

**PMI Central Virginia Chapter
Board of Directors Meeting
April 3, 2001**

Present:

Lowell Skelton, President
Kathie Tennent, President Elect
Rick Pelligrino, VP Education
Aziz Osman, VP History & Admin
Kathleen Stehly, VP Internet Communications
Elizabeth Roark, VP Communications
Nancy Rowe, VP Publications
Terren Peterson, VP Special Projects
Robert Margolis, VP Certification
Sharon Caldwell, VP Finance

Absent:

Charles Utley, VP Membership
Greg Brooks, VP Programs
George Kimmell, Past President

Welcome

Lowell Skelton, President, opened the meeting at 5.43pm.

Additional Agenda Items Added

None

Quorum Present?

It was agreed that more than 50% of the Board members were present: a quorum exists.

Set Adjournment Time

Time was set for 6.30pm

Review / Approve Minutes from March 6, 2001 Meeting

A motion was made to approve the minutes as written. The motion carried.

Old Business

1. Sharon Caldwell presented the 2001 Budget, and the YTD Income & Expense statement. She is going to transfer the expenses to the correct category. Board members should indicate the applicable expense category on their expense claim form. The Board agreed that the budget should only be reviewed when there are indicators that expenses will potentially exceed budget amounts.
2. Elizabeth Roark will inform the members that vacancies could be placed in the Chapter's newsletter or on the PMI career site. Lowell will continue to make project manager vacancy announcements at the chapter meetings.
3. Nancy Rowe informed that the board that the new Brochure is available for distribution. She handed out a few copies to the Board members.
4. There was no update on the Hampton Roads Seminar.
5. Kathleen Stehly and Elizabeth Roark will investigate Advertising on the CVC Web Site and will provide a report at the next Board meeting.
6. The Chapter's involvement in the WCVE-TV Spring fundraiser program was dropped.
7. Terren Petersen and Kathie Tennent will meet with VCU at the end of April to discuss their needs. Feedback from the PMI Leadership conference is to avoid Student Chapters, and rather encourage students to join the Chapter. An action plan on how to proceed with the student community will be presented at the next Board meeting.
8. No updates has been made to the official 'Road Show' presentation. However, Terren will send his 'unofficial' updated copy to the Board members.
9. Kathie Tennent will write an article about the changes to the PMI certification program for the newsletter. The article "What members get for their money" will be written at a later date.
10. No decision has been made regarding increasing the registration fee at Chapter meetings.
11. The deadline for submitting articles for the May newsletter is 10th April, but space will be reserved for the education seminar of April 19th
12. George Kimmel did meet with +/- 8 Chapters and they will inform him by Memorial Day if they are interested in a Regional Seminar/Symposium.
13. Terren distributed the Chapter Survey Results. 31 People responded to the survey.
14. Article about Responsibilities of Board Members will be written at a later stage.

New Business

1. The Board decided not to pursue the PMI's administrative support services at this stage.
2. Kathleen proposed that the CVC chapter should be present a topic on the transition process of Board members at the spring PMI Leadership conference. No decision has been made.
3. Lowell is to ask Beth Murray and her husband to represent the Chapter at VCU's President's Reception. Kathie, Terren and Kathleen will go if Beth cannot attend the function.
4. The Board supported the idea of having a joint Chapter meeting with the local Microsoft Project User Group. Lowell will pursue the matter with MPUG.
5. Nancy, Kathie, George, Aziz and Lowell are all potential attendees for the Nashville Fall Leadership meeting.
6. Aziz will complete the Incorporation documentation for the FCC.

Committee Reports

Kathie Tennent – President elect: Kathie informed the Board that she would be writing an article about the changes in the certification program. She is also working on setting dates for the 2002 Board Transitioning and Budget meetings.

Charles Utley – Membership: Lowell informed the Board that as at 2/28 the chapter had 423 members.

Sharon Caldwell – Finance: Report was tabled in the New Business discussion.

Elizabeth Roark – Communications: This committee is investigating the feasibility of an electronic newsletter and is currently gathering 'user requirements' .

Greg Brooks – Programs: The May Chapter meeting topic will be about Networking and in June the topic will be about projects at a museum.

