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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, August 1, 2018 6:00pm | | | | | | | | |
| Libbie Mill Library  2100 Libbie Lake East St  Richmond, VA 23230 | | | | 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 |  | |  |
| VP Communication | | James Bumpas, PMP | A | | VP Education | Gail Gilstrap, PMP, ACP | |  |
| 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 | Rick Kaerwer, PMP | |  |
| Director-at-Large | |  |  | | Registration Operations | Leslie DeBruyn, PMP | |  |
| Event Operations | | David Maynard, PMP |  | | Richmond | Brent | |  |
| Event Planning | |  |  | | Secretary | Suresh Raju, PMP, PgMP, RMP, ACP | | A |
| Financial Oversight | | Neil Halpert, CPA, PMP, CSM |  | | Sponsorship |  | |  |
| GOV Practice Group | |  |  | | Symposium | Gail Gilstrap, PMP, ACP | |  |
| Marketing | |  |  | | Technology | Ed Foster, PMP | |  |
| Membership | | Jason Plotkin, PMP |  | | Toastmasters | Steve Williams, PMP | |  |
| Military Liaison | |  |  | | Volunteerism | Phil Doty, PMP, PgMP, RMP | |  |
|  | |  |  | | Webmaster |  | |  |
| Also Present | | | | | | | | |
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| A= Attended; P= On-Phone | | | | | | | | |

| Agenda | | | |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting – | | | |
|  | 1. Review & Approve Agenda | Kelly | Ron/James |
| 1. Review & Approve Prior BoD Meeting Minutes | Kelly | Ron/James |
| 1. Strategic Items | | | |
|  | 1. LIM | Kelly | By mid-August, anyone interested should contact Kelly. |
|  | 1. 2018-2020 Strategy | Ron | 8 30-minutes sessions have been planned – Ron will lead the sessions. |
|  | 1. 2018 Elections | Kelly | As of 7/27, 112 members have voted – Election ends on 8/2. |
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| 1. Area Items | | | |
| Finance |  | Cindy | Symposium: 20 people have registered so far. Financial Reports: Will be sent out this week.  **AI:** Ron to get an invoice for VMFA Corporate Membership. |
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| Communications |  | James | Social Media: Great response to the Social Media posts.  Newsletters: Met with Newsletter sub-team.  **AI:** Kelly will send the President’s letter to James.  **AI:** James to reach out to Phil regarding Volunteer Recognition Meeting.  **AI:** All VPs to update their volunteers list in DropBox for Phil. |
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| Education |  | Gail |  |
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| Operations |  | Ron | Ed is working with Gail to record our meetings. |
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| Executive VP |  |  |  |
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| President |  | Kelly | **AI:** Kelly will send out the LIM information to the 2 new Board Members.  **AI:** All VPs need to check with their Directors if they will be attending LIM by 8/15. |
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|  | 1. New Action Items | Suresh |  |
|  | 1. Old Action Items | Suresh |  |
|  | 1. Adjournment | Kelly | Cindy/James |

| Current Action Items | | |
| --- | --- | --- |
| Action Item | Responsible | Due Date |
| 1. Get an invoice for VMFA Corporate Membership | Ron | 9/5 |
| 1. Send the President’s letter to James | Kelly | 8/3 |
| 1. Reach out to Phil regarding Volunteer Recognition Meeting | James | 9/5 |
| 1. Update the volunteers list in DropBox for Phil | All VPs | 9/5 |
| 1. Send out the LIM information to the 2 new Board Members | Kelly | 9/5 |
| 1. Check with the Directors if they will be attending LIM by 8/15 | All VPs | 8/15 |

| Older Action Items | | |
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| Action Item | Responsible | Due Date |
| 1. Schedule a Strategy Meeting Ron : *Scheduled a recurring meeting series for every 3 weeks for 30 minutes on Thursdays – times will be adjusted as needed.* | Ron | Done. |
| 1. Gail to put the photos in DropBox and let Ron know about it. Ron will post it on the website | Gail/Ron | 9/5 |
| 1. Correspondence Team to have an article about the Boys & Girls Club Ron: *Reached out to Linnette and requested a draft article and connected her to James (7/30)* | Ron | 9/5 |
| 1. Send the Business Card info to Kelly | Directors | Done. |
| 1. Schedule a volunteer/member orientation this summer – James to talk to Phil. | James | 9/5 |
| 1. Take care of the FLiPM Scholarship invoice | Cindy | Done. |
| 1. Provide venue Options with the details for the January Volunteer Meeting Ron: *Checking on the Tuckahoe Women’s Club and VMFA*. | Ron | 9/5 |
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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 Recruitment *(complete before Board meeting)* | | | |
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| Vice President | Committee | Volunteer Role | VRMS ID |
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