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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 June 5, 2019 6:00pm | | | | | | | | |
| Legends Grille  1601 Willow Lawn Dr #840  Richmond, VA 23230  No minimum | | | | Dial in: 605-313-4831  Access code: 701563  Internet: LegendsGrille1 OR LegendsGrille2  Internet Password: legends1 OR legends2 | | | | |
| Attendees & Quorum Status | | | | | | | | |
| Executive Board Members | | | | | | | | |
| President | | Sharon Robbins, PMP | A | | Executive VP | Kelly Evans, PMP | | A |
| VP Communication | |  |  | | VP Education | Gail Gilstrap, PMP, ACP | | P |
| VP Operations | | Ronald Younger, PMP | A | | VP Finance | Ed Foster, PMP, ACP | | P |
| Directors | | | | | | | | |
| Advertising | | Open |  | | Outreach | Open | |  |
| Prof Development | | Open |  | | Partnerships | Open | |  |
| Charlottesville | | Brent Rodgers, PMP |  | | PMIEF Coordinator | Brett Sheffield, PMP | |  |
| Correspondence | |  |  | | PMO Practice Group | Open | |  |
| Innovation | | September Sickinger, PMP |  | | Registration Operations | Leslie DeBruyn, PMP | |  |
| Event Operations | | David Maynard, PMP |  | | Richmond | Open | |  |
| Event Planning | | Open |  | | Secretary | Suresh Raju, PMP, PgMP, RMP, ACP | |  |
| Financial Oversight | | Neil Halpert, CPA, PMP, CSM |  | | Sponsorship | Open | |  |
| FLiPM | | Jennifer Romero-Greene, PMP, PMI-ACP, SAFe |  | | Technology | Open | |  |
| Marketing | | Open |  | | Toastmasters | David Feild, PMP | |  |
| Membership | | Jason Plotkin, PMP |  | | Volunteerism |  | |  |
| Military Liaison | | Katya Whitaker |  | | Webmaster | Open - Removing | |  |
| Also Present | | | | | | | | |
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| A= Attended; P= On-Phone | | | | | | | | |

