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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, May 2, 2018 6:00pm | | | | | | | | |
| Libbie Mill Library  2100 Libbie Lake East St  Richmond, VA 23230 | | | | Dial in: 641-715-3288  Access code: 701563  Internet: Henrico Library  Internet 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 | | | |
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|  | 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. |
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| 1. Area Items | | | |
| Finance |  | Cindy |  |
| Communications |  |  |  |
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| Education |  | Gail |  |
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| Operations |  | Ron |  |
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| Executive VP |  | Kerrie |  |
|  |  |  |  |
| President |  | Kelly |  |
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|  | 1. New Action Items | Suresh |  |
|  | 1. Old Action Items | Suresh |  |
|  | 1. Adjournment | Kelly | Ron/Cindy. |

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