

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, December 3, 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, Steve Mathes, Bethany Bryan, Paul Gilbo, Jim Robbins, Jane Newell – Quorum Present

AGENDA

- | | |
|---------------------|---|
| Open Meeting | Review & Approve Meeting Agenda
Review & Approve Prior BoD Meeting Minutes |
| New Business | Communications Transition – email addresses, passwords, etc.
Seminar at Sea Planning
Special Member Services in 2009
Region 5 Leadership Conference Meeting in Silver Spring, MD
Finance Oversight Proposal
Chapter Promotion with PBS
Epiware Concept and Demo |
| Old Business | Business Continuity Planning (FMEA Updates)
Transition Meeting
Volunteer Recognition Meeting Planning |

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
Secure additional tables for the volunteer recognition dinner	Paul	1/15/09
Get committee members together to decorate for January volunteer recognition meeting on 1/15/09	Paul	1/15/08
Schedule a meeting for the volunteer recognition sub-committee	Bethany	12/16/08
Update passwords for Sharepoint, CVent, etc. for the new Board members	Steve	1/15/08
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	12/16/08
Print Volunteer Recognition dinner brochures	Bethany	12/20/08
Schedule a meeting regarding the January Volunteer Recognition dinner	Bethany	12/16/08
Check with Dr. Randy Slaith and find out if VCU are still doing the Elizabeth Murray scholarship and about speakers for the winter semester for mgmt 350 course	Bethany	12/20/08
Print business cards for the 2009 Board	Ed	12/31/08
Form a special member service sub-committee to spearhead setting goals and drive committees to reach goals	Sharon	1/31/09
Provide access to Epiware for the Board members	Jim	Complete
Send volunteer address book list to Betty Jane	Bethany	12/18/08
Provide access to Sharepoint for Jim Dedie	Rula	12/20/08
Update pictures and contact info for the new Board members on the Website as the updates become available	Rula/Steve	TBD
Provide access to QBOL for Jim Dedie	Betty Jane	12/20/08
Reserve meeting room for the PMO LIG meeting at Anthem for all of 2009	Debbie	12/31/08
Food for Next Board Meeting	Robert	1/7/09

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:

- Addition to New Business: Betty Jane requested an item added to new business - VCU scholarship
- 2009 Board Transition Meeting: The board discussed the upcoming Board transition meeting on 12/6 and quickly reviewed some details about the meeting
- Business Continuity Planning: The officers were reminded to review their committee's FMEA and business continuity plan and to also provide information on their committee volunteers and especially their main back-up person
- Volunteer Recognition Dinner: Planning activities are underway. The Volunteer recognition dinner subcommittee will be meeting soon to discuss preparation activities and other planning. Draft of the invitation letter to the volunteers is ready. The volunteer of the year award plaque has been ordered
- Communications Transition: The passwords for outgoing Board members need to be changed and new passwords issued to incoming Board members
- Seminar at Sea Planning: The Chapter is considering participating in a Seminar at Sea, a cruise that provides opportunities for PDUs while at sea. The cruise will depart from Norfolk, VA and is Co-sponsored by the Hampton Roads Chapter. The dates are October 26 – November 1, 2009 and is being offered by Travel Zone (out of TX). There is no commitment required from the Chapter and there is no way to lose money since we can cancel without penalty if we don't meet the desired number of participants. We will need to promote this in January, 2009 and it will be open to all members and the Board. Will have PDU session while on board and rest of days are spent on shore. Deposit due this month – we will use the special projects budget for a \$25 deposit per person we expect to participate
- Special Member Services in 2009: 2009 will be a special year for PMI CVC due to the economic situation. Planning should be centered on services provided to members especially those that are out of work. We need to provide job postings and maybe post member resumes on the site. Also, need to have special meeting for members looking for work and help members who are looking for work (at no cost). Need ongoing presence to provide benefits to members.
- Finance Oversight Proposal: The Board would like to appoint an individual to have oversight on the Chapter budget as well review things that need to be done each year such as:
 - Re-charter
 - Incorporation
 - Taxing
 - Yearly insurance

The individual will also review bank statements and reconcile against quickbooks. The president will appoint a person to be the finance oversight. This will be in addition to the CPA. Jim Dedie has volunteered and the president appointed for this post. Betty Jane (finance VP) created procedure and it was approved by Debbie (president elect).

- Epiware Concept and Demo: Jim Robbins provided an overview of Epiware, the proposed replacement for the Board Sharepoint site for collaboration and document repository. The pros and cons were discussed. Some of the benefits include:
 - No size limitations
 - We can manage our own users and their passwords
 - Robust email notification functionality
 - Search capability

Next steps were discussed which will include requirements gathering and analysis as well as migration plan

- VCU Scholarship: The Chapter has not sent our donations to the VCU scholarship this year. VCU sends info to professional development contact and invitation to annual scholarship dinners. How do we donate the money? The funds are about \$4000 from this year and last. We need to find out what is happening with the scholarship and the funds still available as well as we go about submitting the new funds
- The Board briefly discussed the 2009 Region 5 leadership conference
- The Board briefly discussed Chapter Promotion with PBS (Public Broadcasting System) and determined that the best time to volunteer for fund raising activities would be March, 2009
- The Board briefly discussed the annual membership survey, which will be discussed at length during the Board transition meeting on 12/6/08
- The Board briefly discussed the 2009 Region 5 leadership conference
- The Board briefly discussed the Programs committee researching outsourcing opportunities for the dinner meetings. Paul is working with professional mgmt inc. (PMI) to give proposal for managing meeting, registration, badges, etc.

ACTIVE SUBCOMMITTEES

Charter	Members
2009 Volunteer Recognition Dinner	Bethany, Betty Jane, Debbie, Sharon, Christina, Kristen