications VPs to identify duplicate items and plan of attack. Sharon will also distribute work and assign target dates
- VP of Volunteerism resignation: Bethany filling in until the end of the year. Debbie will decide what to do with this Board position next year. Bethany will be rebuilding the volunteer database with available info, but board members were asked to submit updates to Bethany within two days. The board also discussed the criteria for qualifying to each volunteer PDUs as well as the 2009 Volunteer Recognition event
- Region 5 Symposium: The Chapter should be paid soon
- 2009 Elections: the Board discussed the list of candidates who have applied for the positions. There is at least one candidate for each position. Elections will take place starting 9/21 and election post cards will be sent out soon
- Annual Goal Review: the Board reviewed the goals and objectives set during the 2008 Board transition meetings and each officer provided an update on the status of each goal
- 2009 Board Transition Planning Meeting: The meeting will take place at Anthem and will be led by Debbie. The officers should submit any ideas or suggestions to Debbie as soon as possible
- PMI Leadership conference: all board members have made reservations. The Chapter will submit certification workshop best practices b 10/3 to PMI global.

ACTIVE SUBCOMMITTEES

Charter	Members
2009 BOD Nominations committee	Debbie Corbet-Cooper, Jim Dedie, Sharon Richardson
2009 Volunteer Recognition Dinner	Bethany, Betty Jane, Debbie, Sharon, Christina, Kristen