

**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, July 1, 2009, 6:00 p.m.  
Vaco LLC

**ATTENDEES & QUORUM STATUS**

Voting: Kristen Baker, Christina Morgan, Debbie Corbet-Cooper, Bernie Hill, Sharon Robbins, Jim Robbins, Paul Gilbo, Joyce Glady, Ed Hellermann – Quorum Present; also attending - Robert Berlin, Jim Dedie

**AGENDA**

<b>Open Meeting:</b>	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
<b>Old Business:</b>	2010 Elections
	Mid-Year Budget Review
	Seminar @ Sea Update
<b>New Business:</b>	
<b>Review Committee Reports:</b>	1. Certification
	2. Communications
	3. Finance
	4. Marketing
	5. Membership
	6. Professional Development
	7. Programs
	8. Volunteerism
	9. Past-President
	10. President-Elect
	11. President
<b>Review Action Items:</b>	
<b>Adjourn Meeting</b>	

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**ACTION ITEMS**

<b>Action Item</b>	<b>Resp</b>	<b>Deadline</b>		
Update epiware calendar with the dates your team uses the conference line.	All Board members	ongoing		
Pay R5 Leadership Scholarship @ .15/member (\$195)	Joyce	7/1/09		
Pay \$3000 to VCU Elizabeth Murray Scholarship fund for golf tournament profit 2007, 2008, 2009	Joyce	7/1/09		
Review Sharepoint / Epiware for files that can be deleted or archived	All	8/5/09		
Gain volunteers for continuance of PMO LIG	Sharon	8/5/09		
Bring food to the August 5 Board meeting	Jane	8/5/09		
Give scholarship information to Joyce, so she can allocate expenses	All	Ongoing		
Send revised budget report to all Board members	Joyce	8/5/09		
Review revised budget report (from Joyce)	All	8/5/09		
Review Sharepoint to confirm everything moved to Epiware; send an acknowledgement to Jim when completed	All	7/8/09		
Confirm Robert set up on Epiware	Jim	8/5/09		
Send payment processing information to Joyce (Civi)	Jim	8/5/09		
Send step-by-step instructions on use of Epiware	Jim	8/5/09		
Check out calendar in Epiware to see if works	All	8/5/09		
Include phone number of expense voucher and if vendor, include vendor phone number	All	Ongoing		
Review Programs policies and procedure revisions	Debbie	8/5/09		
Contact WDC Chapter President to discuss Charlottesville members	Debbie	8/5/09		
Check out the value / cost of 1099	Joyce	8/5/09		

**QUESTIONS / ISSUES**

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<b>Question / Issue</b>	<b>Approach / Resolution</b>

## DECISIONS

Previous meeting minutes were approved. Meeting agenda was approved.

## GENERAL TOPICS OF DISCUSSION

2010 Elections - election is currently underway. Last check there were approximately 180 members that have voted.

Seminar @ Sea - 9 cabins have been booked. 20 cabins are needed to host the cruise. 26 cabins are needed to have 3 speakers. Christina will be sending out another e-mail blast this week to ask people with interest to get signed up now.

### Mid-year Budget Review

Jim Dedie (Financial Oversight) - reviewed oversight responsibilities and his review with the Board. Provided recommendations to Joyce to enhance processes.

Ed Hellermann (Marketing) - deposits for Hunting Hawk and gifts will be retained as assets for next year's golf tournament. Marketing will not make its income goals this year due to cancellation of golf tournament.

BizLink event Sept 23, 2009 - will be co-sponsored by Marketing, Membership and Corporate Outreach.

Kristen Baker (Certification) - on target with budget. May need to raise the price on the workshop to cover the higher cost of copying materials or higher cost of books. Will evaluate and determine pricing.

Joyce Glady (Finance) - on target with budget. Need to close First Market account as soon as Sharepoint site closed.

Jane Newell (Membership) - sent e-mail with budget recommendations.

Debbie Corbet-Cooper (President) - BOD food budget is over, but additional costs approved by Board.

Christina Morgan (Past President) - costs are in-line with budget. Will have go/no-go decision on Seminar @ Sea by August 10<sup>th</sup>.

Bernie Hill (President Elect) - budget is Ok

Professional Development - Beth not present, but budget appears Ok. Has made more income than budgeted.

Paul Gilbo (Programs) - budget will end up even at the end of the year. Some items mis-classified, will work with Joyce to correct.

Sharon Robbins (Volunteerism) - budget is OK. May not need PDU tracking software, if available in Civi.

Jim Robbins (Communications) - budget is OK. Cvent contract signed and active starting July 1<sup>st</sup>.

Communications - For the new website: (1) Emailer works - Board should expect "test" e-mails. (2) Event processor works. Pilot will be the career workshop that Jane is planning.

Programs - the contracts with the Sheraton and Marriott are signed for 2010.

Corporate Outreach - WDC chapter owns the Charlottesville zip codes. Need to work with them to determine next steps. Received surveys from 35 out of 42 C'ville members. Robert working with additional groups to promote PMI / PM courses.

## ACTIVE SUBCOMMITTEES

Charter	Members
4 <sup>th</sup> Edition PMBOK Revisions Committee	Sharon Robbins, Kristen Baker, Betty Jane Hughes, and a lot of other people.
Career Workshop Committee	Jane Newell, Suzanne Schimmel, Harvey Summers