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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, July 5, 2017 6:00pm |
| Libbie Mill Library2100 Libbie Lake East StRichmond, VA 23230 | Dial in: 641-715-3288Access code: 701563Internet: hcplpublicInternet Password: Not Required |
| Attendees & Quorum Status |
| Executive Board Members |
| President | Kelly Evans, PMP | A | Executive VP  | Kerrie Arkwell, PMP | A |
| 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 |  |
| Directors |
| Advertising |  |  | Outreach |  |  |
| 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 |  | 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 |
| Vivian Addotey, Gail Gilstrap |
|  A= Attended; P= On-Phone |

| Agenda |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting
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|  | 1. Review & Approve Agenda
 | Kelly | Bob/Ron |
| 1. Review & Approve Prior BoD Meeting Minutes
 | Kelly | Kelly/Sharon |
| 1. Strategic Items
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|  | 1. Symposium
 | Gail / Sharon | Website update is continuous – Speakers are all lined up - Agile Richmond sponsors all the Agile Speakers including their honorariums, if any – Still waiting on some of the abstracts/title of the presentations/credentials of the speakers – Early bird pricing for the first 25 registrants - Attendance of 100 participants will break-even the expenses – Need to promote with local Corporates, Universities, Newspapers, Social Media, Meet-Up Groups, etc. |
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| 1. Area Items
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| Finance | 1. Budget
 | Cindy | Cindy already sent out the budget documents. |
| Communications | 1. Newsletter
 | Bob | Will go out soon. |
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| Education |  | Sharon |  |
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| Operations | 1. Meeting Location
 | Ron | Should we change the location for Oct, Nov Dinner Meetings?Per Survey Monkey results, most attendees are okay with the location. |
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| Executive VP | 1. Bylaws Revision
 | Kelly | Will be sent out for voting by the members in August. |
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| President | 1. Election
 | Cindy | Election is in progress. About 75 people already voted. |
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|  | 1. New Action Items
 | Suresh |  |
|  | 1. Old Action Item’s
 | Suresh |  |
|  | 1. Adjournment
 | Kelly | Sharon/Kelly |

| Current Action Items |
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| Action Item | Responsible | Due Date |
| 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 |
| 1. Add personal email of the Full Board Members to the group email after getting permission
 | Ron | 8/2 |
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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 | 8/2 |
| 1. Update website with list of volunteers
 | Ron | 8/9 |
| 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 | To be removed |
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| 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 | Sponsorship, advertising | Sharon | Need volunteers / help to promote event |
| Charlottesville | Last Month | Invoice | Ron, Cindy |  |
|  | This Month | Program set-up | Sharon, Ron | Speaker set up – Beth Spriggs |
|  |  | email Scheduled | Ron |  |
|  | Next Month | Program set-up | Sharon, Ron | No meeting in August |
| Richmond | Last Month | Invoice | Ron, Cindy |  |
|  |  | Survey | Sharon | Sent June 21st |
|  | This Month | Program set-up | Sharon, Ron | Speaker set up – Todd Jones |
|  |  | email Scheduled | Ron |  |
|  | Next Month | Program set-up | Sharon, Ron | No meeting in August; October and November speakers are set up  |
| 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 | Will be posted by 5/7 |
| Newsletter | Last Month | Newsletter sent | Bob |  |
|  | This Month | Newsletter | Bob |  |
| President’s Letter | This Month | Letter prepared | Bernie | Will be posted by 5/7 |
| 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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