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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, February 7, 2018 6:00pm | | | | | | | | |
|  | | | | Dial in: 641-715-3288  Access code: 701563 | | | | |
| Attendees & Quorum Status | | | | | | | | |
| Executive Board Members | | | | | | | | |
| President | | Kelly Evans, PMP | P | | Executive VP | | Kerrie Arkwell, PMP | P |
| VP Communication | | Phil Doty, PMP, PgMP, RMP | P | | VP Education | | Gail Gilstrap, PMP | P |
| VP Operations | | Ronald Younger, PMP |  | | 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 | P |
| 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 – Cindy/Phil | | | |
|  | 1. Review & Approve Agenda | Kelly | Cindy/Phil |
| 1. Review & Approve Prior BoD Meeting Minutes | Kelly | Kelly/Cindy |
| 1. Strategic Items | | | |
|  | 1. January Registration List | Gail | - Dir. Registrations has not sent the list for submitting PDUs yet.  **AI:** Gail will follow up with Leslie. |
|  | 1. Website out-of-date in multiple areas | Gail | - The Proteon upgrade has any impacts? – We are way behind on many areas.  - Does the upgrade cover the email issue as well?  **AI:** Kelly will follow up with Ron.  **AI:** Phil will follow up with Shannon from Proteon.  **AI:** Gail will check with September if she can help with Event updates, Newsletter, etc. |
|  | 1. 2018 Symposium | Gail | - Day 1: Workshop format  - Day 2: Symposium format  - Agreement from Cultural Arts Center has been received.  - Keynote is confirmed. |
|  | 1. Military Liaison - PMP Coaching | Kerrie | - Working on PMP Coaching. |
|  | 1. February Meeting | Kelly | - We will update the slide decks as usual.  - Long room is available beside the bar. |
|  | 1. Transition/Strategy Meeting | Kerrie | - Need to have a Strategy Meeting.  **AI:** Kerrie will schedule a Strategy Meeting. |
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| 1. Area Items | | | |
| Finance |  | Cindy | - 2018 Budget has been approved and uploaded to QuickBooks – Everything looks fine as of now. |
| Communications |  | Phil |  |
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| Education |  | Gail |  |
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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 | Kelly | Phil/Cindy. |

| Current Action Items | | |
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| Action Item | Responsible | Due Date |
| 1. Follow up with Leslie on January Registration List | Gail | 3/7 |
| 1. Follow up with Ron regarding Website updates | Kelly | 3/7 |
| 1. Follow up with Shannon from Proteon regarding Website updates | Phil | 3/7 |
| 1. Check with September if she can help with Event updates, Newsletter, etc. | Gail | 3/7 |
| 1. Schedule a Strategy Meeting | Kerrie | 3/7 |
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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. Registration for VRD and manning the table | Kerrie | Done |
| 1. Update the VP-Education 2018 Plans and send it out | Gail | Done |
| 1. Check about Squirrels event for May | Gail | 2/14 |
| 1. Follow-up with Kerrie on the 2018 Budget | Cindy | Done |
| 1. FLiPM date needs to be included in the schedule | Gail | 3/7 |
| 1. Send out the NDA to the FullBoard | 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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