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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: 701563Internet: Henrico LibraryInternet 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
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|  | 1. Review & Approve Agenda
 | Ron | Cindy/Gail |
| 1. Review & Approve Prior BoD Meeting Minutes
 | Ron | Cindy/Gail |
| 1. Strategic Items
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|  | 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
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| 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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