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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 | | | | | | | | |
| Thursday, February 13, 2020 1pm | | | | | | | | |
| Legends Grille  1601 Willow Lawn Dr #840  Richmond, VA 23230  No minimum | | | | Dial in: 605-313-4831  Access code: 701563  Internet: LegendsGrille1 OR LegendsGrille2  Internet Password: legends1 OR legends2 | | | | |
| Attendees & Quorum Status | | | | | | | | |
| Executive Board Members | | | | | | | | |
| President | | Kelly Evans, PMP |  | | Executive VP | Joyce Glady, PMP | |  |
| VP Communication | | Jack Townsend, PMP |  | | VP Education | Jennifer Romero Greene, PMP, PMI-ACP, SAFe | |  |
| VP Operations | | Ronald Younger, PMP |  | | VP Finance | Ed Foster, PMP, ACP | |  |
| Directors | | | | | | | | |
| Speakers | | Kerrie Arkwell, PMP |  | | 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 |  | | 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 | |  |
| Fredericksburg | | ??? Greg??? |  | |  |  | |  |
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| Also Present | | | | | | | | |
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| 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 |  |  |
| 1. Review & Approve Prior BoD Meeting Minutes |  |  |
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|  | 1. 2020 Budget | Board |  |
| 1. General Agenda | | | |
|  | 1. R5 Conference 2/27-2/29 in Wrightsville Beach | Kelly |  |
|  | 1. Reporting PDU’s | Kelly |  |
|  | 1. Disciplined Agile Champion | Kelly |  |
|  | 1. Chapter Leader Orientation | Kelly | Orientation is scheduled on 2/18, 2/19, 2/20 you only need to attend one of these sessions. Go to [www.projectmanagement.com/events/595268/2020-chapter-leader-orientation](http://www.projectmanagement.com/events/595268/2020-chapter-leader-orientation). To register |
|  | 1. Guest pass 500 Club | Kelly |  |
|  | 1. Dinner Meeting Slides | Kelly |  |
|  | 1. Badges | Kelly | . |
|  | 1. Birds of a Feather Calls | Kelly |  |
|  | 1. New Volunteers | Kelly |  |
|  | 1. Gala / Networking / Other Events | Ron / Jonette |  |
|  | 1. Website Training | Ron |  |
| 1. VP Area Items | | | |
| Finance |  | Ed |  |
| 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 | Kelly |  |
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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. Done – posted the Extravaganza events. | Ron | 02/05/2020 |
| 1. Follow-up on the Dropbox file management – In process – started moving files with goal to complete move to new web site file management by 3/31/2020 | Ron & Andrey | 01/15/2020 |
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| Decisions | | |
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| New Volunteers *(complete before Board meeting)* | | |
| 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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