

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS MEETING

Wednesday, May 6, 2020 6pm

**Virtual Meeting
No minimum**

Zoom link <https://zoom.us/j/442860573>
1-tap mobile +19292056099,,442860573#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 | P | 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 | P | Volunteerism | Sharon Robbins, PMP | |
| Military Liaison | Matt Roth | | Social Media | Andrey Karpov | P |
| Fredericksburg | Greg Chambers | | Director of Technology | Jason Cole | P |

ALSO PRESENT

Lavanya, Susan Thomas

A= Attended; P= On-Phone

AGENDA

| Agenda Item | Person | Discussion/Motion |
|---|--------|--|
| A. Pre-meeting & Open Meeting – Jennifer/Kelly | | |
| 1) Review & Approve Agenda | | Jack/Jennifer |
| 2) Review & Approve Prior BoD Meeting Minutes | | Jennifer/Jack |
| | | |
| B. General Agenda | | |
| 1) Budget Review | Ed | Money for first responders – Yet to be approved. |

AGENDA

| Agenda Item | Person | Discussion/Motion |
|-------------------------|----------|---|
| 2) PDD in September | Jennifer | <p>Still on – Do we need to downsize the # of attendees or should we postpone to early next year? – Need to consider the social distancing policies – Should we go virtual? – We could have a PDD week and have daily sessions – 5 to 10 could join in person and the rest could join virtually.</p> <p>AI: Look in to the cost & testing of Chromecast (right version) to the participants as a gift – Jason P/Jason C/Jennifer.</p> <p>AI: Jennifer will do some more research and come back with a plan.</p> <p>Ron is working on 2 recorded webinars.</p> |
| 3) Bylaws | Joyce | <p>Bylaws are in DropBox & Trello.</p> <p>AI: The Executive Board members to review the Bylaws and get back to Joyce with suggested changes by 5/22.</p> <p>AI: Joyce will consolidate and send it out to the Board for review.</p> <p>AI: Andrey to send out instructions on how to make document updates in Trello.</p> <p>Any major changes need to be approved by the PMICVC Membership & the PMI Global.</p> |
| 4) Hootsuite | Andrey | <p>To schedule social media posts – 30-day free trial – Non-profit discount (30% – 50%).</p> <p>AI: Andrey to research on this and demo this and come back to the Board for feedback.</p> |
| 5) Nomination Committee | Kelly | <p>The terms for Kelly, Joyce, Ron & Ed end by 12/31/2020 – Board Elections are normally held in July – The slate of nominees must be completed by June – The nominees could do a 2-minute video probably in our July webinar.</p> <p>AI: Board Members/anyone on this call to send any nominations to Joyce (EVP).</p> <p>AI: Lavanya to add the nomination information in the upcoming PMICVC Newsletter.</p> |
| 6) FLiPM Extravaganza | Jennifer | <p>Only for students who wanted to – 6 students will do (all from Deep Run) – Project Presentation will be held on May 19th – Extravaganza on May 27th is open for all– All Virtual – We could vote – normally 2 Scholarships (Clover Hill & Deep Run) – This year only Deep Run is participating – 2 students are interested in taking CAPM – We could do either 1 or 2 scholarships this year (Jennifer could decide on this – All agree).</p> |
| 7) | | |
| 8) | | |
| 9) | | |
| 10) | | |
| 11) | | |
| C. VP Area Items | | |
| Finance | 1) | Ed |

| AGENDA | | | |
|--|---------------------|----------|---|
| | Agenda Item | Person | Discussion/Motion |
| Communications Education Operations Executive VP President | 1) | Jack | Will send out a note to the membership about the upcoming Webinar. AI: Dave/Ron will put it on the website – Jennifer to send the info to Dave. |
| | 1) | Jennifer | Need to set up study sessions. |
| | 1) | Ron | Would like to look at last month's survey. Agenda/Small Group Breakouts – Ron & Jennifer to look in to this. |
| | 1) | Joyce | |
| | 1) | Kelly | |
| D. Action Items | | | |
| | 1) New Action Items | Suresh | |
| | 2) Old Action Items | Suresh | |
| | 3) Adjournment | Kelly | Jennifer/Ron |
| | 4) | | |
| | 5) | | |
| | 6) | | |
| | 7) | | |

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

| 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 | Done. |
| 2. Provide a bio, photo, and LinkedIn profile link, if available to put on the new website (To Ron) | Full Board | 6/3/2020 (extended) |
| 3. 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 | 06/03/20 |

| OLDER ACTION ITEMS | | |
|--|---------------|----------|
| Action Item | Responsible | Due Date |
| 4. - 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. - b. It was updated 2 years back. | Ed Ron | Done. |
| 5. | | |
| 6. | | |

| 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) | | | |
|---|-----------|----------------|---------|
| Vice President | Committee | Volunteer Role | VRMS ID |
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