

## Minutes from PMI CVC Board Meeting – 05 February 2002

### **Members Present:**

Kathleen Stehly  
Lowell Skelton  
Elizabeth Roark  
Beth Murray  
Robert Berlin  
Terren Peterson

### **Committee Members and others present:**

Doug Loomer, Jim Hayden, Greg Brooks

A quorum was determined to be present and the meeting was opened by Kathleen.

### **Review of Minutes from January Board meeting:**

Approved unanimously.

### **Old Business:**

#### **1. Review and Approve Chapter Objectives (Marketing, Programs)**

This item was deferred due to neither Marketing (Rick Pellegrino) or Programs (Theresa Knox) being present.

#### **2. Review and Approve 2002 Budget**

Sharon distributed draft 2002 budget documents prior to the meeting. Beth Murray reported on Sharon's behalf that the 2001 books are now closed and being audited by John Byrne. The 2001 budget currently shows a surplus of \$671.

Terren requested that Professional Development income related to the January 12 educational seminar be credited to 2002. There was discussion of the practicality of this given that the 2001 books are closed.

A motion was made and seconded that the 2002 budget should be approved with the above adjustment to Professional Development noted.

### ***Action:***

- Sharon to explore and report to Terren whether or not the Professional Development budget can be adjusted.

#### **3. EFT Issues Resolution**

In keeping with previous actions, Elizabeth met with Terren to complete the transfer of knowledge around the transaction processing systems, data and process. She is currently writing detailed instructions to enable all users of the data (Finance, Professional Development, Certification and Programs) to access and manipulate it to suit their needs and will distribute as soon as possible.

She emphasized that the environment in the near future will be a "self-serve" environment in terms of reporting, due to the burden that ad hoc reporting would place upon Communications resources, realistically 45+ reports per year. These reports are anticipated to be as follows:

| <b>Function</b>          | <b>Description</b>   | <b>Total reports annually</b> |
|--------------------------|--|-------------------------------|
| Finance                  | <ul style="list-style-type: none"> <li>1 report per month (minimum) for reconciliation with bank records</li> </ul>  | 12 (minimum)                  |
| Programs                 | <ul style="list-style-type: none"> <li>2 reports (minimum) per month with meeting (10), 1 report a week in advance for catering, 1 report at registration deadline for final count</li> <li>2 reports per SIG meeting (Design/Procure/Construct)* (4)</li> </ul> | 28 (minimum)                  |
| Certification            | <ul style="list-style-type: none"> <li>2 reports (minimum) per Workshop (2)</li> </ul>   | 4 (minimum)                   |
| Professional Development | <ul style="list-style-type: none"> <li>2 reports (minimum) per seminar (currently estimated at 2, could be more given outcome of PD strategy session)</li> </ul>   | 4 (minimum)                   |

\* see New Business item #1

The need for these reports to be accessible to meeting organizers is that they are of a highly time sensitive nature (for catering, facilities and materials preparation).

#### **4. Chapter Survey**

This item was deferred because Theresa was not present.

#### **5. Component Charter Renewal & Awards Application**

Lowell reported that the renewal and application documents were submitted on January 25. He noted that a significant source of points was the percentage of Chapter members that were PMPs (23%) as well as Chapter Communications (email and website). He also noted that in the future, Publicity items must be archived in order to count for points (i.e. copies of newspaper articles and announcements).

There was discussion about future activities that could also be sources of awards points.

#### **Actions:**

- Robert and Terren to provide links on how to submit PDUs to be added to web site in Certification section, as well as contribute thoughts on how to communicate to membership by 2/15.

#### **6. Signature Cards for Bank Account**

Item deferred due to Sharon's absence.

#### **7. Chapter Website Files for APICS**

Kathleen to follow up with Jim Dedie to confirm the need for the files. If completed, this activity would count as a Community Service project for Awards points.

