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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 April 3, 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 | P | | VP Education | Gail Gilstrap, PMP, ACP | | A |
| VP Operations | | Ronald Younger, PMP | A | | VP Finance | Ed Foster, PMP, ACP | |  |
| 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\* | | September Sickinger, PMP |  | | 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 |  | | 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, Greg Chambers | | | | | | | | |
| A= Attended; P= On-Phone | | | | | | | | |

| Agenda | | | |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Pre-meeting & Open Meeting – Ron/Gail | | | |
|  | 1. Review & Approve Agenda | Sharon | Ron/James |
| 1. Review & Approve Prior BoD Meeting Minutes | Sharon | Ron/James |
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| 1. Strategic Items | | | |
|  | 1. PMI Core Services / Charter Renewal | Sharon | - Complete; Thanks to Ed for Financials info & Taxes  - We needed to give our Tax Returns to PMI. Also, we gave the Core Services Document & Plan for 2019. |
|  | 1. Region 5 & 14 LIM – March 7-9, 2019 Feedback | Sharon | - 3 ideas from each participant  - CP Media Sponsorship – Partnership with other Chapters – Brainstorming on the Mobile App.  **AI:** Ron to reach out to Uma Hiremagalur from Washington DC Chapter on the Mobile App - **Done**.  – IIL promised to print our PDD Brochure for free this year.  – Atlanta Chapter provided a Booklet of their Services.  **AI:** Sharon will send out an email asking for ideas learnt during the Regional LIM - Participants to respond.  **AI:** Sharon to forward the link to all Regional LIM Presentations to the Board. |
|  | 1. 2019 2nd Quarter Volunteer Vote | Sharon | - Think of who to nominate; recognition at June meeting – Will be recognized at our June Dinner Meeting on 06/19/2019.  **AI:** Gail to check with Kelly about reaching out to Capital Kanban/Agile Richmond regarding June Dinner Meeting on Kanban/Dragon Boat (GWN).  - Kelly needs to be involved on these discussions as she is working on the Partnership Agreements. |
|  | 1. Succession Planning | Sharon | - Who are you grooming to take your role?  **Idea:** Reach out to people and encourage/mentor them.  **Idea:** Leave a Sign-Up sheet at the Registration Desk during Dinner Meetings and announce about this during Announcements.  **AI:** James/Phil to print the Volunteer Need Forms and bring it to the Dinner Meetings.  **AI:** Sharon to send out the Volunteer Need Form to the Board. |
|  | 1. Election Planning | Kelly / Sharon | **AI:** Kelly to look into this and form the Nomination Committee. |
| 1. General Agenda | | | |
|  | 1. Website updates | Ron / All | - Scholarship page is up.  **AI:** All Board Members to browse around our website and forward your suggestions to Ron – Ron will reach out to the Board Members for Website improvement suggestions. |
|  | 1. Innovation Director Nomination | Gail | **Motion:** September is nominated by Gail/Sharon – All approved - Motion passed. |
|  | 1. Sponsorship Planning | Ron | **AI:** Ron to schedule this planning to explore Sponsorship opportunities.  - We can check with CP Media.  **AI:** Sharon to send CP Media contact to Ron. |
|  | 1. Set up Board Meetings as remote Meetings | Sharon | - Gail brought up this idea – It is optional to come in person.  **AI:** Ron to test live meeting/webinar options with the Team.  **AI:** Ron to check if Live Meeting will work at Legends Grille. |
|  | 1. Fredericksburg Meetings | Gail | - Meet & Greet is planned at 6:30 pm on 5/14/2019. |
| 1. VP Area Items | | | |
| Finance | 1) | Ed |  |
| Communications | 1) | James |  |
| Education |  | Gail | - Gail is looking at various Workshops. |
| Operations |  | Ron | - Ed & Ron are working on Apple Square option.  **AI:** Ron to create a Volunteer Recognition page which includes the Volunteer of the Year list. |
| Executive VP |  | Kelly |  |
| President |  | Sharon | - Sharon thanks everyone on the Board for all their hardwork/efforts. |
| 1. Action Items | | | |
|  | 1. New Action Items | Suresh |  |
|  | 1. Old Action Items | Suresh |  |
|  | 1. Adjournment | Sharon | Gail/Ron |
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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 | 5/1 |
| 1. Ron will create a Scholarship page on the website. ((\*new\* added on 2/4/19) need details from Sharon – details sent Feb 21. Completed and sent to Board for feedback on 4/1/19 | Ron | Done |
| 1. All Exec Board members develop 2019 Plan with milestone dates. | All Board | Done |
| 1. All Exec Board members update Core Services plan. | All Board | Done |
| 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 | Done |
| 1. All events updated on website. | All Board | Ongoing. |
| 1. Look in to Apple Square option. | Ron | 4/17 |
| 1. James will look in to Beyond20 Sponsorship – Ron to work on the Sponsorship/Scholarship page. | James/Ron | 4/17 |
| 1. Put together a Meet & Greet for Fredericksburg. | Gail | Done |
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| Decisions |
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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 |
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| Volunteer Needs *(complete before Board meeting)* | | | |
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| Vice President | Committee | Volunteer Role | VRMS ID |
| Operations | Technology |  |  |
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