

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 30 2009, 6:00 p.m.

Virtual meeting

ATTENDEES & QUORUM STATUS

Voting: Kristen Baker, Christina Morgan, Debbie Corbet-Cooper, Sharon Robbins, Jim Robbins, Paul Gilbo, Jane Newell, – Quorum Present; also attending - John Lombardi, Susan Thomas, Jim Dedie

AGENDA

Open Meeting:	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
Old Business:	Final Plans – Leadership Conference
New Business:	Continuing Certification Requirements (CCR) System
	Program Slides Process
	Best Practices for Global Leadership meeting
	Annual Volunteer Recognition Event
	Transition Meeting
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
	12. Corporate and Community Outreach
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
Give scholarship information (e.g., Certification, Professional Development) to Joyce so she can allocate the expenses	Joyce	ongoing
Coordinate speakers for 2010 for workshops and chapter meetings	Mike / Beth	ongoing
Review website roles – provide feedback and missing roles to Jim	All	11/4/09
New questions are needed on the annual survey to support the Strategic Alignment Scorecard. Need to identify / refine the survey.	Ed / Jane	11/4/09
Look at automatic PDU posting opportunities (for 1-2 PDU events) for members with new CCR system	Paul	11/4/09
Coordinate new dinner meeting procedures – possible to have PC at the registration table and/or collect addresses and post attendance at meetings	Paul / Jim	2010
Create “how to post PDUs in the new CCR” slides for the chapter meeting	Paul	10/11/09
Create document to post on website – “how to post PDUs in the new CCR” document to post on the website;	Paul	11/4/09
Post the new CCR “how-to” document on the website	Jim	11/4/09
Determine consistent event code format for events listed in CCR	Beth, Kristen, Susan, Paul, Mike	11/4/09
Post past events in the PDU log	Beth	11/4/09
Update events with event codes (where they are missing), and post the updated the PDU log	Jim	11/4/09
Review Epiware procedures to be certain you know how to use the Epiware tool	All	11/4/09
Send a slide with your areas “best practices” to Debbie for the Global Leadership meeting	All	10/4/09
Send note to Sharon if you want to be included on the Volunteer Recognition Committee	All	11/4/09
(Jim) Create multi-payment event to test Virtual Merchant and send to Board for everyone to test; (All) Sign up for the event using credit cards for sufficient test	All	11/4/09
Send information on web conferencing tool to Board members	Jim	11/4/09
Develop procedures on debit card usage	Joyce	11/4/09
Send guest pass information to the Board	Joyce	11/4/09
Review registration process – get CC info, etc.	Joyce / Paul	11/4/09
Mail \$3000 check to VCU and let Joyce know when it is completed	Debbie	11/4/09
Plan participation in Region 5 event	Debbie / Paul	11/4/09

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS

Previous meeting minutes were approved. Meeting agenda was approved.

The new CCR system requires that someone on the Board approve an event before it can be a “registered” event. This approval is the responsibility of the President Elect.

The decision was made to move forward with the one-time purchase of Virtual Merchant for \$795 rather than the monthly contract - with the caveat, that testing of the tool concludes successfully.

GENERAL TOPICS OF DISCUSSION

Final Plans - Leadership Meeting - 11 Board members are attending the PMI Global Leadership meeting. Debbie has sent an email to collect contact information. The Board will meet for dinner to determine who can attend which sessions, with the thought that most, if not all sessions are covered. The Board member is expected to take notes and communicate the meeting information to the Board. Debbie noted that she estimates the chapter will be \$1000 over budget for this event.

The decision was made that Paul will accept the Chapter of the Year award, and Sharon will accept the Volunteerism award.

Continuing Certification Requirements System - Paul reviewed details on how to register PDUs in this new system. He will write up instructions to post on the website for our members. There was discussion about format of event codes, and posting of event codes on the website. The action items (above) note who is assigned to those activities.

Program Slides Process - All areas will need to post updates to the chapter meeting slides by SUNDAY midnight to ensure the information is included. If the DEP is late, the VP Membership will call the President to grant an exception to allow late update of the slides. A process was devised to ensure version control of the slides:

- All Board members post updates to slides - by Sunday midnight
- President - complete the review of the slides - by Monday midnight; send an e-mail of the final slides to the VP Programs, and post a copy of the final slides to Epiware as “checked out”.

Best Practices for Leadership Meeting - Debbie will be leading the “best practices” session for the Region 5 meeting during the Global Leadership meeting. She would like to have “best practices” to share from the chapter.

Volunteer Recognition Committee - Sharon requested that Board members who wish to volunteer to assist with the Volunteer Recognition event, send her a note to show their interest.

Transition Meeting - The Transition meeting is scheduled for December 5th at the Marriott in the West End. The meeting will run from 8am (or 8:30am) until 5pm. Paul will send information as this gets closer.

Committee Reports

Certification - 31 people registered for the workshop; and it is going well. Kristen is negotiating a refund on the copying, since the price was double what has been paid historically.

Communications - Testing has been proceeding on the Virtual Merchant tool. The next step is to have an end to end test. The Board is asked to participate in this testing. The Virtual Merchant tool decision is noted above. The Communications committee tested a free web conferencing tool. This information will be sent out to the Board.

Finance - The taxes have been filed, and submitted to PMI. Joyce is writing procedures and will present them at the next Board meeting.

Membership - 8 job postings have been sent in the past month. The Membership committee met face-to-face and started brainstorming for 2010. Jane provided the retention statistics to some Board members.

Programs - The Southside speaker has cancelled. The November West End speaker will fill the vacancy. Niki Mason did a great job at SS site lead this past month.

Volunteerism - The PMO LIG survey has been posted to the PMI CVC website, and will be communicated to the PMO LIG members shortly. The next PMO LIG committee meeting is next week. We got several new volunteers from the meetings last month - Communications, BizLinc, Programs, Volunteerism.

Past President - We have received about \$7000 from the Seminar at Sea, so far. The speakers travel and other expenses have not yet been paid, but we will make some money on the event. The net income will be split with the Hampton Roads chapter.

President - The SAPR has been submitted to PMI. Debbie has been meeting with Nealand, the Region 5 mentor, to take on some of the responsibilities for the Region 5 meeting at the Global Leadership meeting.

ACTIVE SUBCOMMITTEES

Charter	Members
PMO LIG committee	Sharon Robbins, Robert Berlin, and many others
Charlottesville committee	Robert Berlin, Amanda Ingles
Volunteer Recognition committee	Sharon Robbins, Christina Morgan, Jane Newell, Sally Deering, Linda Oliver