

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

VACO, LLC

ATTENDEES & QUORUM STATUS

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

AGENDA

Open Meeting:	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
Old Business:	Leadership Conference Report Out
	Planning and Transition Meetings
	Seminar At Sea Report Out
	January Volunteer Recognition Dinner
New Business:	Component Awards 2010
	December Board 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:	

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		
Jim send out website roles to the Board	Jim	11/11/09		
Review website roles – provide feedback and missing roles to Jim	All	12/2/09		
Coordinate new dinner meeting procedures – possible to have PC at the registration table and/or collect addresses and post attendance at meetings (Jim will call Paul)	Paul / Jim	2010		
Determine consistent event code format for events listed in CCR	Beth, Kristen, Susan-lead , Paul, Mike	12/2/09		
Post past events in the PDU log	Beth	12/2/09		
Update events with event codes (where they are missing), and post the updated the PDU log	Jim	12/2/09		
Develop procedures on debit card usage	Joyce	12/2/09		
Send guest pass information to the Board	Joyce	12/2/09		
Review registration process – get correct credit card info, etc.	Joyce / Paul	On-going		
Mail \$3000 check to VCU and let Joyce know when it is completed	Debbie	12/2/09		
Plan participation in Region 5 event	Debbie / Paul	12/2/09		
Post minutes on Epiware	Jim	12/2/09		
Identify metrics on website usage	Jim	12/2/09		
Ask your volunteers to arrive at the January meeting by 5PM	All	12/2/09		
Confirm that your volunteers are correctly identified on the master Volunteer list and what months they volunteered	All	11/15/09		
Bring food for December Board meeting	Joyce	12/2/09		
Submit all expenses to Joyce	All	12/10/09		
Review Web Conference tool	All	12/2/09		
Board members will register EARLY for the November event to test the registration process	All	11/8/09		
Appoint Financial Oversight volunteer role	Paul / Debbie	1/1/2010		

Identify accomplishments and metrics (ex: # people attended meetings, # PDUs offered, % increase, # events held) on the Transition plan with specifics to use for the Chapter of the Year Award	All	12/5/09			

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QUESTIONS / ISSUES

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Question / Issue	Approach / Resolution
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DECISIONS

Previous meeting minutes were approved. Meeting agenda was approved.

The Board selected the Volunteer of the Year. Award to be presented in the January 2010 meeting.

GENERAL TOPICS OF DISCUSSION

PMI Global Leadership Meeting Reports - Debbie thanked everyone for sending in their reports. The meeting was well-received by the new "elect" Board members and provided a lot of good information that can be used to further the chapter.

Planning and Transition meeting - The Strategic Planning meeting is scheduled for November 7 from 11:30am to 5:00pm at VACO. Paul sent out tips on SWOT, which will be one of the main tools used in the meeting. The goals from the 2009 SAS will be used as a starting point. This meeting may result in some homework that will be used for slides in the Transition meeting. The Transition meeting is scheduled for December 5 from 8am to 5pm at the Marriott. Each Board member should look at the Transition slides from last year, posted on Epiware in the President Elect/Transition folder.

Seminar At Sea Event - The PMI CVC chapter received good feedback on the Seminar At Sea Event. People that attended indicated they would like for the chapter to do a Seminar At Sea event again. There were 30 attendees at the workshops. People from Ohio, North Carolina, and Virginia attended. There are some minor improvement to be made, but overall the event was well-received.

January Volunteer Recognition Dinner - Sharon wants each Board member to review the volunteer list carefully to ensure that we appropriately recognize each volunteer for the chapter. In past years we have missed volunteers. The Volunteer Recognition Task list includes items for some Board members. Board members will review the list for their tasks (posted on Epiware). The Board selected the Volunteer of the Year.

Component Awards 2010 - Sharon requested the Board to think about the 2009 activities, accomplishments, and metrics that can be submitted for the 2010 Component Award. These should be included in the Transition Plans so they can be pulled for the Component Award. The Component Award application has been posted on Epiware.

December 2 Board meeting - PMI CVC will hold a December Board meeting in addition to the Transition meeting and Strategic Planning meeting.

Committee Reports

Marketing - There have been 97 responses to the survey so far. A reminder needs to be sent out to ask people to take the survey.

Communications - The Virtual Merchant account is up, live and tested. Live paid transactions are possible. This system will be used for the November chapter meeting registration.

Certification - 32 people attended for the workshop; and it went well. Kristen and Susan will consider using the Hilton Garden Inn for workshops in 2010.

Finance - Joyce signed up for the Virtual Merchant account. She has fallen behind in allocations.

Membership - A new retention program has been initiated to call members that have not renewed. Jane has a new volunteer to lead this program.

Programs - The flyers for the rest of the year have been posted. The January 2010 event is listed, it needs a flyer posted.

Volunteerism - Send changes in volunteers to Sharon. Sharon will send the current openings to Kristen to include with her PMP recognition letters.

Past President - The chapter will consider the next Seminar At Sea event once we determine if we made money on this event. The expenses and revenue have not been finalized.

President Elect - The Strategy Planning and Transition meetings are planned.

ACTIVE SUBCOMMITTEES

Charter	Members
PMO LIG committee	Jonathan Topp, Ravi Vudu, Dan Ramsey, Dan Galloway, Warren Seay, Susan Fitzgerald, Robert Berlin, Bernie Hill, Sheridan Layman, Nelly Romero
Charlottesville committee	Robert Berlin, Amanda Ingles
Volunteer Recognition committee	Sharon Robbins, Christina Morgan, Jane Newell, Sally Deering, Linda Oliver, Linda Almeida, Kirk Jeter, Kelly Evans, Betty Jane Hughes, Debbie Corbet-Cooper