|  |  |  |
| --- | --- | --- |
| **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 |
| Monday, November 12, 2018 6:00pm |
| By Conference Call. | Dial in: 641-715-3288 Access code: 701563Internet: Henrico LibraryInternet 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 |  |
| VP Operations | Ronald Younger, PMP |  | VP Finance | Cindy Parcell, PMP, PMI-ACP |  |
| 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 |  |
| 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 |
|  |
|  A= Attended; P= On-Phone |

| Agenda |
| --- |
|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting –
 |
|  | 1. Review & Approve Agenda
 | Kelly |  |
| 1. Review & Approve Prior BoD Meeting Minutes
 | Kelly |  |
| 1. Strategic Items
 |
|  | 1. Volunteer Dinner
 | Phil |  |
|  | 1. 2018 Volunteers List
 | All |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 1. Area Items
 |
| Finance |  | Cindy |  |
|  | 2) |  |  |
| Communications |  | James |  |
|  |  |  |  |
| Education |  | Gail |  |
|  |  |  |  |
|  |  |  |  |
| Operations |  | Ron |  |
|  |  |  |  |
|  |  |  |  |
| Executive VP |  |  |  |
|  |  |  |  |
| President |  | Kelly |  |
|  |  |  |  |
|  |
|  | 1. New Action Items
 | Suresh |  |
|  | 1. Old Action Items
 | Suresh |  |
|  | 1. Adjournment
 | Kelly |  |

| Current Action Items |
| --- |
| Action Item | Responsible | Due Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

| Older Action Items |
| --- |
|   | Responsible | Due Date |
| 1. Gail to put the 2017 & 2018 Symposium photos in DropBox and let Ron know about it. Ron will post it on the website
 | Gail/Ron | 11/7 |
| 1. Schedule a volunteer/member orientation – James to talk to Phil, Ron, Jason & Kelly (using Jan 16th, 2019 Phil)
 | James | 11/7 |
| 1. Update the volunteers list in DropBox for Phil (no indication this has been done Phil)
 | All VPs & Directors | 11/7 |
| 1. Communicate the Election Results via an article
 | James/Ron | 10/19 |
| 1. Get a keynote speaker from PMI Global for the Volunteer Dinner (using Frank Saladis – thanks Phil)
 | Kelly | 11/7 |
| 1. Come up with names for the Volunteer of the Year Award
 | Executive Board | 11/7 |
| 1. Find out what items we could get as gifts to the Volunteers
 | Gail | 11/7 |
| 1. Order the Plaque to be given to for the Volunteer of the Year
 | Ron | 11/7 |
| 1. Check on the price for the VMFA membership to give to the Volunteer of the Year
 | Ron | 11/7 |
| 1. Check with David if he is available on 01/16/19 to photograph
 | Gail | 11/7 |
| 1. Create free pass code for the volunteers
 | Ron | 11/7 |
| 1. Publish the Volunteer Dinner event on the PMICVC website
 | Ron | 11/7 |
| 1. Find out if Band is allowed at VMFA ( Yes a small group is possible Phil)
 | Ron | 11/7 |
| 1. Create the draft agenda for the Volunteer Dinner and put it in the Dropbox and notify the Board (in Dropbox from another year)
 | Phil | 11/7 |
| 1. Update the Registration pages with date & time of the corresponding event
 | Ron | 11/7 |
| 1. Add verbiage on the Registration page about the availability of free Chapter Membership Pass
 | Ron | 11/7 |

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