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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, March 7, 2018 6:00pm |
| Bella Luna Ristorante Italiano1212 Concord Ave, Henrico, VA 23228  | Dial in: 641-715-3288 Access code: 701563Internet: Henrico LibraryInternet Password: readabook |
| Attendees & Quorum Status |
| Executive Board Members |
| President | Kelly Evans, PMP | A | Executive VP  | Kerrie Arkwell, PMP | A |
| VP Communication | Phil Doty, PMP, PgMP, RMP |  | VP Education | Gail Gilstrap, 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 | Rick Kaerwer, PMP |  |
| Director-at-Large |  |  | Registration Operations | Leslie DeBruyn, PMP |  |
| Event Operations | David Maynard, PMP |  | Richmond |  |  |
| Event Planning |  |  | 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 |  |  |
| 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 | Kerrie/Ron |
| 1. Review & Approve Prior BoD Meeting Minutes
 | Kelly | Kerrie/Kelly |
| 1. Strategic Items
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|  | 1. Proteon Webmaster
 | Ron | Make a motion to approving funding of a webmaster for 10 hours a month- Proteon has a webmaster - $20 an hour – Will work for 10 hours a month – Could be funded for a year.**Motion:** Ron to work with Mike for a contract for a webmaster for a year - Kelly/Ron. |
|  | 1. CAI Sponsorships
 | Kerrie | Interested in sponsoring CVC and CVC events with money or speakers & memberships to the GreatPro app.- Mike from CAI offers to help us – 20 GreatPro memberships have been already given to us. These could be raffled during our Dinner Meetings and given to our members. |
|  | 1. Member/Volunteer Orientation
 | Kerrie | Kelly wants to hold an orientation with existing volunteers as well as potential volunteers. Agenda will consist of PMI tools and resources- Review of PMI Tools & Resources – Good for current Volunteers and those Interested in volunteering.**AI:** Kelly will schedule this Volunteer Orientation within the next 90 days. |
|  | 1. R5 & R14 debrief
 | Kerrie /Ron | - Session on Membership Increase/Attrition/Retention – Goal for our chapter is 3% for Increase.- Keynotes were great.- First time they combined R5 & R14 – More people – More ideas – Will be held in Atlanta next year.- Each of our events need to be considered as a Project.- Strengths Portrait by SDI: Assessments on various traits – rank those – Complement each other and succeed as a team – Should we do it here as a team?- Volunteers – In future meetings, sit with new members and introduce them to volunteerism. |
|  | 1. PMICVC Election 2018
 | Cindy | President, EVP, VP Operations & VP Finance are up for election this year – Nomination Team member should be on the Executive Board and should not be running – Kelly & Cindy will be the members. |
|  | 1. Tax Exempt Status for ABC Board
 |  | **AI:** Gail will send the By-laws as a documentation. |
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| 1. Area Items
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| Finance |  | Cindy | - Monthly Finance Reports have already been sent to the Board.- Cindy is meeting with Sarah on the phone tomorrow to update the Financial information for the Chapter renewal. |
| Communications |  | Phil |  |
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| Education |  | Gail | - This month’s Richmond Meeting - Gail to check around if some vendor will set up the Cash Bar.- PM Symposium Venue is confirmed – Catering has been taken care of - Closing keynote is confirmed - John Stenbeck will do the opening keynote – John could take care of Day 1 speakers – Still looking for new speakers & Sponsors. |
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| Operations | 1. Membership details
 | Ron | 1. All Chapter Member
2. <https://www.dropbox.com/s/mkxuozl0qexljm4/All%20Chapter%20Members.xlsx?dl=0>
3. Outreach
4. <https://www.dropbox.com/s/hum7k7ml4zq7at7/Outtreach_OfferGuestPasses_MemberProspect.xls?dl=0>
5. Volunteer Opps
6. <https://www.dropbox.com/s/p3n3ueybpiim3bn/VolunteersList.xls?dl=0>
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|  | 1. Website / Mail / Events
 |  | - Few Website designs presented – Membership Details reviewed. |
| 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 | Kerrie/Cindy |

| Current Action Items |
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| Action Item | Responsible | Due Date |
| 1. Schedule the Volunteer Orientation within the next 90 days
 | Kelly | 4/4 |
| 1. Send the By-laws as a documentation for Tax Exempt Status for ABC Board
 | Gail | 4/4 |
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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 | 3/18 |
| 1. Research & resolve the discrepancies in PM Symposium 2017 payments by some of the participants
 | Ron | Done. Proteon could not replicate it. |
| 1. Check about Squirrels event for May
 | Gail | Done. |
| 1. FLiPM Extravaganza date needs to be included in the schedule
 | Ron | 3/18 |
| 1. Follow up with Leslie on January Registration List
 | Gail | Done |
| 1. Follow up with Ron regarding Website updates
 | Kelly | Done |
| 1. Follow up with Shannon from Proteon regarding Website updates
 | Phil | Done |
| 1. Check with September if she can help with Event updates, Newsletter, etc.
 | Gail | Done |
| 1. Schedule a Strategy Meeting
 | Kerrie | 3/18 |
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| Decisions |
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| **Motion:** Ron to work with Mike for a Proteon contract for a webmaster for a year - Kelly/Ron – Approved. |
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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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