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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, July 11, 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 |  | |  |
| VP Communication | | James Bumpas, PMP |  | | VP Education | Gail Gilstrap, PMP, ACP | | A |
| VP Operations | | Ronald Younger, PMP | A | | VP Finance | Cindy Parcell, PMP, PMI-ACP | | A |
| 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 | Brent | |  |
| Event Planning | |  |  | | Secretary | Suresh Raju, PMP, PgMP, RMP, ACP | | A |
| Financial Oversight | | Neil Halpert, CPA, PMP, CSM |  | | Sponsorship |  | |  |
| GOV Practice Group | |  |  | | 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 | | | | | | | | |
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| A= Attended; P= On-Phone | | | | | | | | |

| Agenda | | | |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting – | | | |
|  | 1. Review & Approve Agenda | Kelly | Kelly/Cindy |
| 1. Review & Approve Prior BoD Meeting Minutes | Kelly | Cindy/Kelly |
| 1. Strategic Items | | | |
|  | 1. Elections | Cindy | - Everything is set up – 4 Candidates are running. |
|  | 1. R5/R4 Meeting | Kelly | - Combined R5/R4 meeting in March in Atlanta. |
|  | 1. FLiPM Payments | Kelly | - The FLiPM Scholarship invoice needs to be paid.  **AI:** Cindy will take care of this over the weekend. |
|  | 1. Proteon Webinar | Kelly | - Webinar is tonight at 8 for new chapter leaders. |
|  | 1. MeetUp | Kelly | - We use MeetUp to announce our Events & Meetings – 89 people have signed up so far to receive notifications. |
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| 1. Area Items | | | |
| Finance |  | Cindy | - Financial Reports have been sent out already.  – Electronic Equipments purchase have been accounted for.  – Yet to look in to PayPal account.  - Extension for Taxes have been filed by the CPA and they are due in August. |
| Communications |  | James |  |
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| Education |  | Gail | **Symposium:** Already 3 people have registered for the Symposium – Yet to post the abstract & Speaker bios – The team is meeting every 3 weeks. |
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| Operations |  | Ron | **Update from James via email:** Newsletter is in progress – ‘What Say You’ article has been posted in LinkedIn.  - Virtual Meeting feature is yet to be tested.  - Met with Proteon and discussed the Scope of Work. |
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| Executive VP |  |  |  |
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| President |  | Kelly |  |
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|  | 1. New Action Items | Suresh |  |
|  | 1. Old Action Items | Suresh |  |
|  | 1. Adjournment | Kelly | Ron/Gail |

| Current Action Items | | |
| --- | --- | --- |
| Action Item | Responsible | Due Date |
| 1. Take care of the FLiPM invoice | Cindy | 7/16 |
| 1. Provide venue Options with the details for the January Volunteer Meeting | Ron | 8/1 |
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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 | Done. |
| 1. FLiPM Extravaganza date needs to be included in the schedule | Ron | Done. |
| 1. Schedule a Strategy Meeting | Ron | 7/20 |
| 1. Gail to put the photos in DropBox and let Ron know about it. Ron will post it on the website | Gail/Ron | 7/20 |
| 1. Correspondence Team to have an article about the Boys & Girls Club | Ron | 7/20 |
| 1. Send the Business Card info to Kelly | Directors | 8/1 |
| 1. Include ‘Call for Candidates for Board Elections’ article in the upcoming May 15th Newsletter | Ron | N/A |
| 1. Schedule a volunteer/member orientation this summer | Kelly | 8/1 |
| 1. Check if VMFA is available for our June 13th Dinner Meeting | Ron | Done |
| 1. Follow up with chapter members regarding Election - Cindy will follow up with Brett, Suresh & Sharon - Ron will follow up with Dave & Linnette - Gail will follow up with September | Cindy/Ron/Gail | Done |
| 1. Send the Item Link for online purchases, Delivery Address & Budget Line Item to Cindy (Projector, Laptop & 2 Lavaliers) | Ron | Done |

| 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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