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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 February 6, 2019 6:00pm |
| Legends Grille1601 Willow Lawn Dr #840Richmond, VA 23230No minimum | Dial in: 641-715-3288 Access code: 701563Internet: LegendsGrille1 OR LegendsGrille2Internet Password: legends1 OR legends2 |
| Attendees & Quorum Status |
| Executive Board Members |
| President | Sharon Robbins, PMP | A  | Executive VP  | Kelly Evans, PMP  |  A |
| VP Communication | James Bumpas, PMP | A | VP Education | Gail Gilstrap, PMP, ACP | P |
| VP Operations | Ronald Younger, PMP |  | 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 |  David Brown, PMP |  | PMO Practice Group | Open |  |
| \*Innovation\*  | Lead?? |  | 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 - Remove?? |  |
| GOV Practice Group  | Open |  | Technology | Open |  |
| Marketing  | Open |  | Toastmasters | David Feild, PMP |  |
| Membership | Jason Plotkin, PMP |  | Volunteerism | Phil Doty, PMP, PgMP, RMP |   |
| Military Liaison | Katya Whitaker  |  | Webmaster | Open |  |
| Also Present |
| Bob Ramos, David Brown, Phil Doty |
|  A= Attended; P= On-Phone |

| Agenda |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting – James/Kelly
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|  | 1. Review & Approve Agenda
 | Sharon | Kelly/Ed |
| 1. Review & Approve Prior BoD Meeting Minutes
 | Sharon | Kelly/Ron |
| 1. Strategic Items
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|  | 1. 2019 Plans for each VP
 | All  | - All Board members will be asked to share details regarding their 2019 plans; the plans were due Jan 31**James:** Will plan similar events like Volunteer Dinner in 2019 – Social Media plan – Community hours; T-Shirts for the participants – New Member Orientation (30 minutes) right before the Board Meeting; Dinner will be covered (4 per year) – New Member Swags – Will partner with Ron on Sponsorships.**Gail:** Presented the 2019 Plan Spreadsheet that was sent to the Board - Gail to use the Sound System to play music from iTunes during Dinner Meetings.**Ron:** Presented the 2019 Plan document that was sent to the Board.**Sharon:** 6 for the R5 LIM & 6 for Global LIM. |
|  | 1. 2019 Budget
 | Ed / All | - Ed will share the budget provided to date for 2019- All members will be asked how their budget supports their 2019 plans- Budget document was reviewed.**Motion:** To vote on the Budget – Ron/James – All agreed.**2019 Budget has been approved.** |
|  | 1. PMI Core Services
 | Sharon / All  | - Review updates to Core Services- Due to PMI by March 31; includes 2019 plans |
|  | 1. Region 5 & 14 LIM – March 7-9, 2019
 | Sharon | - Sharon, Kelly, James, Ron, Jason – register for event- David Field – winner of volunteer LIM raffle |
|  | 1. 2019 1st Quarter Volunteer Vote
 | Sharon | - Have your recommendations ready |
|  | 1. Sponsorship Opportunities for Proteon
 | Ron |  |
|  | 7) R5 Presentation Update | Kelly |  |
|  | 8)  |  |  |
|  | 9)  |  |  |
|  | 10)  |  |  |
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| 1. Area Items
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| Finance |  | Ed |  |
| Communications | 1) | James |  |
| Education | 1.
 | Gail |   |
| Operations | 1.
 | Ron |  [Suggestions for 2019](https://www.dropbox.com/s/l6q1h0bjnppyavg/2019_Plan.docx?dl=0) (file on DropBox) |
| Executive VP |  |  Kelly |  |
| President |  | Sharon |  |
|  | 1. New Action Items
 | Suresh |  |
|  | 1. Old Action Items
 | Suresh |  |
|  | 1. Adjournment
 | Sharon | Ron/James |
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| Current Action Items |
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| Action Item | Responsible | Due Date |
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| Older Action Items |
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| Action Item | Responsible | Due Date |
| 1. Schedule a volunteer/member orientation – James to talk to Phil, Ron, Jason & Kelly (using Jan 16th, 2019 Phil)
 | James | 3/31 |
| 1. Ron will create a Scholarship page on the website. ((\*new\* added on 2/4/19) need details from Sharon)
 | 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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| Decisions |
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| **Motion:** To vote on the Budget – Ron/James – All agreed.**2019 Budget has been approved.** |
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| 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 |
| James Bumpas | Correspondence | David Brown |
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| Volunteer Needs *(complete before Board meeting)* |
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| Vice President | Committee | Volunteer Role | VRMS ID |
| Webmaster | Operations | Add content, new-add ins, work with marketing and advertising to set up campaign |  |
| Technology | Operations | Add new technology to website, registration process,  |  |
| Blogger | Operations | Write content for PMI CVC RVA PM Blog |  |
| Podcaster | Operations | Set up podcast |  |
| Project Manager | Operations | For Dragon Boat race, mini day of service event,  |  |
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