Nancy Rowe – Publicity: Certification advert appeared in the Metro Business. The response was not very positive. The workshop and seminar organizers must ascertain who many attendees saw the adverts in the newspaper. This information is useful in deciding future newspaper adverts.

Rick Pellegrino – Education: The April education seminar has six confirmed attendees, but Rick is confident that more members will sign up for the seminar.

Robert Margolis – Certification: 25 people have registered for the Spring PMP preparation Workshop. The maximum number that can attend the workshop is 35.

Kathleen Stehly – Internet Communications: The new URL is up and running. The go-live date is set for the week starting April 10th 2001. Elizabeth and Terren assisted in the testing. However, .com and .net were not registered. This will be done at a later date.

Aziz Osman – History and Administration: Started to compile the annual folder for PMI. All news articles should be handed to Aziz for inclusion in the report.

Terren Peterson – Special Projects: This committee will focus on the possibility of establishing Student Chapters.

Additional Discussion

1. **Proposed 2002 Board Transition and Budget Meeting dates –**

Election	21 November 2001
Transition Meeting	01 December 2001
Board Meeting	04 December 2001

Next Board Meeting

The next Board Meeting is scheduled for Tuesday, May 1st, 2001 at 4.30 PM

Meeting Adjourned at 6.24 PM

Minutes Compiled by Aziz Osman, PMP

**PMI Central Virginia Chapter
Board of Directors Meeting
June 5, 2001**

Present:

Lowell Skelton, President
Kathie Tennent, President Elect
Aziz Osman, VP History & Admin
Elizabeth Roark, VP Communications
Charles Utley, VP Membership
George Kimmell, Past President
Terren Peterson, VP Special Projects
Robert Margolis, VP Certification
Sharon Caldwell, VP Finance

Absent:

Rick Pelligrino, VP Education
Kathleen Stehly, VP Internet Communications
Greg Brooks, VP Programs
Nancy Rowe, VP Publications

Welcome

Lowell Skelton, President, opened the meeting at 4.42pm.

Additional Agenda Items Added

None

Quorum Present?

It was agreed that more than 50% of the Board members were present: a quorum exists.

Set Adjournment Time

Time was set for 6.30pm

Review / Approve Minutes from April 3, 2001 Meeting

Corrections:

Starting time should be 4:43 PM

Old Business item 9: Remove 'The article "what members will get for their money" will be written at a later stage.

A motion was made to approve the minutes as written. The motion carried.

Old Business

1. Nothing was mentioned about the PMI at VCU's President's Reception
2. Kathie Tennent and Terren Peterson met with the VCU to discuss the formation of a Student Chapter. The chapter's Roadshow presentation was presented. The school does not have a Project Management curriculum. No progress with the scholarship. Kathie and Terren to continue working with VCU.
3. The Roadshow presentation has not been updated. Chick Utley to work on it.
4. Elizabeth Roark reminded the Board of the due dates for the newsletter.
5. Nancy Rowe wrote an article – Hampton Roads Risk Symposium -for the July newsletter.
6. George Kimmel received strong endorsements from the Washington DC and Hampton Roads chapters. About 9 chapters will be involved in this Regional Seminar/Workshop. George is researching the logistics of holding such a seminar and will report his progress on a regular basis.
7. Advertising on CVC Website – no discussion.
8. Joint meeting with Microsoft Project Users Group - no discussion.
9. Update on Fees for Chapter Meetings - no discussion.
10. The Board recommended that Kathleen Stehly do a presentation on the CVC Transition Process at the Spring Leadership Meeting
11. The Incorporation Fee has been made and all the documentation has been updated and submitted to the State Corporation and the Attorneys.
12. Lowell Skelton, Kathie Tennent and Nancy Rowe will represent the Chapter at the Fall Leadership Meeting in Nashville.

