

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS MEETING

Wednesday, April 1, 2020 6pm

**Virtual Meeting
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	P	Executive VP	Joyce Gladly, PMP	P
VP Communication	Jack Townsend, PMP		VP Education	Jennifer Romero Greene, PMP, PMI-ACP, SAFe	P
VP Operations	Ronald Younger, PMP	P	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	P
Event Planning	Jonette Mead		Financial Oversight	Neil Halpert, CPA, PMP, CSM	
FLiPM	Jennifer Romero-Greene, PMP, PMI-ACP, SAFe	P	Toastmasters	David Feild, PMP	
Membership	Jason Plotkin, PMP		Volunteerism	Sharon Robbins, PMP	
Military Liaison	Matt Roth		Social Media	Andrey Karpov	P
Fredericksburg	Greg Chambers				

ALSO PRESENT

Lavanya Parthasarathy (P), Katelyn Atkinson (P)

A= Attended; P= On-Phone

AGENDA

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

AGENDA

	Agenda Item	Person	Discussion/Motion
	2) PMI CVC COVID-19 Response	Ron	Ron to offer for PMI CVC to provide for hot meals (breakfast or lunch) in the community (first responders, healthcare field) and to allocate \$1,000 (not to exceed that amount) for this from the budget. MOTION MADE BY RON AND APPROVED BY THE BOARD MEMBERS PRESENT. AI - Ron to create a plan of action.
	3) Approval of a New Director	Kelly	Jack presented Lavanya to the board as the Director of Newsletter. MOTION MADE BY JACK AND APPROVED BY THE BOARD MEMBERS PRESENT.
	4) New Funding Opportunities for PMI CVC through Opinions4Good	Andrey	Andrey proposed this partnership and is to investigate into the process behind O4G platform and present this information to the board at next meeting or earlier.
	5) SMS Texting of PMI CVC Members	Ron	Ron offered to send info to members via text. Board requested that there is an option to opt-in before members get messages. Ron to create a robust plan of action regarding it.
	6) Recruiter Sponsored Dinners and Events	Ron	Ron proposed to find and invite local recruiters to sponsor and help leverage our costs for online meetings and dinners. Ron to look into who we can partner with. Andrey to help, if necessary.
	7)		
	8)		
	9)		
	10)		
	11)		
C. VP Area Items			
Finance	1)	Ed	
Communications	1)	Jack	
Education	1)	Jennifer	Has potential speakers for April/May. CAPM study groups are starting tomorrow afternoon.
Operations	1)	Ron	
Executive VP	1)	Joyce	Everyone should review chapter bylaws. Joyce to update Trello regarding this.
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. Check whether after registering for an event on PMICVC.org, an email will be sent containing a Zoom link. Provide a unique Zoom password-protected link for each event.	Ron	04/03/20
- a. Should we do it monthly? Quarterly may be enough? AI: Ed will send it out the budget next week to the Team. The Team could review and share it with the Membership.	Ed	DONE
- b. It was updated 2 years back. 2. AI: Ron will post a copy of the ByLaw on DropBox.	Ron	
Details on DropBox 3. AI: Ron & Suresh will sit together and go over the new process.		
AI: Lavanya & Jack will work together on the Newsletter. 4. AI: Ron will send out the invite from Asana/Helpdesk for everyone on the Board.		
Action Items have been sent out to everyone by Kelly. 5. AI: Please add Due Dates for your items. Ron will send out the link. This AI must be completed before the April Board Meeting.		
Link to details on Dropbox 6. AI: Jonette will follow up with Sharon on the Dinner Meeting survey.		
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	5/1/2020 (extended)
2. provide a bio, photo, and LinkedIn profile link, if available to put on the new website (To Ron)	Full Board	5/1/2020 (extended)
3.		
4.		
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	DONE
6.		

DECISIONS		

NEW VOLUNTEERS <i>(COMPLETE BEFORE BOARD MEETING)</i>		
Vice President	Committee	New Volunteer Names

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