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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, January 4, 2016 10:00am |
| American Tap Room1601 Willow Lawn DrRichmond, VA 23230 | Dial in: 641-715-3288Access code: 701563Internet: ATR\_GuestInternet Password: ThompsonGuest |
| Attendees & Quorum Status |
| Executive Board Members |
| President | Bernie Farkas, PMP | A | Executive VP  | Kelly Evans, PMP |  |
| VP Communication | Bob Ramos, PMP | A | VP Education | Sharon Robbins, PMP | A |
| VP Operations | Ronald Younger, PMP | A | VP Finance | Cindy Parcell, PMP, PMI-ACP | A |
| Directors |
| Advertising | Holly Hamel, PMP |  | Military Liaison | Kerrie Arkwell, PMP |  |
| Prof Development |  |  | Outreach | Sam Beydoun, PMP |  |
| Charlottesville | Brent Rodgers, PMP |  | Partnerships | Chris Mauck, PMP |  |
| Correspondence |  |  | PMIEF Coordinator | Brett Sheffield, PMP |  |
| Director-at-Large | David Klein, PMP |  | PMO Practice Group | Marshall Shelton, PMP |  |
| Event Operations | David Maynard, PMP |  | Registration Operations | Leslie DeBruyn, PMP |  |
| Event Planning |  |  | Richmond |  |  |
| Financial Oversight | Neil Halpert, CPA, PMP, CSM |  | Secretary | Suresh Raju, PMP, PgMP, RMP, ACP |  |
| GOV Practice Group | Sam Henderson, PMP |  | Sponsorship |  |  |
| Marketing | Leo Campos, PMP |  | Toastmasters | Jack Townsend, PMP |  |
| Membership | Jason Plotkin, PMP |  | Volunteerism | Linda Hogan, PMP |  |
|  |  |  | Webmaster | Paul Gilbo, PMP |  |
| Also Present |
|  |
|  A= Attended; P= On-Phone |

| Agenda |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting
 |
|  | 1. Review & Approve Agenda
 | Bernie | Sharon/Cindy |
| 1. Review & Approve Prior BoD Meeting Minutes
 | Bernie | Cindy/Sharon |
| 1. Strategic Items
 |
|  | 1. PM Conference
 | Sharon | Mid-Jan decision on venue and fix datesgo/no-no go decisionFeb – entire event schedule, keynote securedMar – set-up registrationApr – finalize schedule/speakers, start promotionMay – finalize logisticsgo/no-no go decisionJune – event ready to run |
|  | 1. 2017 Budget
 | Cindy |  |
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| 1. Operational Items
 |
| Finance | 1. Budget
 | Cindy |  |
| Communications | 1. Volunteer Recognition
 | Bob |  |
|  |  |  |  |
| Education | 1. Study Group
 | Sharon | Requests for another study groupNeed to recruit volunteers and managerRequests for a prep class; need to find a providerRequests for Agile; need to find a new providerRequests for Risk; need to find a provider |
|  | 1. Event Speakers
 |  | Working on newsletter article to “call for speakers” for all events |
| Operations |  | Ron |  |
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| Executive VP | 1. Bylaws Revision
 | Kelly |  |
|  | 1. Sponsorship opportunity from Microsoft
 |  | Transition to have Chris work with Bob and Dir of Sponsorship |
| President |  | Bernie |  |
|  |  |  |  |
| 1. Meeting Wrap-up
 |
|  | 1. New Action Items
 | Suresh |  |
|  | 1. Old Action Item’s
 | Suresh |  |
|  | 1. Adjournment
 | Bernie | Sharon/Cindy |

| 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. Send the list of 4 people participating in the Charlottesville Study Group to Brent.
 | Sharon | done |
| 1. Bob will discuss on expanding the Volunteer Recognition beyond the Annual Meeting in the next Board Meeting.
 | Bob | 2/1/17 |
| 1. Kelly/Cindy will work with PMI Global to get the Bylaws approved
 | Kelly | 2/1/17 |
| 1. Send the list of current volunteers to the Director of Volunteerism/Review the list for accuracy
 | Executive Board members | done |
| 1. Look in to options for Toastmasters location – eg. Vaco/Martins could be contacted
 | Bob | done |
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| Decisions |
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| The board unanimously approved Bob’s recommendation for Vangie Williams to serve as the Director of Volunteerism |
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| Questions / Issues |
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| Question / Issue | Approach / Resolution |
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| Holiday INN PDD Day Item Option #1 | Day 1 | Day 2 | Day 3 | Total |
| 4 rooms |  510  |  510  |  510  |  1,530  |
| Breakfast (125 people @ 11.73pp inclusive) |  1,466  |  1,466  |  1,466  |  4,399  |
| Breakfast Snacks (125 people @ 5pp inclusive) |  625  |  625  |  625  |  1,875  |
| Lunch (Deli) (125 people @ 24.76pp inclusive) |  3,095  |  3,095  |  3,095  |  9,285  |
| Afternoon Snacks (125 people @ 7pp inclusive) |  875  |  875  |  875  |  2,625  |
| Grand total |  6,571  |  6,571  |  6,571  |  19,714  |
| Hor D'ouerves (variet |  1,000  |  1,000  |  -  |  2,000  |
| Grand total w/Hor D'ourves |  7,571  |  7,571  |  6,571  |  21,714  |
|  |  |  |  |  |
| Holiday Inn PDD Day Items Option #2 | Day 1 | Day 2 | Day 3 | Total |
| 4 rooms |  510  |  510  |  510  |  1,530  |
| Breakfast (125 people @ 11.73pp inclusive) |  1,466  |  1,466  |  1,466  |  4,399  |
| Omel/Waff Station (125 people @ 6pp inclusive) |  750  |  750  |  750  |  2,250  |
| Breakfast Snacks (125 people @ 5pp inclusive) |  625  |  625  |  625  |  1,875  |
| Lunch (2entre Hot) (125 people @ 27.36pp inclusive) |  3,420  |  3,420  |  3,420  |  10,260  |
| Afternoon Snacks (125 people @ 7pp inclusive) |  875  |  875  |  875  |  2,625  |
| Grand total |  7,646  |  7,646  |  7,646  |  22,939  |
| Hor D'ouerves  |  1,000  |  1,000  |  -  |  2,000  |
| Grand total w/Hor D'ourves |  8,646  |  8,646  |  7,646  |  24,939  |