|  |  |  |
| --- | --- | --- |
| **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, May 2, 2018 6:00pm |
| Libbie Mill Library2100 Libbie Lake East StRichmond, VA 23230  | 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 |  |  | VP Education | Gail Gilstrap, PMP, ACP | 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 | 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 |  |
|  |  |  | Webmaster |  |  |
| Also Present |
|  |
|  A= Attended; P= On-Phone |

| Agenda |
| --- |
|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting – Kelly/Ron
 |
|  | 1. Review & Approve Agenda
 | Kelly | Kelly/Ron |
| 1. Review & Approve Prior BoD Meeting Minutes
 | Kelly | Kelly/Ron |
| 1. Strategic Items
 |
|  | 1. Board Elections
 | Cindy | - Kelly checked with few people on running for Board positions.- Per Kelly, Kerrie is not going to come back this year as Executive VP.**AI:** Ron to include ‘Call for Candidates for Board Elections’ article in the upcoming Newsletter which will be out by May 15th. |
|  | 1. Volunteers
 | Kelly | - Gail & Ron are following up with few members.**AI:** Kelly will schedule a volunteer/member orientation this summer. |
|  | 1. Upcoming Events
 | Gail | - Need a place for June 13th Carl Pritchard meeting.**AI:** Ron will check if VMFA is available. |
|  | 1. Technology Purchases
 | Ron | - Need a new projector with HDMI output and 3 lavaliers at a budget of $2000. We could sell OR donate our 2 old projectors. |
|  | 1. VP Communications
 | Kelly | **Motion:** Kelly proposed James Bumpass as the VP of Communications for the remainder of the term (December 2019). All agreed. Motion passed. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 1. Area Items
 |
| Finance |  | Cindy |  |
| Communications |  |  |  |
|  |  |  |  |
| Education |  | Gail |  |
|  |  |  |  |
|  |  |  |  |
| Operations |  | Ron |  |
|  |  |  |  |
| Executive VP |  | Kerrie |  |
|  |  |  |  |
| President |  | Kelly |  |
|  |  |  |  |
|  |
|  | 1. New Action Items
 | Suresh |  |
|  | 1. Old Action Items
 | Suresh |  |
|  | 1. Adjournment
 | Kelly | Ron/Cindy. |

| Current Action Items |
| --- |
| Action Item | Responsible | Due Date |
| 1. Include ‘Call for Candidates for Board Elections’ article in the upcoming May 15th Newsletter
 | Ron | 6/6 |
| 1. Schedule a volunteer/member orientation this summer
 | Kelly | 6/6 |
| 1. Check if VMFA is available for our June 13th Dinner Meeting
 | Ron | 6/6 |
|  |  |  |
|  |  |  |
|  |  |  |

| Older Action Items |
| --- |
| Action Item | Responsible | Due Date |
| 1. Add personal email of the Full Board Members to the group email after getting permission
 | Ron | 5/19 |
| 1. FLiPM Extravaganza date needs to be included in the schedule
 | Ron | 5/19 |
| 1. Schedule a Strategy Meeting
 | Ron | 6/6 |
| 1. Create 2018 Volunteer list
 | Phil | Completed. |
| 1. Gail to put the photos in DropBox and let Ron know about it. Ron will post it on the website
 | Gail/Ron | 6/6 |
| 1. Correspondence Team to have an article about the Boys & Girls Club
 | Ron | 5/19 |
| 1. Send the Business Card info to Kelly
 | Directors | 6/6 |
|  |  |  |
|  |  |  |
|  |  |  |

| Decisions |
| --- |
| **Motion:** Kelly proposed James Bumpass as the VP of Communications for the remainder of the year. All agreed. Motion passed. |
|  |

| Questions / Issues |
| --- |
| Question / Issue | Approach / Resolution |
|  |  |

| Monthly Checklist *(complete before Board meeting)* |
| --- |
| 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)* |
| --- |
| Vice President | Committee | New Volunteer Names |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

| Volunteer Recruitment *(complete before Board meeting)* |
| --- |
| Vice President | Committee | Volunteer Role | VRMS ID |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |