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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 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 | | 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 | | | |
|  | 1. Review & Approve Agenda | Sharon | Kelly/Ed |
| 1. Review & Approve Prior BoD Meeting Minutes | Sharon | Kelly/Ron |
| 1. Strategic Items | | | |
|  | 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 | | | |
| Finance |  | Ed |  |
| Communications | 1) | James |  |
| Education |  | Gail |  |
| Operations |  | 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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