New Business

1. July 2001 Board meeting will be held on the 7th. The August meeting details will be decided at the July meeting.

2. George Kimmell will attend the Region #5 meeting in Atlanta on July 27& 28. No chapter funding will be provided.
3. Organizational Structure of the Board – Lowell and a committee (to be appointed) to produce recommendations on how the chapter could be restructured.
4. George Kimmell will chair the nomination committee. Lowell will provide George with two members who will serve on this committee.
5. Robert Magnolis to investigate the pros and cons of partnering with John Tyler Community College to offer the PMP certification program. Robert will make a recommendation within 2-3 months.
6. Lowell Skelton to arrange for all the Board members to have access to the DEP report.
7. Lowell Skelton explained the DEP Prospect list.
8. Jim Chapman as a possible future speaker at a CVC Chapter Meeting - pending
9. Rick Pelligrino to make a recommendation regarding partnering with Martin Tate in offering education seminars.
10. Sharon Caldwell, Greg Brooks and Kathleen Shelby will meet and discuss credit card processing on our website. A report will be tabled at the July Board meeting.
11. PMI's publicity facilities have moved to Philadelphia.

Committee Reports

Kathie Tennent – President elect: Nothing to report.

Charles Utley – Membership: Chapter membership as at 5/30/01 -> 436.

Sharon Caldwell – Finance: Written report was tabled. Sharon and Robert to investigate the PMP certification workshop's income as it seem to be incorrect.

Elizabeth Roark – Communications: Written report was tabled. This committee is planning to eliminate the paper-based newsletter by September 2001. A motion was made to approve the electronic newsletter. The motion carried.

Greg Brooks – Programs: No report – member absent

Nancy Rowe – Publicity: Reported that she has placed copies of the chapter brochure at three Henrico County Libraries and plan to leave some at the Management Center of University of Richmond.

Rick Pellegrino – Education: No Report – member absent

Robert Margolis – Certification: A motion was made to increase the PMP certification workshop fee to \$295 for PMI members. The motion carried with one opposed.

Kathleen Stehly – Internet Communications: A written report on the Chapter's web usage was tabled in the member's absence.

Aziz Osman – History and Administration: Nothing to report

Terren Peterson – Special Projects: Nothing to report

Next Board Meeting

The next Board Meeting is scheduled for Tuesday, July 10th, 2001 at 4.30 PM

Meeting Adjourned at 6.37 PM

Minutes Compiled by Aziz Osman, PMP

**PMI Central Virginia Chapter
Board of Directors Meeting
July 10, 2001**

Present:

Lowell Skelton, President
Aziz Osman, VP History & Admin
Elizabeth Roark, VP Communications
Charles Utley, VP Membership
George Kimmell, Past President
Terren Peterson, VP Special Projects
Sharon Caldwell, VP Finance
Greg Brookes, VP Programs
Nancy Rowe, VP Publicity

Absent:

Kathie Tennent, President Elect
Rick Pelligrino, VP Education
Robert Margolis, VP Certification with approval

Welcome

Lowell Skelton, President, opened the meeting at 4.35pm.

Additional Agenda Items Added

None

Quorum Present?

It was agreed that more than 50% of the Board members were present: a quorum exists.

Set Adjournment Time

Time was set for 6.30pm

Review / Approve Minutes from April 3, 2001 Meeting

A motion was made to approve the minutes as written. The motion carried.

Awards

1. All the outgoing 2000 Officers were recognized and received Plaques on 6/26/01.
2. The chapter received the following from PMI
 - 5-Year Plaque and renewal Charter

- The 2001 PMI Chapter Professional Development Award for Exceptional Activities.
- The 2001 PMI Chapter of the Year Award (1-4 Years).

