

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, November 5, 2008, 6:00 p.m.

Vaco, LLC

ATTENDEES & QUORUM STATUS

Voting: Christina Morgan, Rula Saba, Betty Jane Hughes, Debbie-Corbet Cooper, Bernie Hill, Robert Berlin, Sharon Robins, Kristen Baker, Bethany Bryan, Paul Gilbo, Joyce Gladly (phone) – Quorum Present

AGENDA

- | | |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Open Meeting | Review & Approve Meeting Agenda
Review & Approve Prior BoD Meeting Minutes |
| New Business | Betty Jane Hughes Volunteer of the Year Award
Solutions Cube Group
Leadership Conference – Special Items of Interest |
| Old Business | Meeting Attendance for the Board (Southside, Innsbrook, PMO LIG)
Business Continuity Planning (FMEA Updates)
Volunteer Database Review
Transition Meeting |

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	Sharon, Debbie, Robert, Paul, Christina	11/19/08
Attend the West End dinner meeting	All other officers	11/20/08
Attend the PMO LIG meeting at Anthem	Robert, Bernie	11/17/08
Present the 30 minutes PM on the Southside	Sharon	11/19/08
Review the Business Continuity document pertaining to your committee and provide feedback to Sharon, as well as send Sharon a current committee contact list and name a committee member who is your backup. Place updated documents and contact list in Sharepoint under each committee's 'policies and procedures' folder	All	11/21/08
Send notes from the PMI leadership conference to Sharon	All	11/10/08
Complete transition presentations and send to Debbie	All including Robert	11/28/08
Bring hard copies of the transition material to the transition meeting, if you'd like, since none will be provided	All	12/6/08
Plan on arriving early and staying late to help with setup and cleanup for the transition meeting	Bethany, Robert, Christina, Sharon, Bernie	12/6/08
Print Volunteer Recognition dinner brochures	Bethany	12/15/08
Order gift cards for volunteer recognition	Bethany	12/15/08
Order plaque for the Volunteer of the year to be presented during the January Volunteer Recognition dinner	Sharon	12/15/08
Schedule a meeting regarding the January Volunteer Recognition dinner	Bethany	11/16/08
Print business card for the 2009 Board	Ed	12/31/08
Send email chain from Sam (interest in Lynchburg meeting) to Robert	Sharon	11/14/08
Send info on Chapter dinner outsourcing estimates to Paul	Sharon	11/14/08
Send contact info for Amanda Ingle to Robert	Debbie	11/14/08
Post info on the PMI award that the Chapter has received on the Website	Rula	11/16/08
Food for Next Board Meeting	Sharon	12/3/08

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 emailed each Board member a copy of their committee's business continuity planning document and asked they review and provide feedback and updates no later than 11/21/08. Officers were also asked to provide Sharon with a current list of their committee contact info as well as the name of a committee member who can serve as their back-up. Any updates documents and contact information should be placed in Sharepoint under each committee's 'policies and procedures' folder
- Volunteer Recognition Dinner Brochure: The board reviewed the brochure and approved it. All were asked to ensure the list of the committee volunteers was accurate and complete. The theme of the dinner will be - volunteers make a world of difference
- Betty Jane Hughes Volunteer of the Year Award: Board members submitted their nominees for the award and the Board voted on the recipient of the 2009 award. Sharon will be ordering a plaque with the recipient's name on it. the nominees were:
 - Ned Bothe and Sue O'Hara from programs committee
 - John Lombardi from Certifications committee
 - Robin Hilp from professional development
- 2009 Board Transition Meeting: Christina gave an overview of the meeting to the newly elected Board members. The meeting will take place at Anthem on 12/6. The Board is asked to prepare a presentation for their respective committee and send to Debbie by 11/28/08
- PMI Leadership conference: Board members discussed leadership conference and shared thoughts on what they learned and experienced. The Board should send their notes from the conference to Sharon so she can post on Sharpoint
- Solutions Cube Group: Robert presented information on the Solutions Cube Group and a possible corporate partnership as well as contribution to the Chapter newsletter. There are three organizations that expressed interest in holding dinner meetings and seminars on behalf of the Chapter. The Board authorized Robert to make all necessary contacts with regards to these possible partnerships and activities
- PMBOK guide 4th Edition: The Board discussed the 4th edition PMBOK guide and the need to update the material for the PMP workshop. The last time the 3rd edition material will be used will be in the spring 2009 workshop (to be held in March) after which we will start using the 4th edition material. We may be able to get help with material revisions from some of the workshop presenters as well as the Metrolina PMI Chapter
- The Board briefly discussed the 2009 Region 5 leadership conference
- The Board briefly discussed the VP of Volunteerism post
- The Board briefly discussed changing the Chapter annual election time to earlier in the year

ACTIVE SUBCOMMITTEES

Charter

Members

2009 Volunteer Recognition Dinner

Bethany, Betty Jane, Debbie, Sharon, Christina, Kristen