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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 |
| Monday, November 12, 2018 6:00pm |
| By Conference Call. | Dial in: 641-715-3288 Access code: 701563Internet: Henrico LibraryInternet Password: readabook |
| Attendees & Quorum Status |
| Executive Board Members |
| President | Kelly Evans, PMP | P | Executive VP  |  |  |
| VP Communication | James Bumpas, PMP | P | VP Education | Gail Gilstrap, PMP, ACP | P |
| VP Operations | Ronald Younger, PMP | P | 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 | Brent  |  |
| Event Planning |  |  | Secretary | Suresh Raju, PMP, PgMP, RMP, ACP | P |
| Financial Oversight | Neil Halpert, CPA, PMP, CSM |  | Sponsorship |  |  |
| GOV Practice Group |  |  | Symposium | Gail Gilstrap, PMP, ACP |  |
| Marketing |  |  | Technology | Ed Foster, PMP |  |
| Membership | Jason Plotkin, PMP |  | Toastmasters | Steve Williams, PMP |  |
| Military Liaison |  |  | Volunteerism | Phil Doty, PMP, PgMP, RMP | P |
|  |  |  | Webmaster |  |  |
| Also Present |
| Sharon |
|  A= Attended; P= On-Phone |

| Agenda |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Open Meeting – Cindy/Ron
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|  | 1. Review & Approve Agenda
 | Kelly | Ron/James |
| 1. Review & Approve Prior BoD Meeting Minutes
 | Kelly | James/Cindy |
| 1. Strategic Items
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|  | 1. 2018 Volunteer Dinner
 | Phil | - VMFA cost information is on Ron’s email.- Suggestion: 1 drink ticket & a gift bag for volunteers. For others, cash bar. Agreed by everyone.**AI:** Gail will order the items for the gift bag in 2 weeks (11/26).**AI:** Phil to follow up with VMFA on the parking.**AI:** Dave to update the info on the website.- Volunteers Registration code is tested/verified by Ron.**AI:** Ron will send the Registration code to Kelly & James to test. Will also send it to Phil.**AI:** Phil & James to confirm the dinner cost details and pay it in 2018 itself. |
|  | 1. 2018 Volunteers List
 | All | - Phil got the list from Cindy & James. Ron & Gail will send their lists soon.- Phil got the names of people to reach out for the list from various areas. Emails will be sent out by Dec 1st.**AI:** Kelly will send her signature to Phil for the emails.**AI:** James & Phil will meet before our December Board Meeting. |
|  | 1. 2018 Volunteer of the Year
 | Kelly |  |
|  | 1. 2019 Strategy & Planning Session
 | Kelly | - Dec 1st & 2nd is good for Cindy - Probably 11 to 5 - Dec 1st is good for James.- Dec 1st 11 to 5 is the time – Everyone agreed.**AI:** Cindy will set up the meeting. Ron will arrange the venue & lunch. |
|  | 1. Website Updates
 | Ron | - Will be completed by mid-December, per Ron. |
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| 1. Area Items
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| Finance |  | Cindy |  |
|  | 2) |  |  |
| Communications |  | James |  |
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| Education |  | Gail | **AI:** Ron will send out another notification for this month’s Dinner Meeting. |
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| Operations |  | Ron |  |
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| Executive VP |  |  |  |
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| President |  | Kelly |  |
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|  | 1. New Action Items
 | Suresh |  |
|  | 1. Old Action Items
 | Suresh |  |
|  | 1. Adjournment
 | Kelly | James/Gail. |

| Current Action Items |
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| Action Item | Responsible | Due Date |
| 1. Order the items for the gift bag for the Volunteers
 | Gail | 11/26 |
| 1. Follow up with VMFA on the parking
 | Phil | 11/26 |
| 1. Update the Volunteer Recognition Dinner Meeting info on the website
 | Dave | 11/26 |
| 1. Send the Registration code to Kelly & James to test - also send it to Phil
 | Ron | 11/26 |
| 1. Confirm the dinner cost details and pay it in 2018 itself
 | Phil & James | 12/31 |
| 1. Send the signature to Phil for the emails
 | Kelly | 11/16 |
| 1. Meet before our December Board Meeting
 | James & Phil | 12/1 |
| 1. Cindy will set up the 2019 Strategy & Planning Session - Ron will arrange the venue & lunch
 | Cindy & Ron | 11/16 |
| 1. Send out another notification for the November Dinner Meeting
 | Ron | 11/13 |

| Older Action Items |
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| Action Item | Responsible | Due Date |
| 1. Gail to put the 2017 & 2018 Symposium photos in DropBox and let Ron know about it. Ron will post it on the website
 | Gail/Ron | 11/26 |
| 1. Schedule a volunteer/member orientation – James to talk to Phil, Ron, Jason & Kelly (using Jan 16th, 2019 Phil)
 | James | 11/26 |
| 1. Update the volunteers list in DropBox for Phil (no indication this has been done Phil)
 | All VPs & Directors | 11/16 |
| 1. Communicate the Election Results via an article
 | James/Ron | 11/16 |
| 1. Get a keynote speaker from PMI Global for the Volunteer Dinner (using Frank Saladis – thanks Phil) – Done. Gail to follow up on the other details
 | Gail | 12/5 |
| 1. Come up with names for the Volunteer of the Year Award
 | Executive Board | 11/7 |
| 1. Find out what items we could get as gifts to the Volunteers
 | Gail | Done. |
| 1. Order the Plaque to be given to for the Volunteer of the Year
 | Ron | 11/7 |
| 1. Check on the price for the VMFA membership to give to the Volunteer of the Year – The Board agreed not to pursue this.
 | Ron | Removed. |
| 1. Check with David if he is available on 01/16/19 to photograph
 | Gail | 11/16 |
| 1. Create free pass code for the volunteers
 | Ron | Done |
| 1. Publish the Volunteer Dinner event on the PMICVC website
 | Ron | Done |
| 1. Find out if Band is allowed at VMFA (Yes, a small group is possible - Phil)
 | Ron | Removed |
| 1. Create the draft agenda for the Volunteer Dinner and put it in the Dropbox and notify the Board (in Dropbox from another year)
 | Phil | Done. |
| 1. Update the Registration pages with date & time of the corresponding event
 | Ron | Done |
| 1. Add verbiage on the Registration page about the availability of free Chapter Membership Pass
 | Ron | 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 |
| 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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