|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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, September 5, 2018 6:00pm | | | | | | | | |
| Glen Allen Library  10501 Staples Mill Road  Glen Allen, VA 23060 | | | | 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 |  | |  |
| VP Communication | | James Bumpas, PMP |  | | 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 | 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 | | | | | | | | |
| Sharon Robbins (P) & Perry Taylor | | | | | | | | |
| A= Attended; P= On-Phone | | | | | | | | |

| Agenda | | | |
| --- | --- | --- | --- |
|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting – Ron/Cindy | | | |
|  | 1. Review & Approve Agenda | Ron | Gail/Ron |
| 1. Review & Approve Prior BoD Meeting Minutes | Ron | Cindy/Ron |
| 1. Strategic Items | | | |
|  | 1. Elections 2018 | Cindy | President – Sharon  EVP – Cindy  VP Operations – Ron  VP Finance – Ed Foster  **AI:** James/Ron will communicate the Election Results via an article. |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 1. Area Items | | | |
| Finance |  | Cindy | - Filed the Taxes electronically. - Financial Reports have been sent to the Board. |
|  |  |  |  |
| Communications |  | James |  |
|  |  |  |  |
| Education |  | Gail | - 51 attendees have registered so far - 4 more will register soon - We may have 60 to 65 attendees. **AI:** Ron will get the LinkedIn credentials and provide it to Gail.  **AI:** Ron will find a location info for packing the bags for the Symposium. |
|  |  |  |  |
|  |  |  |  |
| Operations |  | Ron | - Will meet with the Proteon resource regarding migrating the website. |
|  |  |  |  |
| Executive VP |  |  |  |
|  |  |  |  |
| President |  | Kelly |  |
|  |  |  |  |
|  | | | |
|  | 1. New Action Items | Suresh |  |
|  | 1. Old Action Items | Suresh |  |
|  | 1. Adjournment | Ron | Ron/Cindy |

| Current Action Items | | |
| --- | --- | --- |
| Action Item | Responsible | Due Date |
| 1. Communicate the Election Results via an article | James/Ron | 10/3 |
| 1. Get the LinkedIn credentials and provide it to Gail | Ron | 9/8 |
| 1. Find a location info for packing the bags for the Symposium | Ron | 9/8 |
|  |  |  |
|  |  |  |
|  |  |  |

| Older Action Items | | |
| --- | --- | --- |
| Action Item | Responsible | Due Date |
| 1. Gail to put the photos in DropBox and let Ron know about it. Ron will post it on the website | Gail/Ron | 10/3 |
| 1. Correspondence Team to have an article about the Boys & Girls Club Ron: *Reached out to Linnette and requested a draft article and connected her to James (7/30)* | James | 10/3 |
| 1. Schedule a volunteer/member orientation – James to talk to Phil. | James | 10/3 |
| 1. Provide venue Options with the details for the January Volunteer Meeting Ron: *Checking on the Tuckahoe Women’s Club and VMFA*. | Ron | 9/7 |
| 1. Get an invoice for VMFA Corporate Membership | Ron | Done |
| 1. Send the President’s letter to James for the Newsletter | Kelly | 8/3 |
| 1. Reach out to Phil regarding Volunteer Recognition Meeting | James | 9/5 |
| 1. Update the volunteers list in DropBox for Phil | All VPs | 10/3 |
| 1. Send out the LIM information to the 2 new Board Members | Kelly | 9/5 |
| 1. Check with the Directors if they will be attending LIM | All VPs | 9/7 |
|  |  |  |

| Decisions |
| --- |
|  |
|  |

| 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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |