

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, August 4, 2009, 6:00 p.m.

Anthem

ATTENDEES & QUORUM STATUS

Voting: Kristen Baker, Christina Morgan, Debbie Corbet-Cooper, Sharon Robbins, Jim Robbins, Paul Gilbo, Ed Hellermann, Beth Bryans– Quorum Present; also attending - Mike Vozar, Sally Deering, Robert Berlin

AGENDA

Open Meeting:	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
Old Business:	Welcome 2010 Officers
	- Confidentiality agreements
	Charlottesville Update
New Business:	New website
	Louisville KY – Region 5 meeting
	Explorers Virginia
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
	11. President
Review Action Items:	
Adjourn Meeting	

ACTION ITEMS

Action Item	Resp	Deadline
Update sharepoint 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
Bring food to the Sept Board meeting	Jane	9/2/09
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
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
Check out the value / cost of 1099	Joyce	8/5/09
Set up Epiware for 2010 Board members (once confidentiality signed)	Jim	9/2/09
Set up Component Leaders website for 2010 Board members (once confidentiality signed)	Debbie	9/2/09
Send e-mail to BOD about shutting down Sharepoint site; estimated shut down August 7 th	Jim	8/7/09
Set up Certification workshop link on website	Jim	9/2/09
Send Certification workshop scholarship form to Jane for Career Consortium meeting announcement	Kristen	8/5/09
Send Certification workshop scholarship form to Jim to post on website	Kristen	9/2/09
Coordinate speakers for 2010 – workshops & chapter meetings	Paul / Beth	9/2/09
Review website roles – provide feedback; missing roles to Jim	All	9/2/09

QUESTIONS / ISSUES

Question / Issue	Approach / Resolution
Who can attend the Louisville Ky meeting?	Meeting conflicts with Volunteer Recognition; Debbie confirmed 2 attending; talk with her if interested (can be more than 2)

DECISIONS

Previous meeting minutes were approved. Meeting agenda was approved.

GENERAL TOPICS OF DISCUSSION

Confidentiality Agreements - provided agreements to 2009 / 2010 Board members to sign. Mike Vozar, Robert Berlin, Jim Robbins, and Sally Deering received agreement.

Charlottesville Update - meeting held with WDC chapter to discuss outreach for Charlottesville. Considering a "joint venture" similar to Quantico outreach where WDC and CVC chapter jointly support the outreach. The meetings are managed locally, with registration handled by either WDC or CVC chapter. Events are placed on both chapter websites. There is a meeting scheduled for next week to discuss having a "meet & greet" for Charlottesville area members to meet and discuss ideas and needs. Volunteers are: Robert Berlin (CVC), Amanda Ingle (CVC), James Potter (aka Potter) (PMI - not chapter member), Katherine Hamerstrom (WDC).

New PMI CVC website - the current website has been copied to the new server, and transition to the new host will occur this week. Events, registration and emails are operational on a test server. The next steps are: implement payment processing, port the existing content to the new structure, import member groups from Cvent. Jim provided a list of roles for the new website and requested feedback.

Louisville, KY - Region 5 meeting - Board members attend the Region 5 meeting each year. This year, the Volunteer Recognition meeting is the day before the Region 5 meeting which does not allow sufficient travel time. Debbie has confirmed 2 Board members will attend, but indicated that more can attend if interested. The budget will need to be developed for 2010 to support the cost of attending this event.

Explorers Virginia - Dave Harry called Robert Berlin with an opportunity to look into what can be done with the Boy Scout Explorers (ages 14-20). Robert has two volunteers interested in assisting (Dave Harry & Jan Beach) and will reach out to find out what types of programs they might be interested in.

Certification - The committee is gearing up for the Fall workshop. Some members have already signed up for the workshop. A scholarship will be offered, for this workshop. Information was sent out with the workshop announcement.

Marketing - BizLinc is September 23rd. There are two volunteers to assist. More volunteers would be helpful.

Membership - the Career Consortium events are coming together. 1st event is August 5th. 2nd event is August 13th. The 3rd event is not yet scheduled.

Professional Development - Here are the scheduled events: Lee Lambert in August, SCRUM Workshop for September (only those on the waiting list from the prior event were invited to this event), Neil Whitten in September, Doug DeCarlo in October, Lee Lambert in November.

Programs - Speakers are lined up through April 2010.

Volunteerism - There are 11 potential volunteers to assist with the PMO LIG. A meeting is being scheduled to discuss how to move forward.

Past President - 17 cabins are booked for the Seminar @ Sea. 3 more must be booked by August 10th to host this event. Sherry will reach out to members to provide refunds if the event is cancelled.

Corporate Outreach - Robert has not heard back from the Black Data Processing association that had expressed interest in a partnership.

ACTIVE SUBCOMMITTEES

Charter	Members
Career Workshop Committee	Jane Newell, Suzanne Schimmel, Harvey Summers