|  |  |  |
| --- | --- | --- |
| **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 |
| Saturday January 5, 2020 1pm |
| Publix, John Rolfe Parkway | Dial in: 605-313-4831 Access code: 701563Internet: Internet Password:  |
| Attendees & Quorum Status |
| Executive Board Members |
| President | Kelly Evans, PMP | A | Executive VP  | Joyce Glady, PMP  | A |
| VP Communication | Jack Townsend, PMP |  | VP Education | Jennifer Romero Greene, PMP, PMI-ACP, SAFe |  |
| VP Operations | Ronald Younger, PMP | A | VP Finance | Ed Foster, PMP, ACP | A |
| Directors |
| Speakers | Kerrie Arkwell, PMP | A | Registration Operations | Leslie DeBruyn, PMP |  |
| Charlottesville | Brent Rodgers |  | PMIEF Coordinator | Brett Sheffield, PMP |  |
| Event Operations | David Maynard, PMP |  | Secretary | Suresh Raju, PMP, PgMP, RMP, ACP |   |
| Event Planning | Jonette Mead  | A | Financial Oversight | Neil Halpert, CPA, PMP, CSM |  |
| FLiPM | Jennifer Romero-Greene, PMP, PMI-ACP, SAFe |  | Toastmasters | David Feild, PMP |  |
| Membership | Jason Plotkin, PMP |  | Volunteerism | Sharon Robbins, PMP |  |
| Military Liaison | Matt Roth  |  | Social Media | Andrey Karpov  | A |
|  |  |  |  |  |   |
|  |  |  |  |  |  |
| Also Present |
| Bob Ramos |
|  A= Attended; P= On-Phone |

| Agenda |
| --- |
|  | Agenda Item | Person | Discussion/Motion |
| 1. Pre-meeting & Open Meeting – Kelly
 |
|   | 1. Review & Approve Agenda
 |  | Motion was made by Ron and 2nded by Ed. All approved. |
| 1. Review & Approve Prior BoD Meeting Minutes
 |  | Motion was made by Ed and 2nded by Kelly. All approved. |
|  |  |  |
| 1. Strategic Items
 |
|  | 1. Volunteer Recognition Dinner
 | Board | Ron made a motion to spend $1,000 for a radio ad, Ed 2nded and Board approved the motion. All attendees approved. Ed to send January payment early next week to the VMFA facility. |
|  | 1. CVC Credit Card
 | Ron/Ed | Ed to schedule credit card acct opening at Wells Fargo for Board VP members (Kelly and Ron). |
|  | 1. Email addresses for chapter
 | Kelly | All Chapter leadership and members are required to communicate using PMICVC.org account setup through Zoho for Chapter related communications internally and externally. |
|  | 1. 2020 Budget
 | Board | Ed made a motion, Kelly 2nded and Board approved. If we do not receive sponsorship money from CPS Media, we will utilize funds from PMI CVC Savings to cover the deficit. |
| 1. General Agenda
 |
|  | 1. PMI Transformation – schedule for logo and Website
 | Ron | Website will be changed to a new design on Monday, January 6th, 2020. Ron is waiting for an approval from PMI for a new CVC logo. AI – Ron to test new website functionality on Jan 6th. |
|  | 1. Director Positions
 | Board | AI – Kelly to clean up the agenda. (Complete)AI – Each Board Member to provide a bio, photo, and LinkedIn profile link, if available to put on the new website.  |
|  | 1. R5 Conference 2/27-2/29 in Wrightsville Beach
 | Kelly | AI – Members to let Kelly know by Wednesday, January 8th, if they will be attending. |
|  | 1. Component System
 | Kelly | Kelly completed this AI. |
|  | 1. Board meeting format
 | Kelly | AI – Andrey to work on the format of this in Trello, invite outstanding members and inform everyone on how to use it. |
| 1. VP Area Items
 |
| Finance |  | Ed | AI – Kerry and Jennifer to work on a full year purchase of gift cards. |
| Communications |  | Jack |  |
| Education | 1.
 | Jennifer |  |
| Operations |  | Ron |  |
| Executive VP |  | Joyce |  |
| President |  | Kelly |  |
| 1. Action Items
 |
|  | 1. New Action Items
 | Suresh |  |
|  | 1. Old Action Items
 | Suresh |  |
|  | 1. Adjournment
 | Sharon |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| Current Action Items |
| --- |
| Action Item | Responsible | Due Date |
| 1. provide a bio, photo, and LinkedIn profile link, if available to put on the new website
 | Full Board | 2/5/2020 |
| 1. clean up the agenda
 | Kelly | Complete |
| 1. Send out R5 Information for February meeting.
 | Kelly  | Complete |
| 1. work on the format of this in Trello, invite outstanding members and inform everyone on how to use it.
 | Andrey | 2/5/2020 |
| 1. purchase full year of speaker gift cards
 | Jennifer/Kerrie | 2/5/2020 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

| Older Action Items |
| --- |
| Action Item | Responsible | Due Date |
| 1. All events updated on website.
 | All Board  | Closed |
| 1. Post the 2019 Volunteers list in the DropBox
 | Sharon | Closed |
| 1. Follow-up with Jennifer on FLiPM Volunteer needs
 | Ron | 02/05/2020 |
| 1. Follow-up on the Dropbox file management
 | Ron & Andrey | 01/15/2020 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

| Decisions |
| --- |
| Ron made a motion to close this meeting, Ed 2nded the meeting and Board approved. |
|  |
|  |
|  |

| Questions / Issues |
| --- |
| Question / Issue | Approach / Resolution |
|  |  |

| Milestones *(complete before Board meeting)* |
| --- |
| Task | Date | Activity | Vice President | Status |

| New Volunteers *(complete before Board meeting)* |
| --- |
| Vice President | Committee | New Volunteer Names |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

| Volunteer Needs *(complete before Board meeting)* |
| --- |
| Vice President | Committee | Volunteer Role | VRMS ID |
| Operations | Technology |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |