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| **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 professionals.* | | | | |  | | |
| PMI Central Virginia Chapter - Board of Directors Meeting | | | | | | | | |
| Wednesday, September 6, 2017 6:00pm | | | | | | | | |
| Libbie Mill Library  2100 Libbie Lake East St  Richmond, VA 23230 | | | | Dial in: 641-715-3288  Access code: 701563  Internet: hcplpublic  Internet Password: Not Required | | | | |
| Attendees & Quorum Status | | | | | | | | |
| Executive Board Members | | | | | | | | |
| President | | Kelly Evans, PMP | A | | Executive VP | | Kerrie Arkwell, PMP |  |
| VP Communication | | Bob Ramos, PMP | A | | VP Education | | Sharon Robbins, PMP | A |
| VP Operations | | Ronald Younger, PMP | A | | VP Finance | | Cindy Parcell, PMP, PMI-ACP |  |
| Directors | | | | | | | | |
| Advertising | |  |  | | Outreach | |  |  |
| Prof Development | |  |  | | Partnerships | | Chris Mauck, PMP |  |
| Charlottesville | | Brent Rodgers, PMP |  | | PMIEF Coordinator | | Brett Sheffield, PMP | A |
| Correspondence | |  |  | | PMO Practice Group | | Marshall Shelton, PMP |  |
| Director-at-Large | |  |  | | Registration Operations | | Leslie DeBruyn, PMP |  |
| Event Operations | | David Maynard, PMP |  | | Richmond | |  |  |
| Event Planning | | Teresa Younger, MAT |  | | Secretary | | Suresh Raju, PMP, PgMP, RMP, ACP | A |
| Financial Oversight | | Neil Halpert, CPA, PMP, CSM |  | | Sponsorship | |  |  |
| GOV Practice Group | | Sam Henderson, PMP |  | | Symposium | | Gail Gilstrap, PMP |  |
| Marketing | |  |  | | Technology | | Ed Foster, PMP |  |
| Membership | | Jason Plotkin, PMP |  | | Toastmasters | | Steve Williams, PMP | A |
| Military Liaison | |  |  | | Volunteerism | | Vangie Williams |  |
|  | |  |  | | Webmaster | | Paul Gilbo, PMP |  |
| Also Present | | | | | | | | |
| Phil Doty. | | | | | | | | |
| A= Attended; P= On-Phone | | | | | | | | |

| Agenda | | | |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting | | | |
|  | 1. Review & Approve Agenda | Kelly | Sharon/Ron |
| 1. Review & Approve Prior BoD Meeting Minutes | Kelly | Sharon/Bob |
| 1. Strategic Items | | | |
|  | 1. Symposium | Sharon | - We will have access to the facility at 7:30 am on Wednesday (9/13) – Volunteers (15) are all lined up – Resume Reviewers & Mock Interviewers are yet to be confirmed.  - Speakers are all confirmed – Collecting the presentations – T-shirts for volunteers have been ordered – Goody bags have been planned for participants – Sponsors: Apex, Experis, IIBA, VACU, etc.  - Goody Bags preparation from 12 to 3 on Saturday @ Glen Allen Library. |
|  | 1. VITA PM Summit 10/13 | Sharon | - PMICVC had a Booth at the Summit in the past.  Could the PMICVC volunteers judge the PM Excellence Award this year? – Sharon could coordinate the effort – Need the projects 2 weeks in advance.  Could PMICVC host a table there? Yes. |
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| 1. Area Items | | | |
| Finance |  | Cindy |  |
| Communications |  | Bob |  |
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| Education |  | Sharon | Should we recognize PM Symposium non-chapter-member volunteers at the Volunteer Recognition Meeting in January? – Will be discussed later – Speaker/Date needs to be finalized as well.  **AI:** Bob will reach out to Sharon/Kelly to get info on Jeanne Spence/Courtney.  Gail is thinking of having Richmond Dinner Meetings every other month.  Brett: PMIEF Liaison - 56 people were there for Scrum Richmond meeting yesterday.  Steve: There are 14 Toastmaster members as of now – Planning a Happy Hour in October – Speech Competition is coming up later this month.  **AI:** Sharon will find out the amount to be given to Steve for Toastmaster membership subsidy. |
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| Operations |  | Ron | Besides Ron, someone else also should be able to create a Zimbra email. |
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| Executive VP |  | Kerrie | Kerrie will be scheduling the Transition meeting in November. |
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| President |  | Kelly | By-Laws: Paul Gilbo has a question for Ron.  **AI:** Ron will reach out to Paul. |
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|  | 1. New Action Items | Suresh |  |
|  | 1. Old Action Items | Suresh |  |
|  | 1. Adjournment | Kelly | Sharon/Kelly |

