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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 Grille1601 Willow Lawn Dr #840Richmond, VA 23230No minimum | Dial in: 605-313-4831 Access code: 701563Internet: LegendsGrille1 OR LegendsGrille2Internet 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??? |  |  |  |   |
|  |  |  |  |  |  |
| 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
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|   | 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 | 1.
 | 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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