#### **8. Outstanding Training Requests from Richmond Police Department and VDOT**

Terren followed up with Rick on these items and there has been no movement or further expression of interest. There was again discussion regarding the appropriateness of PMI CVC undertaking these initiatives given that they do not fit any stated objectives, the stress on the resources of the Chapter, Professional Development specifically.

A motion was made that these items be closed for the time being and addressed by Professional Development should they arise in the future. The motion carried unanimously.

#### **9. Director Appointments (Marketing, Finance)**

No Directors were appointed from Marketing due to Rick's absence. Beth Murray communicated for Sharon that Nelly Romero would be working as a Director in Finance assisting Sharon.

Discussion ensued around the overlap in resources at the Chapter meetings, specifically around the staffing and ownership of the "Membership Corner". A need for brochures about the SIGs was also highlighted.

**Actions:**

- Beth to contact Rick regarding the ownership of the "Membership Corner" at Chapter meetings.
- Kathleen to give SIG brochures in her possession to Beth by next Chapter meeting (2/20).
- Rick to find out where to get SIG brochures (from PMI?).
- Doug will get IS SIG brochures for 2/20 meeting.

**10. March Leadership Conference Attendance**

Attendees to be Kathie, Kathleen, Beth and Doug.

**New Business:**

**1. Proposal to establish separate Chapter meetings tailored to Design/Procurement/Construction project managers**

Initially delayed due to Greg Brooks' absence. When Greg arrived the item was revisited. Greg restated the need that was highlighted in his meetings with the Richmond Joint Engineering Council. The March meeting will be the first such joint meeting. He reported that going forward another meeting will be held in May, 2 meetings will be held in the fall, followed by 2-3 meetings in 2003, enabling attendees to cover all sections of the PMBOK from an engineering perspective. Greg believes that this will help the Chapter bring in more members who have not been involved or engaged before (since current meetings are predominantly IS oriented) as well as promote the PMP.

Greg also emphasized that these meetings will be open to anyone, promoted through PMI CVC web site and newsletter, facilitated by PMI CVC credit card processing, as well as through other Richmond groups. The format of the meetings would be just like Chapter meetings, only longer to allow for more in depth discussion of the topics as related to their particular interests.

Risks include:

- Financial – same as regular Chapter meeting with no-shows. Meetings will be priced to break-even.
- Process - additional stresses on existing resources and processes, including Finance, Communications (reporting and credit card processing) and Programs (preparation and staffing).

A motion was made to:

- adopt Greg's proposal as distributed,
- appoint Greg as Director of Programs in charge of these meetings,
- prepare a modification to the 2002 budget to reflect income and expenses related to the meetings, and
- review the performance of these meetings at the end of 2002 for the purpose of determining whether or not to continue them.

The motion was passed with one abstention (Terren).

**Actions:**

- Greg to prepare modifications to Programs budget by 3/1.
- Board to review performance of meetings by December 3, 2002, the final Board meeting of the year.

**Officer Reports** (Order altered to accommodate schedules of individuals)

**1. Communications**

Elizabeth reported that the annual review of Communications and the web site is underway and all Board members have been contacted to review their respective pages and submit changes.

She reiterated that articles for the March-April newsletter are due on 2/7, of which many had been submitted in advance of the deadline.

**Actions:**

- April meeting information is still needed from Programs (Theresa Knox) as soon as possible.

### 3. Programs

No report.

### 4. Marketing

No report.

### 5. Professional Development

Terren reported the following:

- Seminar strategy committee kickoff soon
- VCU class
  - has 9 volunteers for guest instructors
  - has been invited to attend Chapter meetings as guests by RSVPing to [meetingreservations@pmicvc.org](mailto:meetingreservations@pmicvc.org). Class list has been submitted to Theresa for validation.
- U of Richmond has been contacted at the Executive Program and undergraduate levels to establish kickoff meeting.

### 6. Membership

Beth reported:

- Membership currently at 455 (as of 12/31/01 DEP report).
- "Membership Corner" very successful, as were non-member name in red for ease of greeting and hosting.
- Committee will be meeting on 2/11 to review DEP.
- Committee has goal of 500 members by year end.

