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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 | | | | | | | | |
| Saturday January 5, 2020 1pm | | | | | | | | |
| Publix, John Rolfe Parkway | | | | Dial in: 605-313-4831  Access code: 701563  Internet:  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 |
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| Also Present | | | | | | | | |
| Bob Ramos | | | | | | | | |
| A= Attended; P= On-Phone | | | | | | | | |

| Agenda | | | |
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|  | 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. |
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| 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 |  | Jennifer |  |
| Operations |  | Ron |  |
| Executive VP |  | Joyce |  |
| President |  | Kelly |  |
| 1. Action Items | | | |
|  | 1. New Action Items | Suresh |  |
|  | 1. Old Action Items | Suresh |  |
|  | 1. Adjournment | Sharon |  |
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| Current Action Items | | |
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| 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 |
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| Older Action Items | | |
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| 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 |
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| Decisions |
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| Ron made a motion to close this meeting, Ed 2nded the meeting and Board approved. |
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| Questions / Issues | |
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| Question / Issue | Approach / Resolution |
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| Milestones *(complete before Board meeting)* | | | | |
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| Task | Date | Activity | Vice President | Status |

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