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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 5, 2018 6:00pm |
| Glen Allen Library10501 Staples Mill RoadGlen Allen, VA 23060 | Dial in: 641-715-3288 Access code: 701563Internet: Henrico LibraryInternet Password: readabook |
| Attendees & Quorum Status |
| Executive Board Members |
| President | Kelly Evans, PMP |  | Executive VP  |  |  |
| VP Communication | James Bumpas, PMP |  | VP Education | Gail Gilstrap, PMP, ACP |  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 | 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 |
| Sharon Robbins (P) & Perry Taylor |
|  A= Attended; P= On-Phone |

| Agenda |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting – Ron/Cindy
 |
|  | 1. Review & Approve Agenda
 | Ron | Gail/Ron |
| 1. Review & Approve Prior BoD Meeting Minutes
 | Ron | Cindy/Ron |
| 1. Strategic Items
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|  | 1. Elections 2018
 | Cindy | President – SharonEVP – CindyVP Operations – RonVP Finance – Ed Foster**AI:** James/Ron will communicate the Election Results via an article. |
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| 1. Area Items
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| Finance |  | Cindy | - Filed the Taxes electronically.- Financial Reports have been sent to the Board. |
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| Communications |  | James |  |
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| Education |  | Gail | - 51 attendees have registered so far - 4 more will register soon - We may have 60 to 65 attendees.**AI:** Ron will get the LinkedIn credentials and provide it to Gail.**AI:** Ron will find a location info for packing the bags for the Symposium. |
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| Operations |  | Ron | - Will meet with the Proteon resource regarding migrating the website. |
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| Executive VP |  |  |  |
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| President |  | Kelly |  |
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|  | 1. New Action Items
 | Suresh |  |
|  | 1. Old Action Items
 | Suresh |  |
|  | 1. Adjournment
 | Ron | Ron/Cindy |

| Current Action Items |
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| Action Item | Responsible | Due Date |
| 1. Communicate the Election Results via an article
 | James/Ron | 10/3 |
| 1. Get the LinkedIn credentials and provide it to Gail
 | Ron | 9/8 |
| 1. Find a location info for packing the bags for the Symposium
 | Ron | 9/8 |
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| Older Action Items |
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| Action Item | Responsible | Due Date |
| 1. Gail to put the photos in DropBox and let Ron know about it. Ron will post it on the website
 | Gail/Ron | 10/3 |
| 1. Correspondence Team to have an article about the Boys & Girls ClubRon: *Reached out to Linnette and requested a draft article and connected her to James (7/30)*
 | James | 10/3 |
| 1. Schedule a volunteer/member orientation – James to talk to Phil.
 | James | 10/3 |
| 1. Provide venue Options with the details for the January Volunteer MeetingRon: *Checking on the Tuckahoe Women’s Club and VMFA*.
 | Ron | 9/7 |
| 1. Get an invoice for VMFA Corporate Membership
 | Ron | Done |
| 1. Send the President’s letter to James for the Newsletter
 | 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 | 10/3 |
| 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
 | All VPs | 9/7 |
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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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