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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, December 4, 2017 6:00pm |
| Phone Meeting    | Dial in: 641-715-3288 Access code: 701563Internet: Internet Password:  |
| Attendees & Quorum Status |
| Executive Board Members |
| President | Kelly Evans, PMP | X | Executive VP  | Kerrie Arkwell, PMP | X |
| VP Communication | Bob Ramos, PMP | X | VP Education | Sharon Robbins, PMP | X |
| VP Operations | Ronald Younger, PMP | X | VP Finance | Cindy Parcell, PMP, PMI-ACP | X |
| Directors |
| Advertising |  |  | Outreach |  |  |
| Prof Development |  |  | Partnerships | Chris Mauck, PMP |  |
| Charlottesville | Brent Rodgers, PMP |  | PMIEF Coordinator | Brett Sheffield, PMP |  |
| Correspondence |  |  | PMO Practice Group | Rick Kaerwer, 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 |  |
| Financial Oversight | Neil Halpert, CPA, PMP, CSM |  | Sponsorship |  |  |
| GOV Practice Group | Sam Henderson, PMP |  | Symposium | Gail Gilstrap, PMP | X |
| Marketing |  |  | Technology | Ed Foster, PMP |  |
| Membership | Jason Plotkin, PMP |  | Toastmasters | Steve Williams, PMP |  |
| Military Liaison |  |  | Volunteerism |  |  |
|  | Phil Doty | X | Webmaster | Paul Gilbo, PMP |  |
| Also Present |
|  |
|  A= Attended; P= On-Phone |

| Agenda |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting
 |
|  | 1. Review & Approve Agenda
 | Kerrie |  |
| 1. Review & Approve Prior BoD Meeting Minutes
 | Kerrie |  |
| 1. Strategic Items
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|  | 1. Volunteer Recognition Dinner
 | Bob | Bob confirmed that Courtney Lynch is the speaker for the volunteer recognition dinner. Bob is cleaning up the volunteer list. Kerrie is working on the gifts, she needs to understand the budget for gifts. Kerrie will work with registration regarding the flow that evening. A motion was made to reallocate funds to the gifts. Cindy made the motion, Kelly seconded and all approved. Decorations and cake will be in 2018 budget. Sharon working on the award with CPDean. Ron is confirming the registration code works before we send out. |
|  | 1. Final transition of members rolling off board
 | Sharon |  |
|  | 1. Invoice due by Dec. 15
 | Cyndi |  |
|  | 1. Follow up to strategy session
 | Kerrie | Strategy session will be held in January. Will work on the budget at this next session  |
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| 1. Area Items
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| Finance |  | Cindy |  |
| Communications |  | Bob |  |
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| Education |  | Sharon | Writing item on Tom Cray for newsletter will go out in Dec  |
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| Operations |  | Ron | Needs to spend some time with Phil on his communications duties. Working on the registration code for the VRD. Working on the new email system. Will be in place by this weekend.  |
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| Executive VP |  | Kerrie |  |
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| President |  | Kelly |  |
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|  | 1. New Action Items
 | Suresh |  |
|  | 1. Old Action Items
 | Suresh |  |
|  | 1. Adjournment
 | Kerrie |  |

| Current Action Items |
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| Action Item | Responsible | Due Date |
| 1. Look at the recognition script, time
 | Kelly | 12/4 |
| 1. Follow up with FLiPM to determine volunteers
 | Kelly | 12/4 |
| 1. Update the recognition script and send to Kelly
 | Bob | 12/4 |
| 1. Registration for VRD and manning the table
 | Kerrie | 12/4 |
| 1. Find NDA and send to Gail and Phil to sign
 | Kelly |  |
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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 | 11/1 |
| 1. Reach out to Paul Gilbo regarding the By-Law question
 | Ron | Complete |
| 1. Reach out to the PM Symposium sponsors regarding makeup plan
 | Bob | Complete |
| 1. Research & resolve the discrepancies in PM Symposium payments by some of the participants
 | Cindy, Ron & Sharon | 1/18 |
| 1. Reach out to Courtney Lynch as the keynote speaker for our Volunteer Recognition dinner on 01/17/2018
 | Bob | Complete |
| 1. Look in to the cost factor of Zoro
 | Ron | Complete |
| 1. Follow up with Jennifer regarding the FLiPM $500 scholarship in 2017
 | Kelly | Complete  |
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| 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 |
| 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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