

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, October 1, 2008, 6:00 p.m.

Vaco, LLC

ATTENDEES & QUORUM STATUS

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

AGENDA

- | | |
|---------------------|---|
| Open Meeting | Review & Approve Meeting Agenda
Review & Approve Prior BoD Meeting Minutes |
| New Business | New Election Policy Review
Annual Survey Review
Betty Jane Hughes Volunteer of the Year Award |
| Old Business | Meeting Attendance for the Board (Southside, Innsbrook, PMO LIG)
30-Minute Sessions for October and November
Business Continuity Planning (FMEA Updates)
Volunteer Database Review
Region 5 Symposium Update
Leadership Conference (Leadership Showcase & Awards Ceremony) |

Officer Reports

Review Key Upcoming Dates

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	Betty Jane	10/15/08
Attend the West End dinner meeting	Ed	10/16/08
Attend the PMO LIG meeting at Anthem	Rula	10/27/08
Prepare slides for the PMI leadership conference	Betty Jane Debbie, Sharon, Kristen	10/15/08
Schedule one on one meetings with Marshall, Kristen, and Paul to review the Business Continuity Plan to identify duplication and plan of attack	Sharon	10/25/08
Review the Chapter annual survey and provide feedback to Ed	All	10/8/08
Send an email write-up to Christina to nominate committee members for the Betty Jane Hughes Volunteer of the Year award	All	10/25/08
Send volunteer info to Bethany for the volunteer recognition dinner	All	10/15/08
Discuss PMO CVC LIG issues with the LIG Chairman	Debbie	10/27/08
Food for Next Board Meeting	Debbie	11/5/08
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:

- Business continuity planning: There has been no progress made recently because of the Board elections
- Volunteer Database: The board should send up to date volunteer information to Bethany so planning activities for the annual volunteer recognition dinner can be underway
- Region 5 Symposium: PMI CVC has received the payment from region 5 and made a very small return on investment
- 2009 Elections: Voting is underway. Email reminders will be sent on 10/3 and voting will close on 10/10. The results will be announced during the October meetings
- PMI Leadership conference: the Board had a general discussion about the conference, who is attending, and the presentations the Chapter will be making there
- New election policy: the Board reviewed and approved changes to the 'past president procedure' – new steps (11, 15, 16, 17, 18) added and steps 13, 14 modified for the online voting procedures. Election official is Sharon Richardson who will certify the election. The Board agreed with the changes and they were approved by president elect
- Annual Survey Review: The Board will be reviewing the 2007 Chapter annual survey and provide suggestions to Ed on any changes or additions. The Board should focus on questions around the PgMP exam so that we can assess the level of interest from members on PgMP certification workshop. The annual survey is located on Sharepoint under 'Annual Surveys.' The PgMP certification workshop, if offered, will be taught by Ginger Levin using her existing PgMP certification material. The survey will be published on 10/15 and will remain open through 11/15.
- Sharon will be presenting the 30 min PM session in November
- Board members who have not registered to attend the award ceremony should send a note to Sharon
- Chapter cash flow problems are resolved and some of the funds will placed in a CD
- The Board should review their budget using QuickBooks online. The budget will be reviewed during the December BoD meeting
- We now have speakers arranged for all Chapter monthly dinners through March

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