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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, *Sept 1*, 2020 6pm |
| Virtual MeetingNo 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 | 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 |  |
| 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 |  | Volunteerism | Sharon Robbins, PMP |  |
| Military Liaison | Matt Roth  |  | Social Media | Andrey Karpov  | P |
| Fredericksburg | Greg Chambers |  | Director of Technology | Jason Cole |  |
| Newsletter | Lavanya Parthasarathy |  |  |  |  |
| Also Present |
| Bob Ramos, Danielle Dodge,  |
|  A= Attended; P= On-Phone |

| Agenda |
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|  | Agenda Item | Person | Discussion/Motion |
| 1. Pre-meeting & Open Meeting – Jack/Ron
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|   | 1. Review & Approve Agenda
 |  | Kelly/Ron |
| 1. Review & Approve Prior BoD Meeting Minutes
 |  | Jennifer/Kelly |
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| 1. General Agenda
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|  | 1. Sarahs Email - Chapter Reporting System, LIM, PMI Virtual Experience Series, Chapter Collaboration Platform (CCP)
 | Kelly | Kelly forwarded an email from Sarah - PMILIM (10/17/2020) is free this year – Virtual Talent Show – Please review other information from the email. |
|  | 1. Velociteach Classes
 | Kelly | **AI:** Jennifer to follow up on the cost share information. |
|  | 1. PMP study sessions
 | Jennifer |  We will have 10 dates between Sept 15 and Dec 1st alternating Tuesday nights and Saturday AMs.  They will be 2 hours long and will have a PMP leading it.  I have 7 of them staffed and I am looking for more volunteers to help.  All sessions will be remote and bring your own study material.* + Will have announcement/ article for 9/7 newsletter
	+ Will send dates to all on “got it email”
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|  | 1. Professional Development Week:
 | Jennifer | Please download the CPS app and test the App.  I will not be available on Friday morning for the first two presentations.  Is there a board member available that can announce the first two speakers? Friday, 10/2 – Kelly will do. |
|  | 1. Sept CVC meeting:
 | Jennifer | Speaker asked to have a sheet sent out the night before to the registrants, he does not want them to complete the form, he will do it with them together during the event.  Will send out on Monday before Wednesday night meeting. |
|  | 1. My ATP status
 | Jennifer | I am looking for clarifications from PMI Global.  They originally said that if I am an Authorized Training Partner, I may have to resign my board position.  Got my ATP approved from PMI last week to teach new PMP class, none scheduled yet, but giving group a heads up. |
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| 1. VP Area Items
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| Finance |  | Ed |  I sent out the August budget reports a few minutes ago.  I sent checks to 2 of our speakers for the Symposium, and they have already been cashed. Refund for Symposium facility has been received and cashed. No news on the bank transition front. Waiting to hear who the lucky bank will be. Joyce is looking at BoA & Truist. I am in favor of any motion proposed |
| Communications |  | Jack | 1. Proposing **David Enoch** as **Director of Sponsorship** – All Exe. Board Members on the call approved.
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| Education |   | Jennifer | Confirmed the speaker for October 14. Speakers confirmed for the next 2 events as well. |
| Operations |  | Ron |  |
| Executive VP |  | Joyce | Working on the Transition Meeting & NDA - Looking at November 7th & November 14th for Transition Meeting - Will plan between 9 am & 1 pm - Each attendee can order their Lunch delivered - Max. $25 per day. |
| President |  | Kelly | Already submitted all the Board Members on the PMI Component System. Ron will be taking care of this in 2021. |
| 1. Action Items
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|  | 1. New Action Items
 | Suresh |  |
|  | 1. Old Action Items
 | Suresh |  |
|  | 1. Adjournment
 | Kelly | Joyce/Ron |
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| Current Action Items |
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| Action Item | Responsible | Due Date |
| 1. Will update the DropBox site and monthly dinner meeting slide for those Directors that are gone
 | Andrey | Done. |
| 1. What does a bank need to open an acct
 | Joyce | Removed. |
| 1. Work on transitioning to a new bank -
 | Ed / Joyce | 12/04/20 |
| 1. Add a survey during the PDD RE: in person or virtual Volunteer Meeting in January
 | Jennifer | 09/30/20 |
| 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 | Done. |
| 1. Board is vetting candidates to replace Jack
 | Board | 10/07/20 |
| 1. Cancelling the MS Project workshop for 8/8, only 4 folks registered. Will move to 09/12 from 10 am to 2 pm
 | Jennifer | Done. |
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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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