#### **Action:**

- Beth to review offering of Student rate for Chapter dues by March Board meeting (3/12).

### 7. Certification

Robert reported:

- Spring Workshop
  - Notices sent to Chapter PMPs to solicit teachers for Spring Workshop
  - Facilities have been reserved for the Workshop
  - Dates of the Workshop will be April 19 –20 and May 4
  - Unsolicited inquiries have been received already
- Certification/PMI Corner at CapitalOne internal conference, dates TBD, staffing needed other than Robert TBD.

### 8. Finance

No report.

### 9. President Elect

Audio conference on Ethics did not work, rescheduled for 2/6 at 12 noon.

### 10. Past President

Lowell reported that he has been contacted by some PMI members in the Roanoke area (10-11) who want to organize. He will maintain contact and advise as to how we can be of assistance (an activity for which awards points are granted).

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In closing, it was noted that updates on prior actions should be sent to Kathie by the Friday before Board meetings by all with action items.

The next Board meeting was moved to **Tuesday, March 12**, to allow those who are traveling to the Leadership conference to attend.

A motion was made to adjourn and was passed.

## Minutes from PMI CVC Board Meeting – 13 March 2002

### **Members Present:**

Kathie Tennent  
Kathleen Stehly  
Elizabeth Roark  
Doug Loomer (for Beth Murray)  
Robert Berlin  
Jim Hayden  
Sharon Caldwell  
Rick Pellegrino

A quorum was determined to be present and the meeting was opened by Kathie.

### **Review of Minutes from February Board meeting:**

Approved unanimously.

### **Old Business:**

#### **1. Review and Approve Chapter Objectives (Marketing, Programs)**

Objectives were presented to those in attendance. Finance altered their objectives by dropping the credit card and adding completion of updating signature cards. The objectives were unanimously approved.

There was additional discussion around staffing of Marketing function. Kathie volunteered to create a card soliciting volunteers to be put on tables at the March Chapter meeting. Each VP may give input to their specific needs for projects, skills and time.

#### **2. 2002 Budget Adjustments**

This item was put on the agenda as the result of Terren requesting that Professional Development income related to the January 12 educational seminar be credited to 2002. There was discussion of the practicality of this given that the 2001 books are closed. At that time, a motion was made and seconded that the 2002 budget should be approved with the above adjustment to Professional Development noted.

At this meeting Sharon reminded the group that the books are closed and not adjustments to numbers are possible. It was noted, however, that all Officers may accrue and report their income as needed, separate from the official books.

#### **3. Chapter Survey**

This item was continued from the February Board meeting. Theresa reported that this item has not been addressed thus far and should be carried forward. She intends to conduct a survey in 2002 and needs assistance to do so. This will be highlighted on the card soliciting volunteers (see item #1, Old Business)

#### ***Action:***

- Theresa to lead effort to complete chapter survey in 2002.

#### **4. Chapter Credit / Debit Card**

Sharon briefly reiterated the reasons for not pursuing a Chapter Credit / Debit card. To address the issues that the card was intended to solve, the signature card was updated with the names of all those who can write checks for Chapter related expenses.

#### ***Action:***

- Sharon to complete the update of signature cards.

### **New Business:**

A number of items were introduced as a result of the PMI Leadership meeting in California.

## **1. Raleigh Meetings**

### **a. PM Seminar in Raleigh, October 25**

### **b. Regional Board Leadership Meeting, October 26**

Designed to allow chapter officers meet with counterparts as well as discuss region-wide collaboration (i.e. 2004 Regional Event)

## **2. Regional Professional Development / Certification Initiative**

Interest in conducting a conference call among officers from region chapters to be determined.

**Action:** Kathie to give Robert Berlin and Terren's contact information to the person organizing the regional teleconference on Professional Development and Certification.

## **3. Regional Collaborative Communications**

A committee was formed to look at creating a website designed for cross-promotion of events and enhancing collaboration among members and officers. Doug Loomer will represent CVC on this committee.

