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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, November 1, 2017 6:00pm |
| Varina Library    | Dial in: 641-715-3288 Access code: 701563Internet: Henrico LibraryInternet Password: readabook |
| Attendees & Quorum Status |
| Executive Board Members |
| President | Kelly Evans, PMP |  | Executive VP  | Kerrie Arkwell, PMP |  |
| VP Communication | Bob Ramos, PMP |  | VP Education | Sharon Robbins, PMP |  |
| VP Operations | Ronald Younger, PMP |  | 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 | Rick Kaerwer, 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 |  |
| 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 |  |
| Military Liaison |  |  | Volunteerism |  |  |
|  |  |  | Webmaster | Paul Gilbo, PMP |  |
| Also Present |
|  |
|  A= Attended; P= On-Phone |

| Agenda |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting
 |
|  | 1. Review & Approve Agenda
 | Kerrie |  |
| 1. Review & Approve Prior BoD Meeting Minutes
 | Kerrie |  |
| 1. Strategic Items
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| 1. Area Items
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| Finance |  | Cindy |  |
| Communications |  | Bob |  |
|  |  |  |  |
| Education |  | Sharon |  |
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| Operations |  | Ron |  |
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| Executive VP |  | Kerrie |  |
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| President |  | Kelly |  |
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|  | 1. New Action Items
 | Suresh |  |
|  | 1. Old Action Items
 | Suresh |  |
|  | 1. Adjournment
 | Kerrie |  |

| 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. Add personal email of the Full Board Members to the group email after getting permission
 | Ron | 11/1 |
| 1. Reach out to Paul Gilbo regarding the By-Law question
 | Ron | 11/1 |
| 1. Reach out to the PM Symposium sponsors regarding makeup plan
 | Bob | 11/1 |
| 1. Research & resolve the discrepancies in PM Symposium payments by some of the participants
 | Cindy, Ron & Sharon | 11/1 |
| 1. Reach out to Courtney Lynch as the keynote speaker for our Volunteer Recognition dinner on 01/17/2018
 | Bob | 11/1 |
| 1. Look in to the cost factor of Zoro
 | Ron | 11/1 |
| 1. Follow up with Jennifer regarding the FLiPM $500 scholarship in 2017
 | Kelly | 11/1 |
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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 |
| 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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