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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 January 2, 2019 6:00pm | | | | | | | | |
| Legends Grille  1601 Willow Lawn Dr #840  Richmond, VA 23230  No minimum | | | | Dial in: 641-715-3288  Access code: 701563  Internet: LegendsGrille1 OR LegendsGrille2  Internet Password: legends1 OR legends2 | | | | |
| Attendees & Quorum Status | | | | | | | | |
| Executive Board Members | | | | | | | | |
| President | | Sharon Robbins, PMP | A | | Executive VP | Kelly Evans, PMP | |  |
| VP Communication | | James Bumpas, PMP | A | | VP Education | Gail Gilstrap, PMP, ACP | | A |
| VP Operations | | Ronald Younger, PMP | A | | VP Finance | Ed Foster, PMP | | A |
| Directors | | | | | | | | |
| Advertising | | Open |  | | Outreach | Open | |  |
| Prof Development | | Open |  | | Partnerships | Open | |  |
| Charlottesville | | Brent Rodgers, PMP |  | | PMIEF Coordinator | Brett Sheffield, PMP | |  |
| Correspondence | | Open |  | | PMO Practice Group | Richard Kaerwer, PMP | |  |
| Director-at-Large | | Open |  | | Registration Operations | Leslie DeBruyn, PMP | |  |
| Event Operations | | David Maynard, PMP |  | | Richmond | Open | |  |
| Event Planning | | Open |  | | Secretary | Suresh Raju, PMP, PgMP, RMP, ACP | | A |
| Financial Oversight | | Neil Halpert, CPA, PMP, CSM |  | | Sponsorship | Open | |  |
| FLiPM | | Jennifer Romero-Greene, PMP, PMI-ACP, SAFe |  | | Symposium | Gail Gilstrap, PMP, ACP | |  |
| GOV Practice Group | | Open |  | | Technology | Open | |  |
| Marketing | | Open |  | | Toastmasters | David Feild, PMP | | A |
| Membership | | Jason Plotkin, PMP |  | | Volunteerism | Phil Doty, PMP, PgMP, RMP | | A |
| Military Liaison | | Katya Whitaker |  | | Webmaster |  | |  |
| Also Present | | | | | | | | |
| Kelly Evans | | | | | | | | |
| A= Attended; P= On-Phone | | | | | | | | |

