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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, October 10, 2018 6:00pm | | | | | | | | |
| Twin Hickory Library  5001 Twin Hickory Road  Glen Allen, VA 23059. | | | | 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 | | P |
| VP Operations | | Ronald Younger, PMP | P | | 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 | P | | Toastmasters | Steve Williams, PMP | |  |
| Military Liaison | |  |  | | Volunteerism | Phil Doty, PMP, PgMP, RMP | | A |
|  | |  |  | | Webmaster |  | |  |
| Also Present | | | | | | | | |
| Sharon Robbins (P), Jim Rubino. | | | | | | | | |
| A= Attended; P= On-Phone | | | | | | | | |

| Agenda | | | |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting – James/Kelly | | | |
|  | 1. Review & Approve Agenda | Kelly | Kelly/Cindy |
| 1. Review & Approve Prior BoD Meeting Minutes | Kelly | Cindy/Kelly |
| 1. Strategic Items | | | |
|  | 1. January Volunteer Meeting | Phil | - Price increase for the dinner at VMFA - Could we not use VMFA for Volunteer Dinner, but, we could use for a workshop? – Volunteer Dinner is the most important meeting of the year, we should try to make it extra special – Everyone agrees to have it at VMFA.  - 01/16/19 is the only date available at VMFA.  **AI:** Kelly will get a keynote speaker from PMI Global.  - Volunteer of the Year needs to be decided soon.  **AI:** Executive Board members to come up with names for the Volunteer of the Year Award.  - Gifts to give away to the volunteers – Gail has Pens, bags, etc.  **AI:** Gail to find out what else she could get as gifts (rough budget of $600 - $700).  **AI:** Ron will order the Plaque & check on the price for the VMFA membership to give to the Volunteer of the Year.  **AI:** Gail will check with David if he is available that day to photograph.  **AI:** Ron to create free pass code for the volunteers.  **AI:** Ron to publish the event on the website.  - Band: Few years back, we had students from a local school come with their band.  **AI:** Ron will find out if the Band is allowed at VMFA.  **AI:** Phil will get the draft agenda and put it in the Dropbox and notify the Board.  - During the Planning meeting scheduled for 6-8 pm on 10/24/18, we will have a Follow-Up discussion. |
|  | 1. LIM 2018 Update | Kelly | - Best LIM ever – Only Kelly from our chapter attended. - We need to send the Annual Plan along with Charter Renewal on 3/31, starting 2020. - Next LIM is the 50th @ Philadelphia, PA – It will be a very special event. |
|  | 1. Newsletter | James | - Will go out this week.  - Will plan Quarterly Newsletters, going forward. |
|  | 1. Career Development Day @ Hermitage HS | Kelly | - Got a letter from Hermitage HS – Their career night is on 10/29 – We could have a PMICVC table – Kelly & Jason are going – James may be able to go. |
|  | 1. Combined R5/R14 Meeting | Kelly | - March 7 -9, 2019 @ The Omni Hotel in Atlanta, GA – It would be great if the whole Board could go. |
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| 1. Area Items | | | |
| Finance |  | Cindy |  |
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| Communications |  | James |  |
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| Education |  | Gail | - PMP Boot Camp (3 days in the 2nd week of November) info needs to be sent out via Newsletter.  - Got great feedback from the September Symposium. |
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| Operations |  | Ron | - Updating of the website will be done by the end of this year.  **AI:** Ron to update the Registration page with date & time.  **AI:** Ron to add verbiage on the Registration page on free Chapter Membership Pass. |
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| Executive VP |  |  |  |
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| President |  | Kelly | - Heartfelt thanks to everyone for the great work. |
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|  | 1. New Action Items | Suresh |  |
|  | 1. Old Action Items | Suresh |  |
|  | 1. Adjournment | Kelly | James/Gail |

| Current Action Items | | |
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| Action Item | Responsible | Due Date |
| 1. Get a keynote speaker from PMI Global for the Volunteer Dinner | Kelly | 11/7 |
| 1. Come up with names for the Volunteer of the Year Award | Executive Board | 11/7 |
| 1. Find out what items we could get as gifts to the Volunteers | Gail | 11/7 |
| 1. Order the Plaque to be given to for the Volunteer of the Year | Ron | 11/7 |
| 1. Check on the price for the VMFA membership to give to the Volunteer of the Year | Ron | 11/7 |
| 1. Check with David if he is available on 01/16/19 to photograph | Gail | 11/7 |
| 1. Create free pass code for the volunteers | Ron | 11/7 |
| 1. Publish the Volunteer Dinner event on the PMICVC website | Ron | 11/7 |
| 1. Find out if Band is allowed at VMFA | Ron | 11/7 |
| 1. Create the draft agenda for the Volunteer Dinner and put it in the Dropbox and notify the Board | Phil | 11/7 |
| 1. Update the Registration pages with date & time of the corresponding event | Ron | 11/7 |
| 1. Add verbiage on the Registration page about the availability of free Chapter Membership Pass | Ron | 11/7 |

| Older Action Items | | |
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| Action Item | Responsible | Due Date |
| 1. Gail to put the 2017 & 2018 Symposium photos in DropBox and let Ron know about it. Ron will post it on the website | Gail/Ron | 11/7 |
| 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)* | James | Removed. |
| 1. Schedule a volunteer/member orientation – James to talk to Phil, Ron, Jason & Kelly. | James | 11/7 |
| 1. Provide venue Options with the details for the January Volunteer Meeting Ron: *Checking on the Tuckahoe Women’s Club and VMFA*. | Ron | Done |
| 1. Send the President’s letter to James for the Newsletter | Kelly | Done |
| 1. Reach out to Phil regarding Volunteer Recognition Meeting | James | Done |
| 1. Update the volunteers list in DropBox for Phil | All VPs & Directors | 11/7 |
| 1. Send out the LIM information to the 2 new Board Members | Kelly | Done |
| 1. Check with the Directors if they will be attending LIM | All VPs | Done |
| 1. Communicate the Election Results via an article | James/Ron | 10/19 |
| 1. Get the LinkedIn credentials and provide it to Gail | Ron | Done |
| 1. Find a location info for packing the bags for the Symposium | Ron | 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 |
| 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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