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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 1, 2017 6:00pm | | | | | | | | |
| American Tap Room  1601 Willow Lawn Dr  Richmond, VA 23230 | | | | | Dial in: 641-715-3288  Access code: 701563  Internet: ATR\_Guest  Internet Password: ThompsonGuest | | | |
| Attendees & Quorum Status | | | | | | | | |
| Executive Board Members | | | | | | | | |
| President | | Bernie Farkas, PMP | A | Executive VP | | Kelly Evans, PMP | |  |
| VP Communication | | Bob Ramos, PMP | A | VP Education | | Sharon Robbins, PMP | | A |
| VP Operations | | Ronald Younger, PMP | A | VP Finance | | Cindy Parcell, PMP, PMI-ACP | | P |
| Directors | | | | | | | | |
| Advertising | | Holly Hamel, PMP |  | Military Liaison | | Kerrie Arkwell, PMP | |  |
| Prof Development | |  |  | Outreach | | Sam Beydoun, PMP | |  |
| Charlottesville | | Brent Rodgers, PMP |  | Partnerships | | Chris Mauck, PMP | |  |
| Correspondence | |  |  | PMIEF Coordinator | | Brett Sheffield, PMP | |  |
| Director-at-Large | | David Klein, PMP |  | PMO Practice Group | | Marshall Shelton, PMP | |  |
| Event Operations | | David Maynard, PMP |  | Registration Operations | | Leslie DeBruyn, PMP | |  |
| Event Planning | |  |  | Richmond | |  | |  |
| Financial Oversight | | Neil Halpert, CPA, PMP, CSM | A | Secretary | | Suresh Raju, PMP, PgMP, RMP, ACP | | A |
| GOV Practice Group | | Sam Henderson, PMP |  | Sponsorship | |  | |  |
| Marketing | | Leo Campos, PMP |  | Toastmasters | | Jack Townsend, PMP | |  |
| Membership | | Jason Plotkin, PMP |  | Volunteerism | | Vangie Williams | | A |
|  | |  |  | Webmaster | | Paul Gilbo, PMP | |  |
| Also Present | | | | | | | | |
| Teresa Younger | | | | | | | | |
| A= Attended; P= On-Phone | | | | | | | | |

| Agenda | | | |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting | | | |
|  | 1. Review & Approve Agenda | Bernie | Bob/Sharon. |
| 1. Review & Approve Prior BoD Meeting Minutes | Bernie | Bob/Ron. |
| 1. Monthly Check List | | | |
| PD Symposium | Site Selection, Event Dates |  |  |
| Charlottesville | Last month: Invoice |  |  |
|  | This month: Program set-up |  |  |
|  | This month: eMail Scheduled |  |  |
|  | Next month: Program set-up |  |  |
| Richmond | Last month: Invoice |  |  |
|  | Last month: Survey |  |  |
|  | This month: Program set-up |  |  |
|  | This month: eMail Scheduled |  |  |
|  | Next month: Program set-up |  |  |
| Toastmasters | Meetings set-up |  |  |
| PDUs | PDUs reported to PMI |  |  |
| Meeting Announcement | This month: updated |  |  |
| Newsletter | Last month: newsletter sent |  |  |
|  | This month: newsletter |  |  |
| President’s Letter | This month: Letter prepared |  |  |
| Volunteers | Volunteer list updated |  |  |
| Board Minutes | Last month’s minutes posted |  |  |
| 1. Strategic Items | | | |
|  | 1. 2017 Budget | Cindy | - 2017 Budget was sent out via email. Cindy reviewed the Budget.  - $100 expense for supplies by Sharon & $100 by Bob towards Volunteer Dinner needs to be taken care of. $640 income from the Book Club will be used to offset this expense.  - 2017 Budget Approval: Ron/Bob. |
|  | 1. Volunteer Recognition Meeting | Bob | - Volunteers list ne  **AI:** Thorough list of Volunteers needs to be obtained and posted on the site. (Ron) All the Board members need to verify the list.  **AI:** Letter needs to be sent to the affected members and the Brochure needs to be updated and posted on the front page. (Bob) |
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| 1. Area Items | | | |
| Finance | 1. Invoice payment procedure | Cindy | - Hotel Payment for Dinner Meetings need to be regularized.  - Survey Monkey, Lockbox rental, CPA Expenses. |
| Communications | 1. Microsoft Sponsorship | Bob | - Bob will work on this and update next month. |
