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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 4, 2018 6:00pm | | | | | | | | |
| Glen Allen Library | | | | Dial in: 641-715-3288  Access code: 701563  Internet: Henrico Library  Internet Password: readabook | | | | |
| Attendees & Quorum Status | | | | | | | | |
| Executive Board Members | | | | | | | | |
| President | | Kelly Evans, PMP |  | | Executive VP | Kerrie Arkwell, PMP | |  |
| VP Communication | |  |  | | VP Education | Gail Gilstrap, PMP, ACP | | A |
| VP Operations | | Ronald Younger, PMP | P | | 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 | | A |
| Correspondence | |  |  | | PMO Practice Group | Rick Kaerwer, PMP | |  |
| Director-at-Large | |  |  | | Registration Operations | Leslie DeBruyn, PMP | |  |
| Event Operations | | David Maynard, PMP |  | | Richmond |  | |  |
| Event Planning | |  |  | | 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, ACP | |  |
| Marketing | |  |  | | Technology | Ed Foster, PMP | |  |
| Membership | | Jason Plotkin, PMP |  | | Toastmasters | Steve Williams, PMP | |  |
| Military Liaison | |  |  | | Volunteerism | Phil Doty, PMP, PgMP, RMP | | A |
|  | |  |  | | Webmaster |  | |  |
| Also Present | | | | | | | | |
| James Bumpas | | | | | | | | |
| A= Attended; P= On-Phone | | | | | | | | |

| Agenda | | | |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting – Ron/Cindy | | | |
|  | 1. Review & Approve Agenda | Ron | Cindy/Gail |
| 1. Review & Approve Prior BoD Meeting Minutes | Ron | Cindy/Gail |
| 1. Strategic Items | | | |
|  | 1. Website Updates – SP Builder | Ron | - Test site setup and deployment timeline.  - We will be able to do webinars – Symposium site is being built. |
|  | 1. New VP Ops Volunteers | Ron | - Integrating new members and planning for transition of current members of the VP Ops team. |
|  | 1. 2018 Board Elections | Cindy | - Kelly & Cindy are the Nomination Committee members.  - Per Cindy, Kelly has approached many people in the chapter – Cindy is meeting with people as well. |
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| 1. Area Items | | | |
| Finance | 1. Finance Statements | Cindy | - Financial Statements have been sent out to the Full Board on 4/1/18. |
| Communications | 1. Social Media | James | - Social Media (James) – Goal is to keep the conversation going (What Say You – WSU); Did You Know – To introduce various Resources. |
|  | 1. Volunteerism | Phil | - Volunteerism (Phil) – Phil will introduce volunteer prospects to the needy Board Members.  **AI:** Phil will create 2018 Volunteer list. |
| Education | 1. Posting Event photos on the website | Gail | - Where to put Event photos?  **AI:** Gail will put the photos in DropBox and let Ron know about it. Ron will post it on the website. |
|  | 1. PMP Workshop | Gail | - There are few inquiries for a PMP Workshop (Gail/Phil) - Will there be interest for a PMP Workshop in June/July?  - So far, 10 people have registered for ACP Workshop.  - New Idea (Phil) - Color coded name tags for those seeking job and for those looking to fill – This could be tried from next Event. |
|  | 1. PMIEF | Brett | - Boys & Girls Club has some infrastructure PM need.  **AI:** Correspondence Team (Ron) can have an article about the Boys & Girls Club.  - School Kids – PMIEF has packaged items for kids.  - Richmond Agile meeting is on 4/10.  **AI:** Directors to send the Business Card info to Kelly. |
| Operations | 1. PMICVC Technology Needs | Ron | - Planning for the Symposium & the rest of 2018 and 2019 – Lavalier/Portable Speakers/QR Code Readers are needed – iPads for check-in/Laptops for signing-in. |
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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 | Ron | Gail/Cindy |

| Current Action Items | | |
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| Action Item | Responsible | Due Date |
| 1. Create 2018 Volunteer list | Phil | 5/2 |
| 1. Gail to put the photos in DropBox and let Ron know about it. Ron will post it on the website | Gail/Ron | 5/2 |
| 1. Correspondence Team to have an article about the Boys & Girls Club | Ron | 5/2 |
| 1. Send the Business Card info to Kelly | Directors | 5/2 |
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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 | 4/16 |
| 1. FLiPM Extravaganza date needs to be included in the schedule | Ron | 4/16 |
| 1. Schedule a Strategy Meeting | Kerrie | 5/2 |
| 1. Schedule the Volunteer Orientation within the next 90 days | Kelly | Done. |
| 1. Send the By-laws as a documentation for Tax Exempt Status for ABC Board | Gail | Canceled. |
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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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