|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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, October 4, 2017 6:00pm | | | | | | | | |
| Libbie Mill Library  2100 Libbie Lake East St  Richmond, VA 23230  Study Room F; 2nd Floor | | | | Dial in: 641-715-3288  Access code: 701563  Internet: Henrico Library  Internet Password: readabook | | | | |
| 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 | P |
| VP Operations | | Ronald Younger, PMP | A | | VP Finance | | Cindy Parcell, PMP, PMI-ACP | P |
| Directors | | | | | | | | |
| Advertising | |  |  | | Outreach | |  |  |
| Prof Development | |  |  | | Partnerships | | Chris Mauck, PMP |  |
| Charlottesville | | Brent Rodgers, PMP |  | | PMIEF Coordinator | | Brett Sheffield, PMP |  |
| 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 | A |
| Marketing | |  |  | | Technology | | Ed Foster, PMP |  |
| Membership | | Jason Plotkin, PMP |  | | Toastmasters | | Steve Williams, PMP | A |
| Military Liaison | |  |  | | Volunteerism | |  |  |
|  | |  |  | | Webmaster | | Paul Gilbo, PMP |  |
| Also Present | | | | | | | | |
| Phil Doty | | | | | | | | |
| A= Attended; P= On-Phone | | | | | | | | |

| Agenda | | | |
| --- | --- | --- | --- |
|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting | | | |
|  | 1. Review & Approve Agenda | Kelly | Bob/Sharon |
| 1. Review & Approve Prior BoD Meeting Minutes | Kelly | Bob/Ron |
| 1. Strategic Items | | | |
|  | 1. Symposium Lessons Learned | Sharon | Lessons learned was discussed on the following topics:  - Planning: Missed milestones – meet more often.  - Venue was great.  - Catering was good – food needed to be covered – maybe we could have it indoor.  - Sponsors: Sponsor tables were not visited much by attendees – As a makeup, we could check with them if they want to come as a Sponsor to our October Dinner Meeting on 10/19.  **AI:** Bob will reach out to the 4 Sponsors.  - Participants paid $350, $400 & $450. These discrepancies need to be resolved.  **AI:** Cindy, Ron & Sharon will do more research on this.  - Speakers: We needed to have someone own this - Sharon ended up doing lot of this work. |
|  | 1. Volunteer Recognition Dinner | Bob | Date is finalized (Wednesday, 01/17/2018) – Will be held at the Holiday Inn.  **AI:** Bob will reach out to Courtney Lynch as the keynote speaker. |
|  | 1. Planning for 2018 Dinner Meetings | Bob | - Should we move away from monthly dinner meetings? – PMIWDC is moving away from monthly dinner meetings – They have many Satellite meetings for lunches, dinners, etc. – it may help a lot if we have mix of various meetings – we could discuss further during the Strategy Session.  - Steve is willing to lead the effort to have Networking/Career Fest events. |
|  | 1. Bylaws | Kelly | Ron will look in to this. |
|  | 1. Posting Jobs | Ron | Could be posted in our LinkedIn group – Could be announced during the Dinner Meetings – we could encourage anyone to post their job openings in our LinkedIn group. |
|  | 1. Email Upgrade to Zoro | Ron | Zoro is the replacement for Zimbra – restriction on the number of email accounts.  **AI:** Ron will look in to the cost factor. |
|  |  |  |  |
| 1. Area Items | | | |
| Finance |  | Cindy | Financial Reports have been uploaded for the Board’s review.  **AI:** Kelly will follow up with Jennifer regarding the FLiPM $500 scholarship in 2017. |
| Communications |  | Bob |  |
|  |  |  |  |
| Education |  | Sharon | If we only reimbursed the expenses, but not paid a Speaker, we don’t need a W-9. |
|  |  |  |  |
| Operations |  | Ron | Next Board Meeting will be held at the Varina Library (near the Airport) on 11/1/2017. |
|  |  |  |  |
| Executive VP |  | Kerrie |  |
|  |  |  |  |
| President |  | Kelly | Sarah Maxwell (PMI Chapter Administrator) is asking for any significant events planned for 2018. Kelly will follow up after our Strategy Session.  - Region 5 & 14 leaders meet on a monthly basis. Kelly will forward the info to the Board. |
|  |  |  |  |
|  | | | |
|  | 1. New Action Items | Suresh |  |
|  | 1. Old Action Items | Suresh |  |
|  | 1. Adjournment | Kelly | Ron/Sharon |

| Current Action Items | | |
| --- | --- | --- |
| Action Item | Responsible | Due Date |
| 1. Reach out to the PM Symposium sponsors regarding makeup plan | Bob | 11/1 |
| 1. Research & resolve the discrepancies in PM Symposium payments by some of the participants | Cindy, Ron & Sharon | 11/1 |
| 1. Reach out to Courtney Lynch as the keynote speaker for our Volunteer Recognition dinner on 01/17/2018 | Bob | 11/1 |
| 1. Look in to the cost factor of Zoro | Ron | 11/1 |
| 1. Follow up with Jennifer regarding the FLiPM $500 scholarship in 2017 | Kelly | 11/1 |

| Older Action Items | | |
| --- | --- | --- |
| Action Item | Responsible | Due Date |
| 1. Add personal email of the Full Board Members to the group email after getting permission | Ron | 11/1 |
| 1. Keep the list of volunteers in DropBox | Ron | Done |
| 1. Reach out to Sharon/Kelly to get info on Jeanne Spence/Courtney as Speaker at the Volunteer Recognition Meeting in January | Bob | Done |
| 1. Find out the amount to be given to Steve for Toastmaster membership subsidy | Sharon | Done |
| 1. Reach out to Paul Gilbo regarding the By-Law question | Ron | 11/1 |
|  |  |  |
|  |  |  |
|  |  |  |

| Decisions |
| --- |
|  |
|  |

| Questions / Issues | |
| --- | --- |
| Question / Issue | Approach / Resolution |
|  |  |

| Monthly Checklist *(complete before Board meeting)* | | | | |
| --- | --- | --- | --- | --- |
| Event | Time | Activity | Vice President | Status |
| 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)* | | |
| --- | --- | --- |
| Vice President | Committee | New Volunteer Names |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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