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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 Room  1601 Willow Lawn Dr  Richmond, VA 23230 | | | | | Dial in: 641-715-3288  Access code: 701563  Internet: ATR\_Guest  Internet 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 dates  go/no-no go decision  Feb – entire event schedule, keynote secured  Mar – set-up registration  Apr – finalize schedule/speakers, start promotion  May – finalize logistics  go/no-no go decision  June – 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 group  Need to recruit volunteers and manager  Requests for a prep class; need to find a provider  Requests for Agile; need to find a new provider  Requests for Risk; need to find a provider |
|  | 1. Event Speakers |  | Working on newsletter article to “call for speakers” for all events |
| Operations |  | Ron |  |
|  |  |  |  |
| 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 | | |
| --- | --- | --- |
| 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 |