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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, August 6, 2020 6pm | | | | | | | | |
| Virtual Meeting  No minimum | | | | | https://zoom.us/j/916647903 Meeting ID: 916 647 903  mobile +19292056099,,916647903# US (New York) | | | |
| Attendees & Quorum Status | | | | | | | | |
| Executive Board Members | | | | | | | | |
| President | | Kelly Evans, PMP | A | Executive VP | | Joyce Glady, PMP | | A |
| VP Communication | | Jack Townsend, PMP | A | VP Education | | Jennifer Romero Greene, PMP, PMI-ACP, SAFe | | A |
| VP Operations | | Ronald Younger, PMP | A | VP Finance | | Ed Foster, PMP, ACP | | A |
| 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 | A | Volunteerism | | Sharon Robbins, PMP | |  |
| Military Liaison | | Matt Roth |  | Social Media | | Andrey Karpov | | A |
| Fredericksburg | | Greg Chambers |  | Director of Technology | | Jason Cole | |  |
| Newsletter | | Lavanya Parthasarathy |  |  | |  | |  |
| Also Present | | | | | | | | |
| Bob Ramos, Danielle Dodge, Dominic Desjardins (CPS) | | | | | | | | |
| A= Attended; P= On-Phone | | | | | | | | |

| Agenda | | | |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Pre-meeting & Open Meeting – Kelly/Jack | | | |
|  | 1. Review & Approve Agenda |  | Joyce/Kelly |
| 1. Review & Approve Prior BoD Meeting Minutes |  | Jack/Joyce |
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| 1. General Agenda | | | |
|  | 1. Nomination Committee | Sharon/ Kelly | Kelly: 149 voted to date. Ask if we wanted to extend the deadline. Probably not, wouldn’t make a difference.  We will keep the voting close date as this Friday, 8/7 |
|  | 1. Moving Accounts to another bank | Joyce/ Ed | Joyce cannot manage our accounts because she works for WF.  AI Joyce: what does a bank need to open an acct  AI: Ed & Joyce will work on this transition to a new bank |
|  | 1. VMFA volunteer dinner meeting | Ron | Are we going to have this in person? Normally 3rd Wed or Thu in Jan  Provide them a gift card for dinner (Uber Eats, Door Dash, GrubHub) then they can dial in and listen to the speaker. TBD  Should we wait until after the PDD to make a decision?  AI: Jennifer can add a survey during the PDD  AI: Andrey will put a future task in Trello, assign to Ron due Oct Board meeting |
|  | 1. Buy or build symposium website | Ron | CPS/Dominic can build for $4 per person/registration.  This does not include registration.  We need registration to go through our website so we can confirm chapter membership status and determine the cost.  We will send them the names of registrants to CPS to add to their website.  Ed said we have enough money to cover this CPS cost |
|  | 1. CPS Demo | Ron/ CPS |  |
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| 1. VP Area Items | | | |
| Finance |  | Ed |  |
| Communications |  | Jack | 1. Asked to be relieved from this role. Board is vetting candidates to replace Jack. 2. Can the VP of Comms be broken out into multiple roles? This should be done via Directors. We still would have problems finding volunteers for an additional VP.    1. The reason we reduced elected Board members from 11 to 6 is because there were too many cooks in the kitchen and many were executing/operational anyway    2. 6 Board members - Strategic    3. Directors – Operational    4. Need to stay focused, not want to take on so many extra projects/events 3. Recommends fewer emails with more content, everyone gets a lot of email from many groups 4. Need more coordination between the Newsletter & Social Media |
| Education |  | Jennifer | Has all PDD speakers confirmed, waiting on writeups. All speakers except 1 are paid. At this price point we should be able to recoup some of our costs   * Chapter Member $99 for all 12 PDUs * PMI Member $149 * Non-PMI member $199 * $20 each session if ala carte   Cancelling the MS Project workshop for 8/8, only 4 folks registered. Will move to 10/10  Goal is to have professional development each month in addition to chapter meetings that will increase a skill  FLIPM: 2 passed CAPM, 6 studying to take the exam |
| Operations |  | Ron | 1. Jonette had an issue voting. Is not a PMI or Chapter member. If she wants to be a VP she must be a member of both 2. Still working to provide food or PPEs for First Responders and COVID with Jonette 3. Uploaded videos of candidates, except for his (Ron). He will create one and upload |
| Executive VP |  | Joyce |  |
| President |  | Kelly | Has been assisting Sharon with the election |
| 1. Action Items | | | |
|  | 1. New Action Items | Joyce | Added to Current Action Item section below |
|  | 1. Old Action Items | Joyce |  |
|  | 1. Adjournment | Kelly | Jennifer/ Ron |
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| Current Action Items | | |
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| Action Item | Responsible | Due Date |
| 1. Will update the SP site and monthly dinner meeting slide for those Directors that are gone | Andrey | 08/06/20 |
| 1. What does a bank need to open an acct | Joyce |  |
| 1. Work on transitioning to a new bank | Ed / Joyce |  |
| 1. Add a survey during the PDD RE: in person or virtual Volunteer Meeting in January | Jennifer |  |
| 1. Andrey will put a future task in Trello for deciding if we will have an in person or virtual volunteer meeting, assign to Ron due Oct Board meeting | Andrey |  |
| 1. Board is vetting candidates to replace Jack | Board |  |
| 1. Cancelling the MS Project workshop for 8/8, only 4 folks registered. Will move to 10/10 | Jennifer |  |
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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 | **CLOSED 8/6/20**  8/5/2020 (extended) |
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| Decisions |
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| New Volunteers *(complete before Board meeting)* | | |
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| Vice President | Committee | New Volunteer Names |
| Operations | Membership, Sponsorship | Danielle Dodge |
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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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