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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 10, 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 | |  |
| 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 | | A |
| 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 – Kelly/Ron | | | |
|  | 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 | Sharon | Election to start July 19 and concluded on August 2 |
|  | 1. Finance Review | Ed |  |
|  | 1. Volunteer Recognition Dinner | Sharon | Delores Floyd volunteered to lead committee. Marjie Peterson has volunteered to help. Deferred discussion of budget and location.  AI: Sharon will send email to Dolores to get started. (Done) |
| 1. General Agenda | | | |
|  | 1. Website updates | Ron / All | AI: Sharon send information for volunteer recognition pages. (Done) |
|  | 1. CPS Media | Ron | They have already started |
|  | 1. Chachkies to sell at meetings – Bob Business Case | Bob | No discussion |
|  | 1. Global N/A LIM | Sharon | Sharon, Kelly, Ron and Gail attend.  AI: All, Complete registration. |
|  | 1. PDD Update | Gail | 32 registered. |
|  | 1. 50th Anniversary Party | Sharon | Sharon received party package including banners, table cloth, badges and tattoos. Suggestion of Tang & Biscuit for venue.  AI: Ron look into Tang & Biscuit (Done)  AI: Sharon will register for reimbursement (up to $1000). (Done) |
|  | 1. Breakfast meeting | Kelly | Meeting at Publix on August 14, 7-9am |
| 1. VP Area Items | | | |
| Finance | 1) | Ed |  |
| Communications | 1) | N/A |  |
| Education |  | Gail |  |
| Operations |  | Ron | Ron spoke with Montreal chapter regarding use of CPS Media. They have 5 employees. They get funding from job postings, and have been using CPS Media to expand reach. |
| Executive VP |  | Kelly | Matt has been helping with Military Liaison. He will be going to a meeting next Friday “First to Serve”. Golf tournament as a possible project for next year. |
| President |  | Sharon | Sharon gone Aug 7-14; check on moving Board meeting |
| 1. Action Items | | | |
|  | 1. New Action Items | Suresh |  |
|  | 1. Old Action Items | Suresh |  |
|  | 1. Adjournment | Sharon | Kelly/Ron |
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| Current Action Items | | |
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| Action Item | Responsible | Due Date |
| 1. Send email to Dolores to get the Volunteer Recognition Dinner Activities started | Sharon | 8/14 |
| 1. Send information for volunteer recognition pages to Ron | Sharon | 8/14 |
| 1. Complete registration for LIM | Sharon, Kelly, Gail & Ron | 8/14 |
| 1. Look into Tang & Biscuit for 50th Anniversary Party | Ron | 8/14 |
| 5. Register for reimbursement (up to $1000) for 50th Anniversary Party | Sharon | 8/14 |
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| Older Action Items | | |
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| Action Item | Responsible | Due Date |
| 1. All events updated on website. | All Board | Ongoing. |
| 1. 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 | Ongoing |
| 1. Website updates - Gail will think about how to restructure Education to reduce number of pages on the website. | Gail | 7/10 |
| 1. Ron to create a Volunteer Recognition page which includes the Volunteer of the Year list. | Ron | 8/7 |
| 1. Chachkies for meetings - Bob will write up a Business Case and to share with the group. | Bob | 7/10 |
| 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. Gail to get the budget details for the PDD. Everyone wants to see break-even. | Gail | 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. Kelly to reach out to Capital Kanban/Agile Richmond regarding Dragon Boat. | ~~Kelly~~ Ron | 9/4 |
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| 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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