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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, October 4, 2017 6:00pm |
| Libbie Mill Library2100 Libbie Lake East StRichmond, VA 23230Study Room F; 2nd Floor | Dial in: 641-715-3288 Access code: 701563Internet: Henrico LibraryInternet Password: readabook |
| Attendees & Quorum Status |
| Executive Board Members |
| President | Kelly Evans, PMP | A | Executive VP  | Kerrie Arkwell, PMP |  |
| VP Communication | Bob Ramos, PMP | A | VP Education | Sharon Robbins, PMP | P |
| VP Operations | Ronald Younger, PMP | A | VP Finance | Cindy Parcell, PMP, PMI-ACP | P |
| Directors |
| Advertising |  |  | Outreach |  |  |
| Prof Development |  |  | Partnerships | Chris Mauck, PMP |  |
| Charlottesville | Brent Rodgers, PMP |  | PMIEF Coordinator | Brett Sheffield, PMP |  |
| Correspondence |  |  | PMO Practice Group | Marshall Shelton, PMP |  |
| Director-at-Large |  |  | Registration Operations | Leslie DeBruyn, PMP |  |
| Event Operations | David Maynard, PMP |  | Richmond |  |  |
| Event Planning | Teresa Younger, MAT |  | Secretary | Suresh Raju, PMP, PgMP, RMP, ACP | A |
| Financial Oversight | Neil Halpert, CPA, PMP, CSM |  | Sponsorship |  |  |
| GOV Practice Group | Sam Henderson, PMP |  | Symposium | Gail Gilstrap, PMP | A |
| Marketing |  |  | Technology | Ed Foster, PMP |  |
| Membership | Jason Plotkin, PMP |  | Toastmasters | Steve Williams, PMP | A |
| Military Liaison |  |  | Volunteerism |  |  |
|  |  |  | Webmaster | Paul Gilbo, PMP |  |
| Also Present |
| Phil Doty |
|  A= Attended; P= On-Phone |

| Agenda |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting
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|  | 1. Review & Approve Agenda
 | Kelly | Bob/Sharon |
| 1. Review & Approve Prior BoD Meeting Minutes
 | Kelly | Bob/Ron |
| 1. Strategic Items
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|  | 1. Symposium Lessons Learned
 | Sharon | Lessons learned was discussed on the following topics:- Planning: Missed milestones – meet more often.- Venue was great.- Catering was good – food needed to be covered – maybe we could have it indoor.- Sponsors: Sponsor tables were not visited much by attendees – As a makeup, we could check with them if they want to come as a Sponsor to our October Dinner Meeting on 10/19.**AI:** Bob will reach out to the 4 Sponsors.- Participants paid $350, $400 & $450. These discrepancies need to be resolved.**AI:** Cindy, Ron & Sharon will do more research on this.- Speakers: We needed to have someone own this - Sharon ended up doing lot of this work. |
|  | 1. Volunteer Recognition Dinner
 | Bob | Date is finalized (Wednesday, 01/17/2018) – Will be held at the Holiday Inn.**AI:** Bob will reach out to Courtney Lynch as the keynote speaker. |
|  | 1. Planning for 2018 Dinner Meetings
 | Bob | - Should we move away from monthly dinner meetings? – PMIWDC is moving away from monthly dinner meetings – They have many Satellite meetings for lunches, dinners, etc. – it may help a lot if we have mix of various meetings – we could discuss further during the Strategy Session.- Steve is willing to lead the effort to have Networking/Career Fest events. |
|  | 1. Bylaws
 | Kelly | Ron will look in to this. |
|  | 1. Posting Jobs
 | Ron | Could be posted in our LinkedIn group – Could be announced during the Dinner Meetings – we could encourage anyone to post their job openings in our LinkedIn group. |
|  | 1. Email Upgrade to Zoro
 | Ron | Zoro is the replacement for Zimbra – restriction on the number of email accounts.**AI:** Ron will look in to the cost factor. |
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| 1. Area Items
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| Finance |  | Cindy | Financial Reports have been uploaded for the Board’s review.**AI:** Kelly will follow up with Jennifer regarding the FLiPM $500 scholarship in 2017. |
| Communications |  | Bob |  |
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| Education |  | Sharon | If we only reimbursed the expenses, but not paid a Speaker, we don’t need a W-9. |
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| Operations |  | Ron | Next Board Meeting will be held at the Varina Library (near the Airport) on 11/1/2017. |
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| Executive VP |  | Kerrie |  |
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| President |  | Kelly | Sarah Maxwell (PMI Chapter Administrator) is asking for any significant events planned for 2018. Kelly will follow up after our Strategy Session.- Region 5 & 14 leaders meet on a monthly basis. Kelly will forward the info to the Board. |
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|  | 1. New Action Items
 | Suresh |  |
|  | 1. Old Action Items
 | Suresh |  |
|  | 1. Adjournment
 | Kelly | Ron/Sharon |

