

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS MEETING

Wednesday, March 4, 2020 6pm

**Positive Vibes
2825 Hathaway Drive
Richmond, VA 23225
No minimum**

Zoom link <https://zoom.us/j/916647903>
1-tap mobile +19292056099,,916647903# US (New York)
Internet: Positive Vibe 2.4
Internet Password: PosVibe1

ATTENDEES & QUORUM STATUS

EXECUTIVE BOARD MEMBERS

President	Kelly Evans, PMP	A	Executive VP	Joyce Gladly, PMP	A
VP Communication	Jack Townsend, PMP	A	VP Education	Jennifer Romero Greene, PMP, PMI-ACP, SAFe	P
VP Operations	Ronald Younger, PMP	A	VP Finance	Ed Foster, PMP, ACP	P

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	A
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
Fredericksburg	Greg Chambers				

ALSO PRESENT

Lavanya Parthasarathy (P)

A= Attended; P= On-Phone

AGENDA

	Agenda Item	Person	Discussion/Motion
A. Pre-meeting & Open Meeting – Ron/Kelly			
	1) Review & Approve Agenda		Joyce/Ron
	2) Review & Approve Prior BoD Meeting Minutes		Joyce/Ron
B. General Agenda			

AGENDA			
	Agenda Item	Person	Discussion/Motion
	1) Charter Renewal a. Annual Operational and Financial performance report to Membership b. Bylaw review annually	Kelly	- a. Should we do it monthly? Quarterly may be enough? AI: Ed will send it out next week to the Team. The Team could review and share it with the Membership. - b. It was updated 2 years back. AI: Ron will post a copy of the ByLaw on DropBox.
	2) Reporting PDU's	Kelly	Details on DropBox AI: Ron & Suresh will sit together and go over the new process.
	3) Volunteer Outreach	Sharon	AI: Lavanya & Jack will work together on the Newsletter. AI: Ron will send out the invite from Asana/Helpdesk for everyone on the Board.
	4) 2020 Strategy Action Items	Kelly	Action Items have been sent out to everyone by Kelly. AI: Please add Due Dates for your items. Ron will send out the link. This AI must be completed before the April Board Meeting.
	5) Region V LIM	Ron / Jonette	Link to details on Dropbox AI: Jonette will follow up with Sharon on the Dinner Meeting survey.
	6)		
	7)		
	8)		
	9)		
	10)		
	11)		
C. VP Area Items			
Finance	1)	Ed	
Communications	1)	Jack	
Education	1)	Jennifer	
Operations	1)	Ron	
Executive VP	1)	Joyce	
President	1)	Kelly	
D. Action Items			
	1) New Action Items	Suresh	
	2) Old Action Items	Suresh	
	3) Adjournment	Kelly	Kelly/Joyce
	4)		
	5)		
	6)		
	7)		

CURRENT ACTION ITEMS		
Action Item	Responsible	Due Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

OLDER ACTION ITEMS		
Action Item	Responsible	Due Date
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	4/1/2020
2. provide a bio, photo, and LinkedIn profile link, if available to put on the new website (To Ron)	Full Board	4/1/2020
3. clean up the agenda	Kelly	Complete
4. Send out R5 Information for February meeting.	Kelly	Complete
5. Work on transitioning the Monthly Meeting Agenda to Trello, invite outstanding members and inform everyone on how to use it – invites sent, waiting for members to accept them and register accounts to create framework (created) and assign them to relevant boards, as well as provide basic training, if necessary	Andrey	4/1/2020
6. purchase full year of speaker gift cards	Jennifer/Kerrie	Done

DECISIONS		
NEW VOLUNTEERS (COMPLETE BEFORE BOARD MEETING)		
Vice President	Committee	New Volunteer Names

DECISIONS		

VOLUNTEER NEEDS <i>(COMPLETE BEFORE BOARD MEETING)</i>			
Vice President	Committee	Volunteer Role	VRMS ID
Operations	Technology		
President	Disciplined Agile Champion		