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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, September 6, 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 |  |
| 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 | A |
| 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 |  |
| Marketing |  |  | Technology | Ed Foster, PMP |  |
| Membership | Jason Plotkin, PMP |  | Toastmasters | Steve Williams, PMP | A |
| Military Liaison |  |  | Volunteerism | Vangie Williams |  |
|  |  |  | Webmaster | Paul Gilbo, PMP |  |
| Also Present |
| Phil Doty. |
|  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 | Sharon/Ron |
| 1. Review & Approve Prior BoD Meeting Minutes
 | Kelly | Sharon/Bob |
| 1. Strategic Items
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|  | 1. Symposium
 | Sharon | - We will have access to the facility at 7:30 am on Wednesday (9/13) – Volunteers (15) are all lined up – Resume Reviewers & Mock Interviewers are yet to be confirmed.- Speakers are all confirmed – Collecting the presentations – T-shirts for volunteers have been ordered – Goody bags have been planned for participants – Sponsors: Apex, Experis, IIBA, VACU, etc.- Goody Bags preparation from 12 to 3 on Saturday @ Glen Allen Library. |
|  | 1. VITA PM Summit 10/13
 | Sharon | - PMICVC had a Booth at the Summit in the past.Could the PMICVC volunteers judge the PM Excellence Award this year? – Sharon could coordinate the effort – Need the projects 2 weeks in advance.Could PMICVC host a table there? Yes. |
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| 1. Area Items
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| Finance |  | Cindy |  |
| Communications |  | Bob |  |
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| Education |  | Sharon | Should we recognize PM Symposium non-chapter-member volunteers at the Volunteer Recognition Meeting in January? – Will be discussed later – Speaker/Date needs to be finalized as well.**AI:** Bob will reach out to Sharon/Kelly to get info on Jeanne Spence/Courtney.Gail is thinking of having Richmond Dinner Meetings every other month.Brett: PMIEF Liaison - 56 people were there for Scrum Richmond meeting yesterday.Steve: There are 14 Toastmaster members as of now – Planning a Happy Hour in October – Speech Competition is coming up later this month.**AI:** Sharon will find out the amount to be given to Steve for Toastmaster membership subsidy. |
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| Operations |  | Ron | Besides Ron, someone else also should be able to create a Zimbra email. |
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| Executive VP |  | Kerrie | Kerrie will be scheduling the Transition meeting in November. |
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| President |  | Kelly | By-Laws: Paul Gilbo has a question for Ron.**AI:** Ron will reach out to Paul. |
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|  | 1. New Action Items
 | Suresh |  |
|  | 1. Old Action Items
 | Suresh |  |
|  | 1. Adjournment
 | Kelly | Sharon/Kelly |

| Current Action Items |
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| Action Item | Responsible | Due Date |
| 1. Reach out to Sharon/Kelly to get info on Jeanne Spence/Courtney as Speaker at the Volunteer Recognition Meeting in January
 | Bob | 10/4 |
| 1. Find out the amount to be given to Steve for Toastmaster membership subsidy
 | Sharon | 10/4 |
| 1. Reach out to Paul Gilbo regarding the By-Law question
 | Ron | 10/4 |
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| 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 | 10/4 |
| 1. Ron will request the list of volunteers to the FullBoard. Send the list to Ron.
 | Board Members | Done. |
| 1. Keep the list in DropBox
 | Ron | 10/4 |
| 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 | Closed. |
| 1. Send verbiage on speaker highlights for the weekly emails to Ron
 | Sharon/Ron | Closed. |
| 1. Get the addresses of approx.. 3000 members/prospectives for sending the postcards with highlevel Symposium information
 | Ron | Done. |
| 1. Check with Anthem if they can provide the Goody Bags
 | Ron | Closed |
| 1. Check with VDOT if they can provide Lanyards
 | Gail | 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 | 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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