Old Business

1. VCU is considering introducing a Project Management class. Discussions will continue with VCU.
2. The formation of a Student Chapter is not going to be pursued.
3. Chick Utley updated the roadshow and a copy was given to all the Board members for their input.
4. Elizabeth Roark reminded the Board that the due date for newsletter articles is on the 7th of even months.
5. Terren volunteered to write articles about Project Management at VCU and/or the Credit Card Process at CVC.
6. A motion was made to postpone the holding of a Regional Seminar/Symposium indefinitely and that no chapter funding should be used for such an endeavor. The motion carried. George Kimmell was thanked for his efforts.
7. Elizabeth Roark, Kathleen Stehly & Terren Peterson are working on a proposal on how to structure advertising charges on the CVC Website. Elizabeth informed the board that the monthly Website infrastructure cost is +/- \$85.00
8. Greg Brook is investigating the possibility of holding a joint Chapter & MPUG meeting in October. Greg will make a recommendation at the next board meeting as MPUG do not charge their members a fee for attending meetings.
9. A motion was made to approve the Chapter Meetings new Fees – member \$18.00 (before deadline), \$21 (after deadline) – non-members \$20 (before deadline), \$23 (after deadline). The motion was approved.
10. No decision has been made with regards to the presentation at the Spring Leadership Meeting.
11. George Kimmell will attend the Region #5 meeting in Atlanta on July 27 & 28. No chapter funding will be provided.
12. The committee to investigate changing the bylaws: Lowell Skelton, George Kimmel, Beth Murray, Terren Peterson and Kathie Tennent will meet on 7/17/01 at the Verizon Offices. Lowell will contact Murray Grooms as a possible teleconference attendee.
13. The nomination committee members are George Kimmell (Chair), Elizabeth Roark and Robert Margolis.

New Business

1. The August Board meeting will be held on August 7th, 2001 at 4.30pm
2. **Chick Utley presented a motion:**
"If a Project Manager joins the Central Virginia Chapter as a result of a Road Show Presentation that a refund of the Central Virginia Chapter's Dues of \$20.00 be returned to the new member, if the New Member is not satisfied with the CVC chapter, for any reason, within the first 3 calendar months."

The motion was approved. One member opposed the motion.

3. Robert **Margolis** to investigate the pros and cons of partnering with John Tyler Community College to offer the PMP certification program. Robert will make a recommendation within 2-3 months.
4. Lowell Skelton to arrange for all the Board members to have access to the DEP report. The information is only to be used for PMI business.
5. A motion was made for Rick Pelligrino to investigate the impact on partnering with Martin Tate in offering education seminars. The motion carried.
6. Sharon Caldwell explained the charges related to the credit card processing. It was decided to continue the use of the ClearingHouse - ACH. The issue of Corporate Credit Cards was also discussed, but the Board decided to first establish clear guidelines before further discussion can take place.
7. PMI is offering their assistance to the Chapters. No discussion.

Committee Reports

Kathie Tennent – President elect: No Report – member absent.

Charles Utley – Membership: Chapter membership as at 6/30/01 -> 444 & 24 non-renewals.

Sharon Caldwell – Finance: Written report was **presented**.
The PMP certification workshop's income was resolved. Sharon highlighted the fact that our expenses exceed our income.

Elizabeth Roark – Communications: Elizabeth is working on the electronic newsletter.

Greg Brooks – Programs: 40 people attended The Networking Chapter meeting and 42 people attended the June meeting. The Board agreed not to pursue chapter-meeting fees from 'non-showers'.

Nancy Rowe – Publicity: Nancy distributed a report listing all the organizations that we could use for publicity. She also asked the Board members to place the chapter's brochure at strategic places to create an awareness of the chapter. The next conference call is on 8/8/01 and the

cost is \$15 per chapter. Other publicity initiatives that can be pursued are – issuing of business cards, notepads, etc.

Rick Pellegrino – Education: No Report – member absent

Robert Margolis – Certification: A written report was **presented**. Tentative dates for the next PMP Prep is Oct 19, Oct 20 & Nov 3.

Kathleen Stehly – Internet Communications: Kathleen **presented** a written report on the Chapter's Web usage and an implementation plan of the outstanding items for the chapter's Website.

Aziz Osman – History and Administration: Nothing to report

Terren Peterson – Special Projects: Nothing to report

Next Board Meeting

The next Board Meeting is scheduled for Tuesday, August 7th, 2001 at 4.30 PM

Meeting Adjourned at 6.32 PM

Minutes Compiled by Aziz Osman, PMP

**PMI Central Virginia Chapter
Board of Directors Meeting
October 02, 2001**

Present:

Lowell Skelton, President
Kathie Tennent, President Elect
Aziz Osman, VP History & Admin
Elizabeth Roark, VP Communications
Rick Pelligrino, VP Education
Robert Margolis, VP Certification
Terren Peterson, VP Special Projects
Greg Brookes, VP Programs
Nancy Rowe, VP Publicity
Beth Murray, Past President

Absent:

Sharon Caldwell, VP Finance
Charles Utley, VP Membership

Welcome

Lowell Skelton, President, opened the meeting at 4.35pm.

