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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, May 31, 2017 5:30pm | | | | | | | | |
| Deep Run High School  4801 Twin Hickory Road  Glen Allen, VA 23059 | | | | 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 | A |
| VP Communication | | Bob Ramos, PMP |  | | VP Education | | Sharon Robbins, PMP | A |
| VP Operations | | Ronald Younger, PMP |  | | 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 | | Teresa Younger, MAT |  | | Secretary | | Suresh Raju, PMP, PgMP, RMP, ACP | A |
| Financial Oversight | | Neil Halpert, CPA, PMP, CSM | A | | Sponsorship | |  |  |
| GOV Practice Group | | Sam Henderson, PMP |  | | Symposium | | Gail Gilstrap, PMP | A |
| Marketing | | Leo Campos, PMP |  | | Technology | | Ed Foster, PMP |  |
| Membership | | Jason Plotkin, PMP |  | | Toastmasters | | Jack Townsend, PMP |  |
| Military Liaison | | Kerrie Arkwell, PMP |  | | Volunteerism | | Vangie Williams |  |
|  | |  |  | | 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 | Kelly, Cindy - Approved |
| 1. Review & Approve Prior BoD Meeting Minutes | Bernie | Kelly, Cindy - Approved |
| 1. Strategic Items | | | |
|  | 1. Symposium | Sharon | * Speaker identification/engagement is in progress. * Gail met with Agile Richmond regarding Agile track. Agile Richmond will sponsor the Agile Track. |
|  | 1. Richmond Dinner Options | Bernie |  |
| 1. Area Items | | | |
| Finance | 1. Budget | Cindy |  |
| Communications | 1. Newsletter | Bob |  |
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| Education |  | Sharon |  |
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| Operations |  | Ron |  |
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| Executive VP | 1. Bylaws Revision | Kelly |  |
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| President | 1. Election | Bernie | We have people running for each of the roles. They will introduce themselves during the June Dinner Meeting. |
|  | 1. Transition |  | Bernie - Kelly Transition is in progress. |
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|  | 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. Review the list of Volunteers and post it on the site. All the Board members need to verify the list. | Board Members | 7/12 |
| 1. Update website with list of volunteers | Ron | 7/12 |
| 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 | 7/12 |
| 1. Initiate Symposium Volunteer Request to Vangie | Sharon | Done. |
| 1. Proposal for Velociteach for Chapter’s PMP course offering | Sharon | Done. |
| 1. See if dates are available for the Place | Bernie | Done. |

| Decisions |
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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 | * Site selection – complete * Dates – complete * Website set up – May * Registration set up - May * Keynote speakers selected – May * Big announcement / push to members - June |
| Charlottesville | Last Month | Invoice | Ron, Cindy |  |
|  | This Month | Program set-up | Sharon, Ron | June 8 – Gary Grossman, Transition to ISO9001:2015 |
|  |  | email Scheduled | Ron |  |
|  | Next Month | Program set-up | Sharon, Ron | July 13 – Beth Spriggs, From Technology Adoption to User Adoption: How |
| Richmond | Last Month | Invoice | Ron, Cindy |  |
|  |  | Survey | Sharon | Mtg on May 17; Survey sent out May 18th |
|  | This Month | Program set-up | Sharon, Ron | June 15 - Dr. Bill Carswell, Demystifying Project Risk |
|  |  | email Scheduled | Ron |  |
|  | Next Month | Program set-up | Sharon, Ron | July 19 - TBD |
| Toastmasters | This Month | Meetings set-up | Ron |  |
|  | This Month | Email scheduled | Ron |  |
|  | Next Month | Meetings set-up | Ron |  |
| \*NEW\* Share Registration Lists | Last Month | Send for Survey (Sharon)  Send for PDU (Suresh) | Ron |  |
| \*New\* Volunteer List | Last Month | Add Volunteers to Website | Ron |  |
| PDUs | Last Month | PDUs reported to PMI | Ron |  |
| Announcement Slides | This Month | Updated | Bernie |  |
| Newsletter | Last Month | Newsletter sent | Bob |  |
|  | This Month | Newsletter | Bob |  |
| President’s Letter | This Month | Letter prepared | Bernie |  |
| Board Minutes | Last Month | Last month’s minutes posted | Ron |  |

| 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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