

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

VACO, LLC

ATTENDEES & QUORUM STATUS

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

AGENDA

Open Meeting:	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
Old Business:	Transition Meeting Status
	Strategic Plan
	January Volunteer Recognition Dinner
	Region 5 Plan
	Website Implementation
	Scholarship \$1000 or \$3000
New Business:	New Member Dinners – 2010 Budget Obligation
	Event Scholarships
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
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 Mike)	Mike / 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 on website (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 Jane	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
Ask your volunteers to arrive at the January meeting by 5PM	All	12/2/09
Submit all expenses to Joyce	All	12/10/09
Review Web Conference tool	All	12/2/09
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
Add Roberts Rules of Order for Transition Meeting	Paul	12/5/09
Put Volunteer List on Epiware for review	Sharon	12/2/09
Review Volunteer List on Epiware	All	12/2/09
Put up registration for the January Chapter Meeting Event	Jim	12/7/09

Bring books for silent auction to Transition Meeting	All	12/5/09		
Send CVent Contract to Joyce	Jim	12/15/09		
Call Joyce regarding transfer of paid expenses	Jim	12/11/09		
Prepare to discuss website business continuity plan at January Board Meeting	Jim	1/6/10		
Estimate conference phone meeting use hours for budget	All	12/5/09		
Submit expense reports to Joyce	All	12/11/09		
Bring food for January Board meeting	Sally	1/6/10		
Bring food for February Board meeting	John	2/3/10		
Send DimDim information to the Board	Jim	1/6/10		
Report event scholarships to Joyce	Kristen/Susan & Beth	On-going		
Check on cost of conference calls	Joyce	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.
Board voted to send \$3000 scholarship to VCU.

GENERAL TOPICS OF DISCUSSION

Transition Meeting Status - Paul requested the slides be prepared by 6pm Friday for collation into the desk for the Transition Meeting. All other preparations are completed.

Strategic Plan- Paul indicated we need to complete the Strategic Plan in first quarter 2010. A subset of the Board will be asked to assist.

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 tonight. Current list will be posted on Epiware for review. The letters will be printed this week and signed by Debbie over the weekend. The expected mailing date is December 7th. The on-line registration will need to be ready in conjunction with the mailing.

Region 5 Plan - Paul, Sally and Robert will be attending the Region 5 event in January.

Website Implementation - Most content has been moved to the new website. Events registration, emails and payment processing are operational. The website can be deployed within the next week. The information from the Cvent system will be available until July 1, 2010.

VCU Scholarship - \$3000 will be sent to VCU.

New Member Dinners Budget Obligation - Jane informed the Board she has been issuing new member guest passes for members joining late in the year for redemption in 2010. The Board agreed with this practice, since many budgets span across yearend.

Event Scholarships - All events that provide scholarships must report the scholarships to the VP Finance.

Committee Reports

Marketing - Marketing is starting to look for sponsorship opportunities. \$500 deposit is retained by Hunting Hawk from the 2009 golf tournament to be used for 2010 event scheduled May 12th.

Certification - Received refund from Kinkos of approximately \$1200 on printing.

Membership - Retention team is consolidating a reason list for nonrenewals. When the phone does not work, the team sends a personal email to the nonrenewal to gather the information.

Programs - Programs are scheduled through March 2010.

Finance - Requested expense submission be completed by December 11, 2009.

Volunteerism - Requested review of volunteer list ASAP. PMO LIG meeting is scheduled for January 27, 2010 at Staff Focus. The finances from the Seminar @ Sea are close to being finalized.

President Elect - Paul met with Robert to begin marketing planning for 2010.

Corporate and Community Outreach - Robert will have the link for the Charlottesville Meet & Greet soon. The date is January 25, 2010. Robert is coordinating with RichTech on strategic planning.

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