

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, September 2, 2009, 6:00 p.m.

VACO LLC

3901 Westerre Parkway. Suite 120, Richmond, VA 23233

ATTENDEES & QUORUM STATUS

Voting: Debbie Corbet-Cooper, Sharon Robbins, Jim Robbins, Paul Gilbo, Joyce Gladly, Jane Newell, Kristen Baker, Ed Hellermann – Quorum Present; also attending -Sally Deering, Robert Berlin, John Lombardi, Susan Thomas

AGENDA

Open Meeting:	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
Old Business:	Budget request to attend QuickBooks training
	SAPR
	New CCR
	Virtual Merchant
New Business:	
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 epiware calendar with the dates your team uses the conference line.	All Board members	ongoing		
Give scholarship information to Joyce, so she can allocate expenses	All	Ongoing		
Include phone number of expense voucher and if vendor, include vendor phone number	All	Ongoing		
Coordinate speakers for 2010 – workshops & chapter meetings	Paul / Beth	On-going		
Review website roles – provide feedback; missing roles to Jim	All	9/2/09		
Pursue virtual merchant agreement costs – rental vs. purchase, cancellation costs	Joyce	9/30/09		
Complete analysis of retention for the Strategic Alignment Scorecard	Jane	9/30/09		
New questions are needed in the annual survey to support the Strategic Alignment Scorecard. Need to identify / refine survey.	Ed / Jane	9/30/09		
Post the PMI Business Plan template and SAPR catalog on epiware	Sharon	9/30/09		
Post the Strategic Alignment Scorecard on epiware (with adjustments)	Debbie	9/30/09		
Look at automatic PDU posting opportunities for members with new CCR system	Paul	9/30/09		
Coordinate new dinner meeting procedures (possible to have PC at registration table and/or collect attendees and post attendance at meetings)	Paul / Jim	11/4/09		

QUESTIONS / ISSUES

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Question / Issue	Approach / Resolution

DECISIONS

Previous meeting minutes were approved. Meeting agenda was approved.
 Moved \$300 from Programs budget to Finance for QuickBooks class for Finance.

GENERAL TOPICS OF DISCUSSION

QuickBooks - 2 day course \$300; get funds for course from Programs budget.

Virtual Merchant - need middleware between CiviCrM and merchant account. Rental cost is \$30/month or \$800 for middleware. Rent now or purchase? Joyce to confirm costs.

Sharon presented the SAPR scores to the Board. The finalized scorecard will be sent to PMI and posted on the Epiware site. There are metrics that were not collected this year, but will need to be incorporated into our survey, data collection in the future. The metrics will be posted on epiware and submitted to PMI Global.

Marketing - Ed is supporting BizLinc. We will still need more volunteers for this event.

Finance - We have closed out our First Market accounts. CPA should be done with taxes next week, an extension was applied for. 8 people are confirmed for the PMI Leadership meeting.

Certification - Fall workshop is scheduled. 16 people registered so far. 3 people have applied for the scholarship. Lots of people auditioned to be presenters at the workshops.

Communications - Both the Sharepoint and Earthlink accounts are closed.

Membership - Career Consortium held 3 events. 70 people attended the first and second workshop. 90 people attended the third event. All events had great speakers and registration. The budget was spent.

Programs - spent time transitioning with new VP Programs.

Volunteerism - PMO LIG volunteers formed and met to discuss how to continue with these events. Decided to conduct a survey for PMO LIG members to see how they want to proceed. The next committee meeting is Sept 23rd.

Community / Corporate Outreach - Explorer VA has new person to work with. Richmond Ambulance Authority has been contacted. Robert is waiting for them to get back with PMI CVC. The Charlottesville Meet & Greet committee planning the events, still no date. No more contact with Black Data Processing Association. BIZLinc on Sept 23rd.

ACTIVE SUBCOMMITTEES

Charter	Members
Career Workshop Committee	Jane Newell, Suzanne Schimmel, Harvey Summers
PMO LIG	Sharon Robbins, Andy Shulick, Dan Galloway, Jonathan Topp, Dan Ramsey, Susan Fitzgerald, Warren Seay, Nellie Romero, Ravi Vudu