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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 | | | | | | | | |
| Wednesday, June 3, 2020 6pm | | | | | | | | |
| Virtual Meeting  No minimum | | | | Zoom link <https://zoom.us/j/442860573>  1-tap mobile +19292056099,,442860573# US (New York)  Internet:  Internet Password: | | | | |
| Attendees & Quorum Status | | | | | | | | |
| Executive Board Members | | | | | | | | |
| President | | Kelly Evans, PMP | P | | Executive VP | Joyce Glady, 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 |  | | 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 |
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| Also Present | | | | | | | | |
| Lavanya | | | | | | | | |
| A= Attended; P= On-Phone | | | | | | | | |

| Agenda | | | |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Pre-meeting & Open Meeting – Jennifer/Ed | | | |
|  | 1. Review & Approve Agenda |  | Ron/Ed |
| 1. Review & Approve Prior BoD Meeting Minutes |  | Kelly/Ed |
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| 1. General Agenda | | | |
|  | 1. PDD Survey Results | Jennifer | Got 27 surveys back – Sent a reminder after 7 days – Tied between the work day & Evening and then on a Saturday – All day Friday & Saturday AM. |
|  | 1. Speaker Tryouts | Jennifer | Should we engage Speaker Tryouts? |
|  | 1. Merged Chapter Meetings | Jennifer | PDU information could be added to the meeting details page. |
|  | 1. Extended Professional Dev. Classes | Jennifer | Microsoft Excel class – 12-hour course with 10 sessions – Members could sign up to any number of classes - $15 per session - $100 for 10 sessions. Microsoft Project class – 4 hour class – Need to pay $1050 to the instructor - $105 per member with 10 members will break-even. **AI:** Jennifer will do some math on the pricing for the above classes and share the details. |
|  | 1. Dragon Boat and PDD refunds | Ed | We are getting the PDD refunds, per Jennifer.  **AI:** Ron to respond to Dragon Boat regarding refund. |
|  | 1. Bylaws review of changes | Joyce | The changes have been reviewed during this meeting.  **AI:** Joyce will send the updated Bylaws to PMI for their approval. |
|  | 1. Nomination Committee | Joyce | The terms for President, EVP, VP-Operations & VP-Finance (Kelly, Joyce, Ron & Ed) end by 12/31/2020. |
|  | 1. Text Messaging Application | Ron | **AI:** Andrey to find out per SMS cost above 1,000 SMS/month and the cost for undelivered SMS messages.  Requesting approval of the cost for this application. **Motion:** To approve the cost ($29 per month) of the Text Messaging Application for 2020 (July to December $174) – Ron/Jennifer – All Exe. Board members approved. |
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| 1. VP Area Items | | | |
| Finance |  | Ed | Ed is working with the Accountant on filing an Extension for Taxes. |
| Communications |  | Jack | Jack is working with Dee on Volunteer Dinner. |
| Education |  | Jennifer |  |
| Operations |  | Ron | Jonnette is working on donations (Masks with PMICVC Logo, PPE, Food, etc.) |
| Executive VP |  | Joyce |  |
| President |  | Kelly |  |
| 1. Action Items | | | |
|  | 1. New Action Items | Suresh |  |
|  | 1. Old Action Items | Suresh |  |
|  | 1. Adjournment | Kelly | Joyce/Ed |
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| Current Action Items | | |
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| Action Item | Responsible | Due Date |
| 1. PDD - Look in to the cost & testing of Chromecast (right version) to the participants as a gift – | Jason P/Jason C/Jennifer | 7/1 |
| 1. will do some more research on PDD and come back with a plan. | Jennifer | Done. |
| 1. The Executive Board members to review the Bylaws and get back to Joyce with suggested changes by 5/22. Joyce will consolidate and send it out to the Board for review. Any major changes need to be approved by the PMICVC Membership & the PMI Global. | Board | Done |
| 1. Andrey to send out instructions on how to make document updates in Trello. | Andrey | 7/1 |
| 1. Andrey to research on hootsuite and demo this and come back to the Board for feedback. | Andrey | Canceled |
| 1. Board Members/anyone on this call to send any nominations to Joyce (EVP). | Board | 7/1 |
| 1. Lavanya to add the nomination information in the upcoming PMICVC Newsletter | Lavanya | 7/1 |
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| Older 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 (To Ron) | Full Board | 7/1/2020 (extended) |
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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 |
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