## **4. DRA Visit and Presentation Options**

The DRA, CJ Walker, wants to visit as many constituent chapters as possible. She will be developing presentations suitable for all chapters, including giving a view of the region. Theresa tentatively offered that the September meeting would be ideal, in conjunction with the speaker on Certification.

## **5. Fall Elections**

One take away from the conference was the make-up of the nominations committee. In the past, several Board members made up the committee. This practice was discouraged by several in attendance as potentially conflicted.

Elections for 2002 had already been scheduled for October 16, which fits between the fall PMI Leadership meeting (10/3-5) and the Raleigh conference (10/25-26).

2003 Transition committee will be Kathie, Kathleen and Elizabeth.

### **Actions:**

- Kathie to find chair of Nominations Committee not currently on the Board. Suggestions included Jim Dedie and Steve Bracket.

## **6. Opportunity and Hardship Funds**

PMI HQ maintains a fund which is used to cover up to 50% of the costs for a person to attend leadership meetings. It was suggested that there should be a "Hardship Fund" established for Region 5 to assist officers from small chapters in attending national and regional meetings. There was a lot of support for the idea.

It was motioned and seconded that the 2003 budget should include money for the funds in the President's budget. This passed unanimously.

### **Actions:**

- All VP's to review their budget to see where there may be additional funds to contribute to Opportunity and Hardship Funds in 2002 by April 2.
- Kathie and Kathleen to review Region 5 DRA budget to understand how Hardship fund would be administered by 3/22.

## **7. April Audioconference**

Topic – Using the DEP. Date – 4/17 at 12 noon. Registration deadline 4/3. \$15 fee (reimbursable from President's Budget).

## **Officer Reports**

### **1. Communications**

- Progress on #1 objective: Elizabeth reported that the annual review of Communications and the web site will be completed by the end of the month, with projects and tasks for the rest of the year as the output.
- Updates to the website will be accepted on a rolling basis and should be submitted to [webmaster@pmicvc.org](mailto:webmaster@pmicvc.org).
- She reminded the Board that articles for the May-June newsletter are due on 4/8, which may be submitted in advance of the deadline.

#### ***Actions:***

- Theresa to provide updated information for the Meetings page as well as May meeting announcement.

### **2. Finance**

Sharon distributed the budget through 3/12.

### **3. Programs**

- Holiday Inn booked through 2002 and prices locked in.
- May meeting set up.
- No October speaker yet.
- 2003 program planning started, looking at programs on pharmaceutical PM and ethics. Special October 2003 meeting "Worst Nightmare Projects" under development as well. Also a "big name" speaker with corporate sponsorship in the works (i.e. Tom Peters).

#### ***Actions:***

- Elizabeth to look into suspected security issue with credit card site by 4/2.
- Kathie to get name tags for rest of officers and directors for the next meeting by 3/21.

### **4. Marketing**

Rick reported that SIG brochures have been requested from 36 SIGs.

Doug Loomer has been submitting new PMPs to Richmond Times-Dispatch (RTD) Metro Business section, to no avail. Rick noted that publication is not guaranteed. There was discussion that all publicity should come through Marketing in the future. Rick has been working on RTD on standards for publication, including the name, employer format. (RTD won't publish without employer, problematic for job seekers.) Some concerns were raised by people who do not want their employer to know they have pursued/received certification.

#### ***Actions:***

- Rick responsible for getting PMPs in RTD Metro Business Section from the DEP monthly.

### **5. Professional Development**

No report.

### **6. Certification**

- The Association of Professionals in Business Management (APBM) solicitation to the Chapter was reviewed. It was decided that it would be inappropriate for the chapter to endorse their certification by promoting it for free.
- Progress on objectives: recruited 2 directors (Jim Hayden, John Albright)
- Certification workshop – 0 registered to date, although many registration forms sent in response to inquiries. Robert to explore taking out an ad in the RTD working with Rick.
- CaptialOne internal PM forum to be held in early May. Booth will be staffed with SIG and MPUG brochures as well as Certification information.