| Agenda | | | |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting – | | | |
|  | 1. Review & Approve Agenda | Sharon | James/Ron |
| 1. Review & Approve Prior BoD Meeting Minutes | Sharon | Ron/James |
| 1. Strategic Items | | | |
|  | 1. Volunteer Recognition Dinner | Phil | - Volunteers list will be provided to VMFA in advance to begin the setup at 4:30 – An hour of presentation, 1 PDU – Raffles will be done after the presentation.  **Motion:** To give all 3 swags to every volunteer and 1 drink ticket to those volunteers who want it – All agreed. |
|  | 1. Remember Cindy | Kelly / Sharon | Cindy was raising funds for ‘Healing NET Foundation’ (<https://www.thehealingnet.org/medi>)  – We could give a one time $500 donation to it – In addition, we can also rename the UVA Scholarship (Cynthia H. Parcell Memorial Scholarship) to remember her name.  **Motion:** To give a one-time donation of $500 to Healing Net Foundation – Ed/James – All agreed.  **Motion:** To rename the UVA Scholarship to Cynthia H. Parcell Scholarship – Ed/Ron – All agreed.  **AI:** Ron will create a Scholarship page on the website. |
|  | 1. PMI Core Services & 2019 Plan | Sharon / Kelly | 2019 Strategy & Plan ppt print-out & Core Services worksheet print-out was distributed & discussed – All our events need to be on the website before the February Board Meeting.  **AI:** All Board review / update the Core Services plan.  **AI:** All Board members develop 2019 Plan with milestone dates.  **AI:** All events updated on website. |
|  | 1. 2019 Budget | Ed | **AI:** All Exe. Board members to get the Budget Tracker sent to Ed by 1/31/19. |
|  | 1. Vote for Executive VP | Ron | **Motion:** To vote Kelly Evans as our Executive VP in 2019 – Sharon/Ron – All agreed. |
|  | 1. Region 5 & 14 in Atlanta (March 7 – 9, 2019) | Ron | Budgeted for 6 people including a non-Board volunteer to go. Chapter cc can be used to register, reserve and pay for attendee hotel Travel. |
|  | 6) Confirm Open Positions | Ron | Confirm Open Positions and post descriptions and requests for volunteers to VRMS and Website and News Letters |
|  | 7) Newcomers/New Volunteer Orientation | Ron | Host a Newcomers/New Volunteer Orientation before at Each dinner meeting w/a giveaway for all (a book or one of our 25 VMFA tix and/or before each board meeting @ Legends w/appetizers and soda |
|  | 8) Dinner Meeting Price Increase | Ron | Atlanta charges 34 for members and 44 for non- members and walk in are charged $51.50. They offer 2 pdus (1 each for speakers and prof dev)  Portland charges 25/45 Plus 15 late fee  DC charges 45/55 for 1 PDU plus $10 late fee  **AI:** Gail will look in to the Dinner Meeting charges. |
|  | 9) Website Improvements | Gail | Updated website still looks and feels antiquated, look at other Chapter sites to improve user navigation and increased use. Examples – NC, DC, Utah, others if needed.  **AI:** Everyone to look at the website and send the suggestions to Ron. |
|  | 10) Changes to Practice Groups for Education | Gail | Need to revitalize the practice groups and the intent for each of them. Retire the old, in with the new.  - Gov. PG has been eliminated.  - Innovation PG has been added. |
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| 1. Area Items | | | |
| Finance |  | Ed | - Need Budget holders to approve the expenses. |
| Communications | 1) | James |  |
| Education |  | Gail |  |
| Operations | 1. Updates to Website | Ron | Looking for additional suggestions with a goal to tie details to our 2019 strategy |
| Executive VP |  |  |  |
| President |  | Sharon |  |
|  | 1. New Action Items | Suresh |  |
|  | 1. Old Action Items | Suresh |  |
|  | 1. Adjournment | Sharon | James/Ron |
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| Current Action Items | | |
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| Action Item | Responsible | Due Date |
| 1. Ron will create a Scholarship page on the website. | Ron | ? |
| 1. All Exec Board members develop 2019 Plan with milestone dates. | All Board | 1/31/2019 |
| 1. All Exec Board members update Core Services plan. | All Board | 1/31/2019 |
| 1. All events updated on website. | All Board | 1/31/2019 |
| 1. All Exe. Board members to get the Budget Tracker sent to Ed by 1/31/19. | All Board | 1/31/2019 |
| 1. Everyone to look at the website and send the suggestions to Ron. Looking for additional suggestions with a goal to tie details to our 2019 strategy. | All Board | 1/31/2019 |
| 1. Gail to look at dinner costs |  |  |
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| 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 | Complete. |
| 1. Schedule a volunteer/member orientation – James to talk to Phil, Ron, Jason & Kelly (using Jan 16th, 2019 Phil) | James | 3/31 |
| 1. COMPLETE - Update the volunteers list in DropBox for Phil (no indication this has been done Phil) | All VPs & Directors | Complete |
| 1. Order the Plaque to be given to for the Volunteer of the Year - **Done; Ordered and paid for.** | Ron | Complete |
| 1. IN PROGRESS - Check with David if he is available on 01/16/19 to photograph. Sharon has a backup if needed | Gail | 1/16 |
| 1. Confirm the dinner cost details and pay it in 2018 itself | Phil & James | Complete |
| 1. Review Volunteer Recognition script and return to Phil | Kelly | Complete |
| 1. Coordinate parking for PMICVC Registration team | Phil | Complete |
| 1. Coordinate details on payment for event with VMFA | Phil/Ed/Kelly | Complete |
| 1. Sharon and Ed to go to Wells Fargo and update money market account | Sharon/Ed | Complete |
| 1. Complete November EOM Finance closeout and send out reports to full board | Ed | Complete |
| 1. Post the Board Meeting Minutes on the website for compliance - **Done and shared how they can be uploaded by team** | Ron/James | Complete |
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| Decisions |
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| **SWAG for Dinner meeting:** To give all 3 swags to every volunteer and 1 drink ticket to those volunteers who want it |
| **HealingNet Donation:** To give a one-time donation of $500 to Healing Net Foundation |
| **UVA Enactus Scolarship Renamed:** To rename the UVA Scholarship to Cynthia H. Parcell Memorial Scholarship |
| **Nomination/Confirmation of Exec VP:** Kelly Evans is our Executive VP in 2019 |

| Questions / Issues | |
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| Question / Issue | Approach / Resolution |
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| Milestones *(complete before Board meeting)* | | | | |
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| Task | Date | Activity | Vice President | Status |

| New Volunteers *(complete before Board meeting)* | | |
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| Vice President | Committee | New Volunteer Names |
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| Volunteer Needs *(complete before Board meeting)* | | | |
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| Vice President | Committee | Volunteer Role | VRMS ID |
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