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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 | | | | | | | | |
| Sunday, December 2, 2018 11:00am | | | | | | | | |
| SCMG  8014 Staples Mill Road  Richmond, VA 23228 | | | | Dial in: 641-715-3288  Access code: 701563  Internet: SCMG-Guest  Internet Password: none required | | | | |
| Attendees & Quorum Status | | | | | | | | |
| Executive Board Members | | | | | | | | |
| President | | Kelly Evans, PMP | P | | Executive VP | Cindy Parcell, PMP, PMI-ACP | | P |
| VP Communication | | James Bumpas, PMP |  | | VP Education | Gail Gilstrap, PMP, ACP | | P |
| VP Operations | | Ronald Younger, PMP | P | | VP Finance | Ed Foster, PMP | | 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 | |  |
| 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 | | P |
|  | |  |  | | Webmaster |  | |  |
| Also Present | | | | | | | | |
| 2019 President elect – Sharon Robbins | | | | | | | | |
| A= Attended; P= On-Phone | | | | | | | | |

| Agenda | | | |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting – | | | |
|  | 1. Review & Approve Agenda | Kelly | Motion made by Kelly to move Ed Foster into VP of Finance role and early transition of Cindy into EVP Role effective 11/30/2018. Seconded by Gail. No opposition so motion carried.  Kelly/Gail |
| 1. Review & Approve Prior BoD Meeting Minutes | Kelly | Cindy/Ron |
| 1. Strategic Items | | | |
|  | 1. Volunteer Recognition Dinner | Phil | Frank Saladis will be the speaker and topic will be “Indispensable Project Manager”  Phil has heard from everyone once on volunteer list.  Action items from last month were reviewed and updated in AI section below  Ron has not been able to help James with newsletter as of yet as co-availability of both has been difficult to find  Ron has requested an extension of $400 to budget to purchase flowers for Volunteer Recognition event to be spent in 2018. Board is supportive but prefers availability to re-use as possible.  Motion made to approve (spend in 2018): Cindy/Kelly. No opposition noted  **AI**: Kelly to review recognition script and return to Phil by 12/4  **AI:** Phil to coordinate parking for PMICVC Registration team and  **AI:** Phil/Ed/Kelly to coordinate details on payment for event with VMFA |
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| 1. Area Items | | | |
| Finance | 1. Board Transition Update 2. Month end financials | Cindy/Ed | Ed and Cindy met twice in November and completed role transition on 11/30 with turnover of bank account info and updates to bank signature cards (Cindy removed from checking and Ed added)  **AI**: Sharon and Ed to go to Wells Fargo and update money market account  Ed will complete November EOM Finance closeout and send out reports to full board. |
|  | 2) |  |  |
| Communications |  | James | No updates |
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| Education | 1. 2019 Symposium | Gail | Under discussions with GR8PM for 2019 Symposium event |
|  | 1. 2019 Planning |  | Calendar for 2019 has been updated; they will add workshop details later. SCMG is a viable location for workshops – thinking first one will be March/April and another one in Fall (October?). Workshop |
|  | 1. Innovation Practice Group |  | Innovation Practice Group will be new in 2019. We believe Government Practice group will not continue in 2019 due to interest level |
| Operations | 1. Website | Ron | Not requested migration to new website yet but should be seamless. Ron will get timelines from Proteon this week. All info on current website will be migrated to new website. **AI:** Ron/James will post the Board Meeting Minutes on the website for compliance. |
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| Executive VP | 1. Board Transition Update 2. Strategy Meeting | Cindy | With early transition of Ed into VP of Finance, Cindy has now fully transitioned into EVP role  Annual Strategy meeting will be held at conclusion of this Monthly Board meeting (12/2/2018) |
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| President | 1. Open Volunteer Roles (Director, etc) | Kelly | Director of Military Liaison role is open and we have multiple people interested in all or portions of role  We need to have a better strategy for 2019 to position willing volunteer into meaningful roles |
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|  | 1. New Action Items | Suresh |  |
|  | 1. Old Action Items | Suresh |  |
|  | 1. Adjournment | Kelly |  |

| Current Action Items | | |
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| Action Item | Responsible | Due Date |
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| Older Action Items | | |
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| Action Item | 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 | 12/31 |
| 1. Schedule a volunteer/member orientation – James to talk to Phil, Ron, Jason & Kelly (using Jan 16th, 2019 Phil) | James | 12/31 |
| 1. COMPLETE - Update the volunteers list in DropBox for Phil (no indication this has been done Phil) | All VPs & Directors | 11/16 |
| 1. CLOSE (not completed) Communicate the Election Results via an article | James/Ron | 11/16 |
| 1. COMPLETE- Get a keynote speaker from PMI Global for the Volunteer Dinner (using Frank Saladis – thanks Phil).  Gail to follow up on the other details – topic will be “Indispensable Project Manager” | Gail | 12/5 |
| 1. COMPLETE - Come up with names for the Volunteer of the Year Award | Executive Board | 11/7 |
| 1. Order the Plaque to be given to for the Volunteer of the Year | Ron | 12/7 |
| 1. IN PROGRESS - Check with David if he is available on 01/16/19 to photograph. Sharon has a backup if needed | Gail | 12/7 |
| 1. COMPLETE - Order the items for the gift bag for the Volunteers | Gail | 11/26 |
| 1. COMPLETE - Follow up with VMFA on the parking | Phil | 11/26 |
| 1. COMPLETE - Update the Volunteer Recognition Dinner Meeting info on the website | Dave/Gail | 11/26 |
| 1. COMPLETE - Send the Registration code to Kelly & James to test - also send it to Phil | Ron | 11/26 |
| 1. Confirm the dinner cost details and pay it in 2018 itself | Phil & James | 12/31 |
| 1. COMPLETE - Send the signature to Phil for the emails | Kelly | 11/16 |
| 1. COMPLETE - Meet before our December Board Meeting re: dinner meeting | James & Phil | 12/1 |
| 1. COMPLETE - Cindy will set up the 2019 Strategy & Planning Session - Ron will arrange the venue & lunch | Cindy & Ron | 11/16 |
| 1. COMPLETE - Send out another notification for the November Dinner Meeting | Ron | 11/13 |
| 1. Review Voluntary Recognition script and return to Phil | Kelly | 12/4 |
| 1. Coordinate parking for PMICVC Registration team | Phil | 12/31 |
| 1. Coordinate details on payment for event with VMFA | Phil/Ed/Kelly | 12/19 |
| 1. Sharon and Ed to go to Wells Fargo and update money market account | Sharon/Ed | 12/7 |

| 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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