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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, January 3, 2018 6:00pm | | | | | | | | |
| Libbie Mill Library  2100 Libbie Lake East St  Richmond, VA 23230 | | | | Dial in: 641-715-3288  Access code: 701563  Internet: Henrico Library  Internet Password: readabook | | | | |
| Attendees & Quorum Status | | | | | | | | |
| Executive Board Members | | | | | | | | |
| President | | Kelly Evans, PMP | A | | Executive VP | | Kerrie Arkwell, PMP |  |
| VP Communication | | Phil Doty, PMP, PgMP, RMP | P | | VP Education | | Gail Gilstrap, PMP | A |
| VP Operations | | Ronald Younger, PMP | A | | VP Finance | | Cindy Parcell, PMP, PMI-ACP | P |
| 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 | 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 |  |
| Military Liaison | |  |  | | Volunteerism | |  |  |
|  | |  |  | | Webmaster | | Paul Gilbo, PMP |  |
| Also Present | | | | | | | | |
| Bob Ramos | | | | | | | | |
| A= Attended; P= On-Phone | | | | | | | | |

| Agenda | | | |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting | | | |
|  | 1. Review & Approve Agenda | Kelly | Gail/Phil |
| 1. Review & Approve Prior BoD Meeting Minutes | Kelly | Phil/Cindy |
| 1. Strategic Items | | | |
|  | 1. 2018 Planning | Gail | - VP-Education 2018 Plans were discussed.  **AI:** Gail will update the VP-Education 2018 Plans and send it out.  **AI:** Ron is going to check about Squirrels event for May.  - Director-Event Planning has been moved from VP-Operations to VP-Education. |
|  | 1. Budget | Cindy | 2017 Actual vs. Budget sheet was reviewed.  **AI:** Cindy will follow-up with Kerrie on the 2018 Budget. |
|  | 1. Volunteer Recognition Dinner |  | Bob is checking on the Script, Certificates, Program Sheet & Volunteer List. |
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| 1. Area Items | | | |
| Finance |  | Cindy |  |
| Communications |  | Phil | Meeting with Proteon next Wednesday. |
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| Education |  | Gail | **AI:** FLiPM date needs to be included in the schedule. |
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| Operations |  | Ron | - Email upgrade is delayed. Comcast email issue is corrected by itself.  - Slide show with Symposium pictures for the website is still pending.  - Theresa is working on the VRD Menu & Table Decorations. |
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| Executive VP |  | Kerrie | Yet to schedule a Follow-Up Transition Meeting. |
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| President |  | Kelly | **AI:** Send out the NDA to the FullBoard. |
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|  | 1. New Action Items | Suresh |  |
|  | 1. Old Action Items | Suresh |  |
|  | 1. Adjournment | Kelly | Phil/Ron. |

| Current Action Items | | |
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| Action Item | Responsible | Due Date |
| 1. Update the VP-Education 2018 Plans and send it out | Gail | 2/7 |
| 1. Check about Squirrels event for May | Ron | 2/7 |
| 1. Follow-up with Kerrie on the 2018 Budget | Cindy | 2/7 |
| 1. FLiPM date needs to be included in the schedule | Gail | 2/7 |
| 1. Send out the NDA to the FullBoard | Kelly | 2/7 |
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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 | 2/1 |
| 1. Research & resolve the discrepancies in PM Symposium payments by some of the participants | Ron | 2/1 |
| 1. Look at the recognition script, time | Kelly | Done |
| 1. Follow up with FLiPM to determine volunteers | Kelly | Done |
| 1. Update the recognition script and send to Kelly | Bob | Done |
| 1. Registration for VRD and manning the table | Kerrie | 1/4 |
| 1. Find NDA and send to Gail and Phil to sign | Kelly | Done |
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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 Recruitment *(complete before Board meeting)* | | | |
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| Vice President | Committee | Volunteer Role | VRMS ID |
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