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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 August 14, 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 | | Jack Townsend, PMP | A | | VP Education | Gail Gilstrap, PMP, ACP | | P |
| VP Operations | | Ronald Younger, PMP | A | | VP Finance | Ed Foster, PMP, ACP | | A |
| 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 |  | |  |  | |  |
| Also Present | | | | | | | | |
| Jack Townsend | | | | | | | | |
| A= Attended; P= On-Phone | | | | | | | | |

| Agenda | | | |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Pre-meeting & Open Meeting – Kelly/Ed | | | |
|  | 1. Review & Approve Agenda | Sharon | Kelly/Ron |
| 1. Review & Approve Prior BoD Meeting Minutes | Sharon | Kelly/Ed |
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| 1. Strategic Items | | | |
|  | 1. Election Results | Sharon | **Motion:** To approve Jack as the interim VP-Communications for the remainder of 2019 – Sharon nominated – Board approved unanimously.  **AI:** Ron to set up Jack on the system as VP-Communications.  **AI:** Sharon / Kelly help get Jack up-to-speed on role.  **AI:** Sharon get Jack set up in PMI Component System as VP  - **Election Issues:** (i) First Ballot was incomplete. It did not go out to all of our members. (ii) And, the link did not work the first time. (iii) We did got the results late.  - It was sent out to all the members second time with the right link. 126 members (less than 10%, which is normal) voted. |
|  | 1. Finance Review | Ed | Finance Reports have been sent out to the Board via email. |
|  | 1. Volunteer Recognition Dinner | Sharon | - Venue is yet to be decided. Need to be confirmed at the earliest. **AI:** Ron will check with VMFA on this. **AI:** Ed will pull together with some numbers on the budget/expenses. |
| 1. General Agenda | | | |
|  | 1. Website updates | Ron / All | - Proteon costs us around 10K – 11K per year. MG2 Media, Inc may only cost around 6K – 7K per year (a saving of around 4K).  **AI:** Ron is going to look in to this. Ron will also arrange a Demo session. |
|  | 1. CPS Media | Ron | Dominic to Join Call at 7pm EST – Will be discussed later. |
|  | 1. Chachkies to sell at meetings – Bob Business Case | Bob | - Bob is not in today. **AI:** Sharon will check with Bob. |
|  | 1. Global N/A LIM | Sharon | AI: Sharon will send out some info on this to Jack, Jennifer & Joyce. |
|  | 1. PDD Update | Gail | Speakers have been lined up. 84 People have registered. Gail has planned volunteer meetings.  Financial assessment (rough) – right now PDD is ~18K to 20K in the red. Need ~80 additional attendees or sponsorships to offset expenses. **AI:** Ron will have someone at the door for taking at-the-door payments.  **AI:** Gail to send additional announcement to Kelly to get sent out on the chapter LinkedIn  **AI:** Gail to send military-focused info to Kelly for Matt to send out  **AI:** All Board members forward the chapter LinkedIn to their contacts  **AI:** Sharon to send info to Presidents to put on their websites (wait for updated flyer); check on PMI announcement  **AI:** Kelly to engage Jonette to help get silent auction items |
|  | 1. 50th Anniversary Party | Sharon | Sept 12 at Cultural Arts Center (CAC); evening of PDD. Nominal fee for members that did not attend PDD. Received proposal for food. Gail checked with CAC re: different vendor for cake. Sharon signed up for $1000 reimbursement from PMI. Gail trying to get chocolatier for party. PDD Sponsors can have tables at this event.  **AI:** Sharon send info to Dave and Ron to add separate event on website.  **AI:** Gail check on availability of piano for event.  **AI:**  Kelly check to see if Ruth Dillon available to play piano. |
|  | 1. Member Breakfast Funding | Ed / Kelly | Breakfast in VP Communications budget. Receipts to be approved by Jack. |
|  | 1. Website Migration | Ron | See #1 Website Updates.  **AI:** Ron will talk with other chapters using this service to see how they like it; confirm services provided, etc.  **AI:** Ron will talk with Proteon regarding proposal/cost model |
| 1. VP Area Items | | | |
| Finance | 1) | Ed |  |
| Communications | 1) | Jack | Jack will be gone next week |
| Education |  | Gail |  |
| Operations |  | Ron |  |
| Executive VP |  | Kelly | **AI:** Kelly send Jack info on potential volunteer (Andre Karpov). (Done)  **AI:** Kelly will send out NDAs to everyone.  **AI:** Kelly will schedule 2-part transition (i) strategy, (ii) budget |
| President |  | Sharon | **AI:** Sharon send out note to team regarding meeting scheduler - Doodle  **AI:** Ron get Proteon to put the Volunteer Recognition page on the website |
| 1. Action Items | | | |
|  | 1. New Action Items | Suresh |  |
|  | 1. Old Action Items | Suresh |  |
|  | 1. Adjournment | Sharon | Ed/Ron |
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| 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. 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. (Done – Rec’d acknowledgement of participation request and awaiting replies; will follow up. | ~~Kelly~~ Ron | 9/4 |
| 1. Send email to Dolores to get the Volunteer Recognition Dinner Activities started | Sharon | 8/14 – Done |
| 1. Send information for volunteer recognition pages to Ron | Sharon | 8/14 – Done |
| 1. Complete registration for LIM Ron completed | Sharon, Kelly, Gail & Ron | 8/14 |
| 1. Look into Tang & Biscuit for 50th Anniversary Party - Ron Completed and shared costs with team | Ron | 8/14 – Done |
| 1. Register for reimbursement (up to $1000) for 50th Anniversary Party | Sharon | 8/14 - Done |
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| Decisions |
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| * Use PDD evening event at our 50th Anniversary (via email). * Approval of Jack Townsend as VP of Communications starting August 14. |
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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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