| Current Action Items | | |
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| Action Item | Responsible | Due Date |
| 1. Reach out to Sharon/Kelly to get info on Jeanne Spence/Courtney as Speaker at the Volunteer Recognition Meeting in January | Bob | 10/4 |
| 1. Find out the amount to be given to Steve for Toastmaster membership subsidy | Sharon | 10/4 |
| 1. Reach out to Paul Gilbo regarding the By-Law question | Ron | 10/4 |
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| Older Action Items | | |
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| Action Item | Responsible | Due Date |
| 1. Add personal email of the Full Board Members to the group email after getting permission | Ron | 10/4 |
| 1. Ron will request the list of volunteers to the FullBoard. Send the list to Ron. | Board Members | Done. |
| 1. Keep the list in DropBox | Ron | 10/4 |
| 1. Add Symposium Task List as an addendum to July Board Meeting Minutes Ron will send it to Suresh. Suresh will add it to July meeting minutes | Ron/Suresh | Closed. |
| 1. Send verbiage on speaker highlights for the weekly emails to Ron | Sharon/Ron | Closed. |
| 1. Get the addresses of approx.. 3000 members/prospectives for sending the postcards with highlevel Symposium information | Ron | Done. |
| 1. Check with Anthem if they can provide the Goody Bags | Ron | Closed |
| 1. Check with VDOT if they can provide Lanyards | Gail | Done. |

| Decisions |
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| Questions / Issues | |
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| Question / Issue | Approach / Resolution |
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| Monthly Checklist *(complete before Board meeting)* | | | | |
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| Event | Time | Activity | Vice President | Status |
| PD Symposium | Milestones | Sponsorship, advertising | Sharon |  |
| Charlottesville | Last Month | Invoice | Ron, Cindy |  |
|  | This Month | Program set-up | Sharon, Ron |  |
|  |  | email Scheduled | Ron |  |
|  | Next Month | Program set-up | Sharon, Ron |  |
| Richmond | Last Month | Invoice | Ron, Cindy |  |
|  |  | Survey | Sharon |  |
|  | This Month | Program set-up | Sharon, Ron |  |
|  |  | email Scheduled | Ron |  |
|  | Next Month | Program set-up | Sharon, Ron |  |
| Toastmasters | This Month | Meetings set-up | Ron |  |
|  | This Month | Email scheduled | Ron |  |
|  | Next Month | Meetings set-up | Ron |  |
| Share Registration Lists | Last Month | Send for Survey (Sharon)  Send for PDU (Suresh) | Ron |  |
| Volunteer List | Last Month | Add Volunteers to Website | Ron |  |
| PDUs | Last Month | PDUs reported to PMI | Ron |  |
| Announcement Slides | This Month | Updated | Kelly |  |
| Newsletter | Last Month | Newsletter sent | Bob |  |
|  | This Month | Newsletter | Bob |  |
| President’s Letter | This Month | Letter prepared | Kelly |  |
| Board Minutes | Last Month | Last month’s minutes posted | Ron |  |

| New Volunteers *(complete before Board meeting)* | | |
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| Vice President | Committee | New Volunteer Names |
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| Volunteer Recrutment *(complete before Board meeting)* | | | |
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| Vice President | Committee | Volunteer Role | VRMS ID |
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