


<b>CVC Mission</b>		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.													
<b>PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS MEETING</b>															
Date		Wednesday, January 8 2025 at 6:00 pm													
Virtual Meeting				Microsoft Teams Meeting											
<b>ATTENDEES &amp; QUORUM STATUS</b>															
<b>EXECUTIVE BOARD MEMBERS</b>															
<b>Position</b>	<b>Name</b>	<b>Present (P)</b>	<b>Position</b>	<b>Name</b>	<b>Present (P)</b>										
President	Suresh Raju	Present (P)	Executive VP	Andrey Karpov	Present (P)										
VP Communications	Christina (Tina) Guthrow	Present (P)	VP Education	Open	VACANT										
VP Operations	Jacob Biguvu	Present (P)	VP Finance	Joyce M. Glady	Present (P)										
<b>DIRECTORS</b>															
<b>Position</b>	<b>Name</b>	<b>Present (P)</b>	<b>Position</b>	<b>Name</b>	<b>Present (P)</b>										
Charlottesville	OPEN		Administration	OPEN											
Fredericksburg	Rod Cutright		Academic Outreach	OPEN	REMOVE										
Registration Ops	Saravanan Rajamanickam	Present (P)	Technology	Ajay Sankaralingam	Present (P)										
Membership	Jason Plotkin	Present (P)	Social Media	OPEN	Present (P)										
Military Outreach	Alex Shimabukuro		Sponsorship	OPEN											
Newsletter	Melissa Ayres	Present (P)	Speakers	OPEN											
Impact Coordinator	OPEN	REMOVE	Event Planning	OPEN											
Toastmasters	Andrey Karpov	Present (P)	Financial Oversight	Ed Foster											
Director Special Projects	OPEN		Director of Digital Marketing and UX	OPEN											
Volunteerism	Tish Burrell		Programs	OPEN											
Past President	Brett Sheffield		VRMS Coordinator	Aleta Fonville	Present (P)										
<b>ALSO PRESENT</b>															
<b>GROUND RULES</b>															
Show up on time and come prepared															
Stay mentally and physically present															
Contribute to meeting goals															
Let everyone participate															
Listen with an open mind															
Think before speaking															
Stay on point and on time															
<b>AGENDA</b>															
<b>Pre-meeting &amp; Open Meeting - Kelly Evans, President</b>															
<b>Agenda Item</b>	<b>Person</b>	<b>Discussion/Motion</b>													
1	Open the BoD Meeting	Exe. Board	Andrey/Suresh												
2	Review & Approve Prior BoD Meeting Minutes	Exe. Board	Tina/Joyce												
3	Review & Approve Agenda	Exe. Board	Joyce/Jacob												
4	Welcome to the 2025 PMI CVC Board	Suresh	New members acknowledged												
5	New Member & Volunteer Sign-Up Event (1/13) Update	Tina	24 people registered as of 1/8/25, not everyone is a board member, Cap Ale House confirmed the use of a long table in an open space in the far corner, agenda has been circulated amongst the Executive Board and a few members have agreed to MC the event, Aleta is the event coordinator, Saravanan will take attendance at the meeting for PDU's, Andrey to promote Toastmasters, Tina to encourage volunteerism												
6	MARV Event (3/4) Update	Tina	We've had the first committee meeting to brainstorm on event logistics (location, gift ideas, volunteer allocation), Tina and Tish are engaged but will add Executive Board to the meeting invites, for Board Members tickets are \$5 and for non-members are \$10 to attend, this will be a loss event financially but we are encouraging chapter members to bring guests which should partially offset our expenses, optimize pricing to \$0 for volunteer (with a discount code), \$10 for chapter members, \$20 for guests of members, \$30 for non-members												
7	Review of Director Roles	All	Impact Coordinator and Academic Outreach director roles are to be removed, all Executive Board members to send feedback to Suresh regarding removal/consolidation of dormant director roles with reasoning, Andrey to reach out to Alex Shimabukuro to see if he plans to volunteer as the Military Outreach this year												
8	Business Cards & Name Badges	Suresh	If Executive Board or Directors need business cards (up to 250) or badges (without names, just titles), they can send the request to Suresh with their PMI titles and contact info so that he can approve, and order for everyone, Suresh will account for that in his annual budget, CONTINGENCY: New PMI branding coming out this year, so need to wait a bit												
9	Confidentiality Agreements	Suresh	Every year we have to renew confidentiality agreement - Suresh to work with Andrey to accomplish this task through SignNow and track in a spreadsheet who signed (name and date)												
10	Budget Presentations	Executive Board	Joyce will consolidate by the end of January 2025 after budget is finalized; Jacob, Joyce, Tina, and Suresh presented on their budget												
11	Budget Review and Approval Meeting	Executive Board	Suresh and Andrey to send a FindTime/Doodle poll to schedule later this month (initially proposed January 22nd), Executive Team members need to check in with their Directors before that time to prepare their budgets accordingly												
12	Review of Action Items	Exe. Board	Executive Board reviewed the Action Items												
13	Adjournment	Exe. Board	Suresh/Tina												
<b>VP Area Items</b>															
<b>Section</b>	<b>Agenda Item</b>	<b>Responsible</b>	<b>Discussion/Motion</b>												
Finance	N/A	Joyce Glady													
Communications	N/A	Christina (Tina)													
Education	N/A	TBD													

Operations	N/A	Jacob Biguvu							
Executive VP	N/A	Suresh Raju							
President	N/A	Kelly Evans							
<b>Action Items</b>									
<b>CURRENT ACTION ITEMS</b>									
	<b>Action Item</b>	<b>Responsible</b>	<b>Due Date</b>						
1	Speaker requests for future dinner meetings (Andrey to try to engage folks from NSA and Toastmasters for this)	Everyone	2/4/25						
2									
3									
4									
5									
<b>OLD ACTION ITEMS</b>									
	<b>Action Item</b>	<b>Responsible</b>	<b>Due Date</b>						
1	Jacob/Ajay will update the 2025 events on the PMI CVC Calendar	Jacob/Ajay	IN PROGRESS						
2	Joyce will send out the Proposed Budget and Actuals for 2024 to have an idea	Joyce	DONE						
3	Andrey will update the 2025 Toastmaster events on the PMI CVC calendar	Andrey	DONE						
4	Jacob will work with Tina to finalize a venue for an in-person Transition Meeting for 10 to 15 people	Jacob/Tina	DONE						
5	Suresh will send out the Transition Deck template and get the updates from all Board members prior to the Transition Meeting	Suresh/Exe. Board	DONE						
6									
7									
<b>Parking Lot</b>									
	<b>Parking Lot</b>	<b>Responsible</b>	<b>Due Date</b>						
1									
2									
3									
<b>NEW VOLUNTEERS (Complete Before Board Meeting)</b>									
<b>Vice President</b>	<b>Committee/Volunteer Role</b>	<b>New Volunteer Name(s)</b>							
<b>VOLUNTEER NEEDS (Complete Before Board Meeting)</b>									
<b>Vice President</b>	<b>Committee</b>	<b>Volunteer Role</b>	<b>VRMS ID</b>						
Executive VP	Administration	Board Secretary							
Education	Symposium	Symposium Project Manager Position	30224						
Education	Outreach	Director of Outreach	30910						
Education	Event Planning	Director of Event Planning	30912						
President	Sponsorship	Director of Sponsorship	30913						
Communications	Marketing	Director of Marketing	30907						
Communications		Director of Newsletter	33611						
Operations		Director of Registration Ops							
Operations		Director of Technology							