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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 7, 2018 6:00pm |
|   | Dial in: 641-715-3288Access code: 701563 |
| Attendees & Quorum Status |
| Executive Board Members |
| President | Kelly Evans, PMP | P | Executive VP  | Kerrie Arkwell, PMP | P |
| VP Communication | Phil Doty, PMP, PgMP, RMP | P | VP Education | Gail Gilstrap, PMP | P |
| VP Operations | Ronald Younger, PMP |  | 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 | Rick Kaerwer, 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 | P |
| Financial Oversight | Neil Halpert, CPA, PMP, CSM |  | Sponsorship |  |  |
| GOV Practice Group | Sam Henderson, PMP |  | Symposium | Gail Gilstrap, PMP |   |
| Marketing |  |  | Technology | Ed Foster, PMP |  |
| Membership | Jason Plotkin, PMP |  | Toastmasters | Steve Williams, PMP |  |
| Military Liaison |  |  | Volunteerism |  |  |
|  |  |  | Webmaster | Paul Gilbo, PMP |  |
| Also Present |
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|  A= Attended; P= On-Phone |

| Agenda |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting – Cindy/Phil
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|  | 1. Review & Approve Agenda
 | Kelly | Cindy/Phil |
| 1. Review & Approve Prior BoD Meeting Minutes
 | Kelly | Kelly/Cindy |
| 1. Strategic Items
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|  | 1. January Registration List
 | Gail | - Dir. Registrations has not sent the list for submitting PDUs yet.**AI:** Gail will follow up with Leslie. |
|  | 1. Website out-of-date in multiple areas
 | Gail | - The Proteon upgrade has any impacts? – We are way behind on many areas.- Does the upgrade cover the email issue as well?**AI:** Kelly will follow up with Ron.**AI:** Phil will follow up with Shannon from Proteon.**AI:** Gail will check with September if she can help with Event updates, Newsletter, etc. |
|  | 1. 2018 Symposium
 | Gail | - Day 1: Workshop format- Day 2: Symposium format- Agreement from Cultural Arts Center has been received.- Keynote is confirmed. |
|  | 1. Military Liaison - PMP Coaching
 | Kerrie | - Working on PMP Coaching. |
|  | 1. February Meeting
 | Kelly | - We will update the slide decks as usual.- Long room is available beside the bar. |
|  | 1. Transition/Strategy Meeting
 | Kerrie | - Need to have a Strategy Meeting.**AI:** Kerrie will schedule a Strategy Meeting. |
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| 1. Area Items
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| Finance |  | Cindy | - 2018 Budget has been approved and uploaded to QuickBooks – Everything looks fine as of now. |
| Communications |  | Phil |  |
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| Education |  | Gail |  |
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| Operations |  | Ron |  |
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| Executive VP |  | Kerrie |  |
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| President |  | Kelly |  |
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|  | 1. New Action Items
 | Suresh |  |
|  | 1. Old Action Items
 | Suresh |  |
|  | 1. Adjournment
 | Kelly | Phil/Cindy. |

| Current Action Items |
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| Action Item | Responsible | Due Date |
| 1. Follow up with Leslie on January Registration List
 | Gail | 3/7 |
| 1. Follow up with Ron regarding Website updates
 | Kelly | 3/7 |
| 1. Follow up with Shannon from Proteon regarding Website updates
 | Phil | 3/7 |
| 1. Check with September if she can help with Event updates, Newsletter, etc.
 | Gail | 3/7 |
| 1. Schedule a Strategy Meeting
 | Kerrie | 3/7 |
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| 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 | 2/1 |
| 1. Research & resolve the discrepancies in PM Symposium payments by some of the participants
 | Ron | 2/1 |
| 1. Registration for VRD and manning the table
 | Kerrie | Done |
| 1. Update the VP-Education 2018 Plans and send it out
 | Gail | Done |
| 1. Check about Squirrels event for May
 | Gail | 2/14 |
| 1. Follow-up with Kerrie on the 2018 Budget
 | Cindy | Done |
| 1. FLiPM date needs to be included in the schedule
 | Gail | 3/7 |
| 1. Send out the NDA to the FullBoard
 | Kelly | Done |
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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 Recruitment *(complete before Board meeting)* |
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| Vice President | Committee | Volunteer Role | VRMS ID |
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