| Agenda | | | |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Pre-meeting & Open Meeting – Ron/Gail | | | |
|  | 1. Review & Approve Agenda | Sharon | Kelly / Ron |
| 1. Review & Approve Prior BoD Meeting Minutes | Sharon | Kelly / Ron |
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| 1. Strategic Items | | | |
|  | 1. Election Planning | Kelly | Slate completed as of June 1:  President – Kelly Evans  Executive VP – Joyce Glady  VP Education – Gail Gilstrap, Jennifer Romero-Greene  VP Communications – Jonette Meade, Jack Townsend  AI: Since Kelly is on the ballot, Sharon will take over the election with Kerrie as backup  AI: Kelly to send Sharon all of the info for the ballot  AI: Sharon send election to PMI by end of June |
|  | 1. Finance Review | Ed | - Overall the budget is in good shape  - Ed sent out the Finance reports  - Currently we are under on expenditures, over on Regional LIM  - Will have detailed budget discussion in July to make decisions on expenditures for the remainder of the year  - Ron is pursuing CPS Media to provide sponsorship income (see below). |
|  | 1. July Board meeting |  | - July Board meeting will be held on July 10th, not July 3rd  AI: Ron change the date on the website |
| 1. General Agenda | | | |
|  | 1. Website updates | Ron / All | - Majority of the feedback items provided to Ron from Gail have been completed  - Ron will look at items Sharon sent and get them updated  - Still need Volunteer page updates with Volunteer of the Year  - Confirmed the Zoho banner is on website; receive $50 credit on Proteon invoice monthly for 3 months |
|  | 1. CPS Media | Ron | - Ron has lawyer to review the agreement; will talk with him this week to discuss fee structure (expecting $100 fee).  - Ron will communicate to the Board if the fee will exceed $300 before engaging.  - Next steps / AI:  (1) Ron to send agreement out for everyone to edit with their updates.  (2) Any edits from Board are due to Ron by Friday, June 7 COB.  (3) Ron will send updated agreement to CPS Media Friday night or Saturday.  (4) We will ask for CPS Media comments back quickly  (5) The lawyer will review the revised agreement and provide any feedback / guidance.  (6) A final agreement will be sent back to CPS Media. If they have additional comments, the lawyer may need to look at the agreement a second time. - Ed also brought up the idea of formalizing how / when we need a lawyer to review contracts. Topic will be added to future Board meeting agenda. |
|  | 1. Chachkies to sell at meetings – Bob Business Case | Bob | - Bob was not available to discuss the business case; He asked for the action item to be moved to July Board meeting.  - Ed indicated there are numerous items in our storage area that can be used as raffles, give-a-ways.  - Gail indicated some of the items are ‘tagged’ as stuffers for the PDD.  AI: Ed will take an inventory of the items in the storage area and provide a list. |
|  | 1. Global N/A LIM | Sharon | - Sharon has registered for LIM  AI: Kelly, Ron and Gail, all need to get registered for LIM. |
|  | 1. PDD Update (1) Breakeven (2) Marketing Plan | Gail / Ron | PDD  - 13 people are registered for the PDD  - Website is ready; sponsorship payment has been set up  - Sponsorship packet is 75% complete; will finish this week and send out  - Initial communications via LinkedIn and Twitter are out; Gail will send next communication to Kelly and Marylinn to send out  - 3 technical speaker slots are available (additional speaker suggestions below)  - Want to set up Silent Auction to raise money to offset speaker costs;  AI: Gail has list of ideas for auction items; Send to Board members  AI: Each Board member sign up to take one or more ideas from the list and pursue getting auction items  AI: Reach out to Potential Speakers: Kay Fuldala (Kelly provided via email; Gail review), Richard Mandarino (Sharon), David Klein (Sharon), Stan Phelps – Purple Goldfish (Sharon), Eric Norman – Heart & Mind, Oodalop (Sharon), Burtel Davis (Sharon), Dr. Ann Michelle Thurman Powell (Sharon), Fed ‘Big Data’ person (Kelly)  Marketing Plan  - Ron look at hiring marketing resource; possible intern  - Ron suggested some smaller areas we can start with: print material to posting to message boards; leverage free advertising (e.g., Richmond.com)  AI: Ron write up job description  AI: Ron will identify small items to start with for the plan ; will send out to the Board |
| 1. VP Area Items | | | |
| Finance | 1) | Ed | 1. Ed thanked Ron for setting up the Square; Ed has cancelled the credit card service, saving the chapter $50/month  2. Ed is working with Glen on the tax return  3. Ed has been hearing complaints about delays in posting PDUs  AI: Sharon work with Leslie, Suresh to reduce delay |
| Communications | 1) | James |  |
| Education |  | Gail |  |
| Operations |  | Ron | AI: Ron send info regarding DocuSign for Board to vote on expenditure |
| Executive VP |  | Kelly | 1. Kelly is working with Katya to develop plan for Military Liaison; Matt is additional volunteer  2. Katya asked for folder on Drop Box for committee  3. Fed participating in Career Fair; Katya, Matt, Kelly try to set up Military Liaison at that event  AI: Ron set up Military Liaison drop box folder – done  AI: Kelly to check with Kerrie for Chief Belmar contact info |
| President |  | Sharon | 1. 7 students confirmed for June dinner meeting; Jennifer waiting to hear from the rest  2. Chapter to register for students using guest code  AI: Ron provide code to Sharon - done  AI: Sharon register the students  AI: Gail check to see if food service can start early at 5:45pm |
| 1. Action Items | | | |
|  | 1. New Action Items | Sharon |  |
|  | 1. Old Action Items | Sharon |  |
|  | 1. Adjournment | Sharon | Ron / Kelly |
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| Current Action Items | | |
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| Action Item | Responsible | Due Date |
| 1. Website updates - Gail will think about how to restructure Education to reduce number of pages on the website. | Gail | 7/10 |
| 1. Chachkies for meetings - Bob will write up a Business Case and to share with the group. | Bob | 7/10 |
| 1. Sharon will send out an email to the volunteers that they will be eligible for the raffle to go to Global LIM. | Sharon | Waiting for budget review. |
| 1. Gail to get the budget details for the PDD. Everyone wants to see break-even. | Gail | 7/10 |
| 1. Ron will look in to the Marketing Plan for PDD | Ron | done |
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| Older Action Items | | |
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| Action Item | Responsible | Due Date |
| 1. Schedule a volunteer/member orientation – James to talk to Phil, Ron, Jason & Kelly (using Jan 16th, 2019 Phil) | ~~James~~ Kelly | 7/10 |
| 1. All events updated on website. | All Board | Ongoing. |
| 1. James will look in to Beyond20 Sponsorship | Gail – she is speaker at PPD; check to see if she will also be sponsor | 7/10 |
| 1. Sharon will send out an email asking for ideas learned during the Regional LIM; LIM attendees need to send back their ideas. | Sharon – sent email. Ron, Katya, David need to send back ideas. | 7/10 |
| 12. Kelly to reach out to Capital Kanban/Agile Richmond regarding Dragon Boat. | ~~Kelly~~ Ron | 7/10 |
| 16. All Board Members to browse around our website and forward your suggestions to Ron – Ron will reach out to the Board Members for Website improvement suggestions. Suggestions [rec’d are here in Drobox](https://www.dropbox.com/s/unpdopzkkfi295x/2019%20Ops%20Website%20Feedback.docx?dl=0) | All | 7/10 |
| 17. Ron to explore Sponsorship opportunities. Gail, James and Ron met with CPS Media. Working with board to move forward with CPS. Kelly asked great questions that have been answered with a some requiring outreach to CPS, in process. | Ron | In process due by 5/15/19 |
| 21. Ron to create a Volunteer Recognition page which includes the Volunteer of the Year list. | Ron | 7/10 |

| Decisions |
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| Questions / Issues | |
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| Question / Issue | Approach / Resolution |
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| Milestones *(complete before Board meeting)* | | | | |
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| Task | Date | Activity | Vice President | Status |

| New Volunteers *(complete before Board meeting)* | | |
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| Vice President | Committee | New Volunteer Names |
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| Volunteer Needs *(complete before Board meeting)* | | | |
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| Vice President | Committee | Volunteer Role | VRMS ID |
| Operations | Technology |  |  |
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