| Current Action Items |
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| Action Item | Responsible | Due Date |
| 1. Reach out to the PM Symposium sponsors regarding makeup plan
 | Bob | 11/1 |
| 1. Research & resolve the discrepancies in PM Symposium payments by some of the participants
 | Cindy, Ron & Sharon | 11/1 |
| 1. Reach out to Courtney Lynch as the keynote speaker for our Volunteer Recognition dinner on 01/17/2018
 | Bob | 11/1 |
| 1. Look in to the cost factor of Zoro
 | Ron | 11/1 |
| 1. Follow up with Jennifer regarding the FLiPM $500 scholarship in 2017
 | Kelly | 11/1 |

| Older Action Items |
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| Action Item | Responsible | Due Date |
| 1. Add personal email of the Full Board Members to the group email after getting permission
 | Ron | 11/1 |
| 1. Keep the list of volunteers in DropBox
 | Ron | Done |
| 1. Reach out to Sharon/Kelly to get info on Jeanne Spence/Courtney as Speaker at the Volunteer Recognition Meeting in January
 | Bob | Done |
| 1. Find out the amount to be given to Steve for Toastmaster membership subsidy
 | Sharon | Done |
| 1. Reach out to Paul Gilbo regarding the By-Law question
 | Ron | 11/1 |
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| Decisions |
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| Questions / Issues |
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| Question / Issue | Approach / Resolution |
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| Monthly Checklist *(complete before Board meeting)* |
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| Event | Time | Activity | Vice President | Status |
| Charlottesville | Last Month | Invoice | Ron, Cindy |  |
|  | This Month | Program set-up | Sharon, Ron |  |
|  |  | email Scheduled | Ron |  |
|  | Next Month | Program set-up | Sharon, Ron |  |
| Richmond | Last Month | Invoice | Ron, Cindy |  |
|  |  | Survey | Sharon |  |
|  | This Month | Program set-up | Sharon, Ron |  |
|  |  | email Scheduled | Ron |  |
|  | Next Month | Program set-up | Sharon, Ron |  |
| Toastmasters | This Month | Meetings set-up | Ron |  |
|  | This Month | Email scheduled | Ron |  |
|  | Next Month | Meetings set-up | Ron |  |
| Share Registration Lists | Last Month | Send for Survey (Sharon)Send for PDU (Suresh) | Ron |  |
| Volunteer List | Last Month | Add Volunteers to Website | Ron |  |
| PDUs | Last Month | PDUs reported to PMI | Ron |  |
| Announcement Slides | This Month | Updated | Kelly |  |
| Newsletter | Last Month | Newsletter sent | Bob |  |
|  | This Month | Newsletter | Bob |  |
| President’s Letter | This Month | Letter prepared | Kelly |  |
| Board Minutes | Last Month | Last month’s minutes posted | Ron |  |

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