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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, August 2, 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 | A |
| 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 |  |  | 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 |  | Symposium | Gail Gilstrap, PMP | A |
| Marketing |  |  | Technology | Ed Foster, PMP |  |
| Membership | Jason Plotkin, PMP |  | Toastmasters | Jack Townsend, PMP |  |
| Military Liaison |  |  | 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
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|  | 1. Review & Approve Agenda
 | Kelly | Cindy/Sharon. |
| 1. Review & Approve Prior BoD Meeting Minutes
 | Kelly | Sharon – Add the Symposium Task List as an addendum**AI:** Ron will send it to Suresh. Suresh will add it to July meeting.Kelly/Ron. |
| 1. Strategic Items
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|  | 1. Symposium
 | Sharon | **Symposium Discussion:**- 10 people have registered so far.- Speaker Highlights on the weekly emails. **AI:** Sharon will send verbiage.- Postcards to members/prospectives with Symposium high level information. **AI:** Ron will get the addresses, approx.. 3000.- Twitter, Facebook Announcements – Ron.- LinkedIn Announcement – Sharon/Kelly.- Advertising to the University – Sharon sent to the Masters’ program.- Send to PM Meet-Up groups – Ron/Bob.- Speaker Expenses spreadsheet distributed and discussed.- Budget spreadsheet distributed and discussed.- Sponsors spreadsheet distributed and discussed.- Volunteer needs spreadsheet distributed and discussed.- Can Anthem provide Goody bags? **AI:** Ron will check.- Could VDOT provide Lanyards? **AI:** Gail will check.- Symposium is a **GO** as of now.- Board will touch base at the next Board Meeting on 9/6/17. |
|  | 1. LIM
 | Kelly | - Besides Kelly, Ron & Gail will be going. |
|  | 1. Bylaws
 | Kelly | - Besides Bylaws, PMI has asked us to have Operations Manual as well. Bylaws needs to be modified regarding the term limits. |
|  | 1. Charlottesville Meeting
 | Kelly | - The meeting cancellation went out late. One member traveled to Charlottesville and found out that it was canceled.- Pull the list from the site and Email could be sent to the registrants regarding cancellation. |
| 1. Area Items
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| Finance |  | Cindy | - Ran the monthly reports and sent out to the Board already. |
| Communications |  | Bob |  |
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| Education |  | Sharon | - People could register for Velociteach courses on our website. Members get 10% discount and the Chapter gets 10%.- Need to look at speaker for the January Volunteer Meeting. |
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| Operations |  | Ron |  |
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| Executive VP |  | Kerrie | - Transition Meeting & Strategic Planning Session need to happen in December. Could we do the Strategic Planning in October? We could get the ideas by email. |
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| President |  | Kelly |  |
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|  | 1. New Action Items
 | Suresh |  |
|  | 1. Old Action Item’s
 | Suresh |  |
|  | 1. Adjournment
 | Kelly | Kerrie/Sharon. |

| Current Action Items |
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| Action Item | Responsible | Due Date |
| 1. Add Symposium Task List as an addendum to July Board Meeting MinutesRon will send it to Suresh. Suresh will add it to July meeting minutes.
 | Ron/Suresh | 9/6 |
| 1. Send verbiage on speaker highlights for the weekly emails to Ron
 | Sharon/Ron | 9/6 |
| 1. Get the addresses of approx.. 3000 members/prospectives for sending the postcards with highlevel Symposium information
 | Ron | 9/6 |
| 1. Check with Anthem if they can provide the Goody Bags
 | Ron | 9/6 |
| 1. Check with VDOT if they can provide Lanyards
 | Gail | 9/6 |

| Older Action Items |
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| Action Item | Responsible | Due Date |
| 1. Add personal email of the Full Board Members to the group email after getting permission
 | Ron | 9/6 |
| 1. Ron will request the list of volunteers to the FullBoard. Send the list to Ron.
 | Board Members | 9/6 |
| 1. Keep the list in DropBox
 | Ron | 9/6 |
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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 |  |
| Charlottesville | Last Month | Invoice | Ron, Cindy |  |
|  | This Month | Program set-up | Sharon, Ron |  |
|  |  | email Scheduled | Ron |  |
|  | Next Month | Program set-up | Sharon, Ron |  |
| Richmond | Last Month | Invoice | Ron, Cindy |  |
|  |  | Survey | Sharon |  |
|  | This Month | Program set-up | Sharon, Ron |  |
|  |  | email Scheduled | Ron |  |
|  | Next Month | Program set-up | Sharon, Ron |  |
| Toastmasters | This Month | Meetings set-up | Ron |  |
|  | This Month | Email scheduled | Ron |  |
|  | Next Month | Meetings set-up | Ron |  |
| Share Registration Lists | Last Month | Send for Survey (Sharon)Send for PDU (Suresh) | Ron |  |
| Volunteer List | Last Month | Add Volunteers to Website | Ron |  |
| PDUs | Last Month | PDUs reported to PMI | Ron |  |
| Announcement Slides | This Month | Updated | Kelly |  |
| Newsletter | Last Month | Newsletter sent | Bob |  |
|  | This Month | Newsletter | Bob |  |
| President’s Letter | This Month | Letter prepared | Kelly |  |
| 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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