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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, March 1, 2017 6:00pm | | | | | | | | |
| Libbie Mill Library  2100 Libbie Lake East St  Richmond, VA 23230 | | | | Dial in: 641-715-3288  Access code: 701563  Internet: hcplpublic  Internet Password: Not Required | | | | |
| 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 |  | | Outreach | | Sam Beydoun, PMP |  |
| Prof Development | |  |  | | Partnerships | | Chris Mauck, PMP |  |
| Charlottesville | | Brent Rodgers, PMP |  | | PMIEF Coordinator | | Brett Sheffield, PMP |  |
| Correspondence | |  |  | | PMO Practice Group | | Marshall Shelton, PMP |  |
| Director-at-Large | | David Klein, PMP |  | | Registration Operations | | Leslie DeBruyn, PMP |  |
| Event Operations | | David Maynard, PMP |  | | Richmond | |  |  |
| Event Planning | |  |  | | Secretary | | Suresh Raju, PMP, PgMP, RMP, ACP | A |
| Financial Oversight | | Neil Halpert, CPA, PMP, CSM |  | | Sponsorship | |  |  |
| GOV Practice Group | | Sam Henderson, PMP |  | | Technology | | Ed Foster, PMP |  |
| Marketing | | Leo Campos, PMP |  | | Toastmasters | | Jack Townsend, PMP |  |
| Membership | | Jason Plotkin, PMP |  | | Volunteerism | | Vangie Williams |  |
| Military Liaison | | Kerrie Arkwell, PMP |  | | Webmaster | | Paul Gilbo, PMP |  |
| Also Present | | | | | | | | |
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| A= Attended; P= On-Phone | | | | | | | | |

| Agenda | | | |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting | | | |
|  | 1. Review & Approve Agenda | Bernie | Bob/Cindy |
| 1. Review & Approve Prior BoD Meeting Minutes | Bernie | Bob/Ron |
|  | 1. PMI Code of Ethics & Professional Conduct | Ron |  |
| 1. Strategic Items | | | |
|  | 1. Symposium | Sharon | Go/No-go decision  - Gail presented costs for the facility (rooms/ballrooms) & food. Approximately 100 attendees are needed to break even. Not started pursuing any speakers yet. Attendee cost is $400 per person.  **Motion:** Continue to pursue to have the Symposium in Sept’2017 – Cindy/Ron – Approved unanimously. |
|  | 1. Communications: Event Details | Ron | Meeting scheduled with Director of Event Operations (Dave M) and Director of Technology (Ed) for 3/2 for Backend Training.  - Weekly email had the link to the registration page instead of the event details page. It has been corrected.  - Newsletter will go out soon.  - Gail did not receive instructions on getting into Zimbra email account. |
|  | 1. Service Level Agreements |  | Create an agreed upon set of timelines to complete deliverables and to respond to requests and emails  - Serving the members is the priority. 24-hour turnaround is expected. Other responses depend on the topic & impact. |
| 1. Area Items | | | |
| Finance | 1. Budget | Cindy | - Reports have been sent out last night.  - QuickBooks price is going up from $270 to $430 in January 2018. |
| Communications | 1. Newsletter | Bob | - Newsletter will go out soon. |
|  | 1. Volunteers |  |  |
|  | 1. Sponsorship |  | - Will meet with Microsoft personnel regarding Sponsorship. |
| Education | 1. Richmond dinner meetings | Sharon | Feb Survey results  - Davis Offenkrantz will be our April speaker. |
|  |  |  | - Survey results have been sent out today. |
| Operations | 1. Director availability | Ron | Due to our WebMaster's (Paul Gilbo) low availability, timelines to completion will also be delayed.  - Vegetarian options have been requested with the hotel. |
| Executive VP | 1. Bylaws Revision | Kelly | - Working on the Bylaws. |
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| President |  | Bernie |  |
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| 1. Meeting Wrap-up | | | |
|  | 1. New Action Items | Suresh |  |
|  | 1. Old Action Item’s | Suresh |  |
|  | 1. Adjournment | Bernie | Bob/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. Review the list of Volunteers and post it on the site. All the Board members need to verify the list. | Board Members | 3/12 |
| 1. Update website with list of volunteers | Ron | 3/26 |
| 1. Send the letters to the volunteers for missing their names, update the Brochure, and post it on the front page of the website | Bob | 3/26 |
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| Decisions |
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| **Motion:** Continue to pursue to have the Symposium in Sept’2017 – Cindy/Ron – Approved unanimously. |
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| Questions / Issues | |
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| Question / Issue | Approach / Resolution |
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| Monthly Checklist *(complete before Board meeting)* | | | | |
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| Event | Time | Activity | Vice President | Status |
| PD Symposium | Milestones | Site Selection, Event Dates | Sharon |  |
| Charlottesville | Last Month | Invoice | Ron, Cindy | Per Ron - Approved |
|  | This Month | Program set-up | Sharon, Ron | Per Sharon - Complete; Per Ron – Opts team completed |
|  |  | email Scheduled | Ron | Sent on 3/1 and future emails scheduled. |
|  | Next Month | Program set-up | Sharon, Ron | Per Ron – Ops team will meet our TBD SLA requirements when April details are provided. |
| Richmond | Last Month | Invoice | Ron, Cindy | Per Ron - Approved on 2/23. |
|  |  | Survey | Sharon | Feb survey sent to mbrs 2/22 |
|  | This Month | Program set-up | Sharon, Ron | Per Sharon - Info sent to Ops 2/17 (abstract, speaker, picture);  Per Ron – Ops team updated template article by 2/26; Website updated on 2/28; Weekly blast not correct on 2/27  Correct and ready for 3/6 weekly blast |
|  |  | email Scheduled | Ron | Complete and ready for 3/8 |
|  | Next Month | Program set-up | Sharon, Ron | Per Ron – Ops team will meet our TBD SLA requirements when April details are provided. |
| Toastmasters | This Month | Meetings set-up | Ron | Requested and received schedule from Jack on 3/1. Updated events on 3/1. |
|  | This Month | Email scheduled | Ron | Sent on 3/1 and future emails scheduled. |
|  | Next Month | Meetings set-up | Ron | Meetings set up; needs to be edited; by 3/10 |
| \*NEW\* Share Registration Lists | Last Month | Send for Survey (Sharon)  Send for PDU (Suresh) | Ron | For Survey - Rec'd by Sharon February  For PDU - Sent to Suresh on 3/1 |
| \*New\* Volunteer List | Last Month | Add Volunteers to Website | Ron |  |
| PDUs | Last Month | PDUs reported to PMI | Ron | Delay due to error in removing February PDU data. Info shared on 3/1; PDU completion expected by 3/6 |
| Announcement Slides | This Month | Updated | Bernie | Feb completed on Feb 6 |
| Newsletter | Last Month | Newsletter sent | Bob | Per Ron – Ron and Bob meet for transition on 2/23 and newsletter sent on 2/23 |
|  | This Month | Newsletter | Bob |  |
| President’s Letter | This Month | Letter prepared | Bernie | Feb completed on Feb 7 |
| Board Minutes | Last Month | Last month’s minutes posted | Ron | Per Ron – Ops team resources are low with Webmaster unavailable; Website updates will be delayed as a result. |

| New Volunteers *(complete before Board meeting)* | | |
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| Vice President | Committee | New Volunteer Names |
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| Volunteer Recrutment *(complete before Board meeting)* | | | |
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| Vice President | Committee | Volunteer Role | VRMS ID |
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