

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, January 7, 2009, 6:00 p.m.
Vaco, LLC

ATTENDEES & QUORUM STATUS

Voting: Christina Morgan, Debbie Corbet-Cooper, Bernie Hill, Robert Berlin, Sharon Robins, Steve Mathes, Jim Dedie, Paul Gilbo, Jane Newell, Kristen Baker – Quorum Present

AGENDA

Open Meeting:	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
Old Business:	Appoint VP Volunteerism
	Transition Meeting Action Items
	2009 Budget Review
	Volunteer Recognition Meeting Planning
	Region 5 Leadership Conference Meeting in Silver Spring, MD
	Communications Transition – email addresses, passwords, etc
	Seminar at Sea Planning
	PMI Member Survey Results & CVC Member Survey Results
New Business:	30 minute pre-meetings options
	Student options
Review Committee Reports:	1. Certification
	2. Communications
	3. Finance
	4. Marketing
	5. Membership
	6. Professional Development
	7. Programs
	8. Volunteerism
	9. Past-President
	10. President-Elect

Review Action Items:	
Review Key Upcoming Dates	
Jan-09	Wednesday, January 7, 2009 – Board Meeting
	Thursday, January 15, 2009 – West End Chapter Dinner Meeting – Volunteer Recognition Meeting
	Friday-Saturday, January 30-31, 2009 - Region 5 Leadership Meeting in Silver Spring, MD
	Monday, January 26, 2009 – PMO LIG Meeting
Feb-09	Wednesday, February 4, 2009 – Board Meeting
	Wednesday, February 18, 2009 – Southside 30-Minute Pre-Meeting (?)
	Wednesday, February 18, 2009 – Southside Chapter Dinner Meeting
	Thursday, February 19, 2009 – West End Chapter Meeting
	Monday, February 23, 2009 – PMO LIG Meeting
Mar-09	Wednesday, March 4, 2009 – Board Meeting
	Wednesday, March 18, 2009 – Southside 30-Minute Pre-Meeting (?)
	Wednesday, March 18, 2009 – Southside Chapter Dinner Meeting
	Thursday, March 19, 2009 – West End Chapter Meeting
	Thursday, March 26, 2009 – Lee Lambert’s PDUs for Pennies Seminar
	Monday, March 30, 2009 – PMO LIG Meeting
Adjourn Meeting	

ACTION ITEMS

Action Item	Resp	Deadline		
Update sharepoint calendar with the dates your team uses the conference line.	All Board members	ongoing		
Update passwords for Sharepoint, CVent, etc. for the new Board members. Send out emails asking who wants what changed.	Steve	1/31/09		
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	12/16/2008		
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	12/20/2008		

Print business cards for the 2009 Board	Ed	2/4/2009		
Form a special member service sub-committee to spearhead setting goals and drive committees to reach goals	Sharon	1/31/2009		
Update pictures and contact info for the new Board members on the Website as the updates become available	Christina	1/31/09		
Provide access to QBOL for Jim Dedie	Joyce	2/2/2009		
Food for Next Board Meeting	Kristen	2/4/2009		
Review PMI CVC Mission and Vision Statements to align with PMI Global Mission (advocate clause) –	Christina	June '09		
Read PMI CVC By Laws (SharePoint, Shared Documents, PMI Documentation folder) and PMI CVC Guidelines, Policies, and Procedures version 7.1 (SharePoint, Policy and Procedures folder) –	All new board members	1/31/2009		
Revisit monthly chapter meeting rolling presentation and announcements – suggestions for changes in how we will use in 2009 and review for current information –	All board members	1/14/2009		
Pursue Cooperative Agreement with ISCAA–	Robert	Q1 09		
Determine Board needs for Cvent – develop requirements and determine future plans / use. Look at other chapters agreements with CVENT	Steve/Christina	??		
Ensure we are verifying membership when people register for Certification and Prof Development events	Kristen, Bethany	ongoing		
Badges for 2009 Board Members –	Ed	1/15/2009		
Do we give any PMI member a discount on CVC sponsored events – review policy.	Jane	2/4/2009		
Revisit budget and be ready to discuss and approve	All	2/4/09		
Develop a communications email blast rhythm	Steve	2/15/2009		
resend (for approval) the updated “Student options” document for approval.	Debbie	1/9/09		
Investigate changing bank to Wachovia – they accept Amex, impacts to other systems or processes – CVENT?	Joyce	??		
add jim dede and robert berlin to board email distribution list - need their emails	Steve	1/31/2009		

QUESTIONS / ISSUES

Should the chapter buy another CD - Jim and Joyce to discuss.

Question / Issue	Approach / Resolution

DECISIONS

Previous meeting minutes approved. Meeting agenda for this meeting approved.
 Sharon Robbins was approved as the V.P. of volunteerism
 When officers sign up for second dinner meeting they should do so as guest of the president.
 Volunteer recognition for the Jan meeting will start when dinner starts.

GENERAL TOPICS OF DISCUSSION

Budget - Debbie stressed that the budget should not reflect operating in the “red”.
 Guest pass process - get Jane updated on use and need for more. Registration desk needs to accurately record and report to Jane each months activity.
 New meeting venues for both west end and south side effective January - we now have facilities for 30 minute meetings at both sites.

ACTIVE SUBCOMMITTEES

Charter	Members