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| Education | 1. Event Speakers | Sharon | - Request from Charlottesville for February Speaker – Speaker has been confirmed – Yet to post the details on the website.  - Richmond Speaker has also been confirmed – Details will be posted soon.  - Stratford University is charging for the use of their facilities. Need to look for alternate locations.  - Not enough volunteers to run the Study Groups. Could we convert the Study Groups in to Weekend PMP Prep Classes? Study Group people are not available on weekends. |
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| Operations | 1.Director of Event Planning | Ron | Nominating Teresa Younger; vote requested  - Voting will occur once Teresa becomes a member on the PMICVC. |
|  | 2.Director of Technology |  | Nominating Ed Foster; vote requested  - Ron/Bob. |
|  | 3. Website Pictures |  | Suggestions for New and on-going pics |
|  | 4. Symposium Needs |  | Early Discussion/Direction on Symposium Needs  - Sharon met with Gail for a day. Put together a schedule.  - Neil is in touch with Richard from UofR for the venue. Other venues (Cultural Center of Arts) are also in consideration. Keynote will be secured in February. Early Bird will be for certain number of people.  - 3 Tracks: 1. Agile, 2 & 3 from the PMI Talent Traingle (Strategic & Business Management, etc).  - Volunteer Role Descriptions need to be defined for the Symposium and sent to Bob. |
|  | 5. All Hands On Deck |  | Path to Assist planning and execution of volunteer recruitment, twice monthly new membership engagement (once at the dinner meetings for pre-meeting ), sponsorship, building advisory council |
|  | 6. Dinner Meetings/Room Setup |  | Finalize or confirm project screen purchase |
|  | 7. Board Meeting Locations |  | (I) Board Meetings at the Holiday Inn, (ii) other meetings at the Holiday Inn (iii) include hosting regular board/committee meetings at the symposium venue as part of the contract; as a freebie |
|  | PMOPG Meeting Location |  | Cannot use Stratford any longer; Marshall has a location for now; can look into possibility of Wegmann’s or other free venue |
| Executive VP | 1. Bylaws Revision | Kelly | Need to arrange for vote |
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| President | 1. Charter Renewal | Bernie |  |
|  | 1. R5 LIM |  |  |
|  | 1. Book Club |  |  |
| 1. Meeting Wrap-up | | | |
|  | 1. New Action Items | Suresh |  |
|  | 1. Old Action Item’s | Suresh |  |
|  | 1. Adjournment | Bernie | Bob moved: Sharon Second - approved |

| Current Action Items | | |
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| Action Item | Responsible | Due Date |
| 1. Review the list of Volunteers and post it on the site. All the Board members need to verify the list. | Board Members | 2/12 |
| 1. Update website with list of volunteers | Ron | 2/26 |
| 1. Send the letters to the volunteers for missing their names, update the Brochure and post it on the front page of the website. | Bob | 2/26 |
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| Older Action Items | | |
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| Action Item | Responsible | Due Date |
| 1. Bob will discuss on expanding the Volunteer Recognition beyond the Annual Meeting in the next Board Meeting. | Bob | Done |
| 1. Kelly/Cindy will work with PMI Global to get the Bylaws approved | Kelly | Done |
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| Decisions |
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| Approved appointment of Ed Foster to Director of Technology |
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| Questions / Issues | |
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| Question / Issue | Approach / Resolution |
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| New Volunteers | | |
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| Vice President | Committee | New Volunteer Names |
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| Volunteer Recrutment | | |
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| Vice President | Committee | Volunteer Role |
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