Additional Agenda Items Added

None

Quorum Present?

It was agreed that more than 50% of the Board members were present: a quorum exists.

Set Adjournment Time

Time was set for 6.30pm

Review / Approve Minutes from September 4, 2001 Meeting

Addition to Minutes: The VP Membership is responsible for the membership guide. Due to security concerns this guide is not to be published on-line.

Motion was made to approve the minutes as edited. The motion carried.

Ad-Hoc

1. Motion was made to appoint Beth Murray as Past President for the rest of the year. The motion carried. (George Kimmell resigned from the Board).
2. Mary Kate Webber of PMI HQ to review the Chapter's by- laws updates before the Board approves it.

Old Business

1. Article II – Officers 2nd paragraph changed to: “ It is recommended that each VP appoint 2 non-voting Directors to support their area of responsibility. Attendance & participation at Board and Chapter meetings for each VP or assigned delegate is strongly encouraged. The Director have voting privileges in the VP's absence”.
2. Nomination Committee: Bio's will be posted on the WEB of all the candidates for the vacant positions.
3. VCU Progress: An updated version of the endowment agreement is available. The winner of the scholarship is Jenny Veilleux. Terren and Kathy to decide who will attend the VCU function to recognize their donors.
4. Due date for newsletter articles – 10/8/01.
5. Proposed articles for next newsletter: VCU Scholarship, Membership, Education, Credit Card processing, Programs, Re-org of Chapter.
6. Elizabeth Roark informed the Board that the advertisement rates have been set and some interest was shown to advertise on the Chapter's website.
7. Attendance at last Chapter meeting – 59. Joint PMI and MPUG meeting scheduled for October 17th, 2001 at the Holiday Inn. Greg Brooks informed the meeting that the registration process is a tedious process and ask the Board to investigate the possibility of streamlining the process. Also, the Board needs to investigate the feasibility of the Luncheon meetings. Greg recommended that Chapter meetings should be held in the evenings.
8. Greg is still investigating the possibility and feasibility of having a joint meeting with the American Institute of Chemical Engineers.
9. Credit Card Processing system is up and running on the Web Site.
10. Selecting a Credit Card for the Chapter: Terren Petterson and Sharon Caldwell to make a joint recommendation at the next Board meeting.
11. The Chapter will have a Silent Auction (Virginia Basket) at the PMI Leadership Meeting in Nashville. Lowell Skelton will provide a computer where the Chapter's Website can be viewed.

12. The Transition meeting will be held at Capital One on 12/01/01. Each VP is requested to bring 5 objectives and be prepared to present for +/- 20 minutes.
13. Project Management training for Richmond Police: Robert Margolis and Rick Pelligrino met with the Richmond Police to ascertain their project management training requirements. A motion was made to provide 10 weekly seminars that mirror the PMP workshop for \$275.00 per student. The motion carried. Robert and Rick will present this proposal to the Richmond Police. Tentative start date is mid January 2002.

Committee Reports

Kathie Tennent – President elect: No Report.

Charles Utley – Membership: No Report.

Sharon Caldwell – Finance: Written report was distributed.

Elizabeth Roark – Communications: No Report.

Greg Brooks – Programs: No Report.

Nancy Rowe – Publicity: No Report.

Rick Pelligrino – Education: An education seminar is scheduled for 5 or 12 January 2002. Presenter- David Klein. Subject – Service Level Management.

Robert Margolis – Certification: October 5th, 2001 is the deadline for the instructors to hand in their presentations. As at 10/2/01, +/- 11 students registered for the Fall PMP Workshop.

Kathleen Stehly – Internet Communications: Kathleen tabled a written report on the Chapter's Web usage. The value of this report was discussed and a decision was made not to distribute this report at future Board meetings.

Aziz Osman – History and Administration: No Report

Terren Peterson – Special Projects: No Report

Next Board Meeting

The next Board Meeting is scheduled for Tuesday, November 11th, 2001 at 4.30 PM

Meeting Adjourned at 6.14 PM

Minutes Compiled by Aziz Osman, PMP