**Action:**

- Elizabeth will follow up with APBM contact to see if they are interested in advertising.
- Robert to explore taking out an ad in the RTD for the Certification Workshop working with Rick.

**7. President Elect**

- Formed annual Recognition Committee. Kathie and Theresa volunteered.

**8. Membership**

Doug Loomer introduced a motion to change the student membership fee for the Chapter to \$10 effective immediately. Currently there is only 1 student member. Discussion followed regarding how much difference \$10 would make, and Doug stated that it was their belief that this would be a good gesture to encourage students to join. Doug offered to search the DEP to see how many student members there are.

The motion was unanimously passed.

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In closing, it was noted that updates on prior actions should be sent to Kathie by the Friday before Board meetings by all with action items.

The next meeting will be April 2 at 4:30 pm at Circuit City.

A motion was made to adjourn and was passed.



## Minutes from PMI CVC Board Meeting – 2 April 2002

### **Members Present:**

Kathie Tennent  
Kathleen Stehly  
Elizabeth Roark  
Beth Murray  
Robert Berlin

Sharon Caldwell  
Rick Pellegrino  
Jim Hayden (Certification)  
John Albright (Certification)  
Dennis Standbridge (Marketing)

A quorum was determined to be present and Kathie opened the meeting.

### **Review of Minutes from March Board meeting:**

Approved unanimously.

### **Review of Agenda:**

Approved unanimously.

### **Old Business:**

#### **1. Region 5 Leadership Conference Opportunity Fund - Proposal**

Kathleen presented an overview of the thinking thus far on how to create an opportunity fund to help support chapters in Region 5 participate in national level leadership meetings, thus assisting them in gaining self-sufficiency sooner. Kathleen and Kathie met on 3/30 to discuss and draft details for Board review. Some highlights of Kathleen's presentation:

- 7 chapters from Region 5 could not attend the recent Leadership Conference due to costs
- PMP CVC is volunteering to administer the fund for Region 5
- Funds provided up to \$1,000 and the applicant must also apply for ACP funding
- Guidelines for selection will be determined, as well as process to coordinate with ACP process and deadlines
- Fund will be advertised to eligible chapters
- A form will be developed for the application
- Confirmation of attendance at conference needed prior to money being distributed
- A small committee will be formed to design the process (input/output/forms/deadlines, etc.)
- There is a goal to present the proposal to the Region 5 gathering in Raleigh in October or in San Antonio.

#### ***Actions:***

- Kathleen to distribute details prior to May Board meeting for review.

#### **2. Fall Elections Nominating Committee**

Kathie contacted former Board members to solicit their participation on the 2002 Elections Committee. Steve Brackett and Robert Margolis have agreed to serve. Since elections are being held earlier this year (October instead of November), the process should start earlier than in the past, perhaps June.

#### ***Actions:***

- Kathie will provide open positions and desired qualifications to the committee by 6/4.
- Kathie will contact Lowell re: chairing the committee by 5/7.
- Elizabeth to provide notes on process, timeline and forms from 2001 Elections as needed.

### **New Business:**

#### **1. Regional 5 DRA Funding**

Kathleen presented the results of her meeting with Kathie as well as some overview of the DRA:

- The purpose of the DRA is to lead the region, coordinate and facilitate
- The DRA position is not funded by PMI HQ

- DRA not eligible for ACP funding (to attend events, etc.)
- There is some controversy over the position:
  - Bureaucracy?
  - Should be HQ role?
  - Needed to provide more coordination, “closer to the ground”
- Funding for DRA to cover:
  - Attending Leadership conferences to confer with other regional leaders to:
    - Coordinate regional activities
    - Plan regional event(s)
  - Visiting Chapters once a year (if wanted)
  - Regional web site maintenance (including discussion groups, etc.)
- Proposals to raise \$ include:
  - Asking regional chapters to donate
  - Charging each regional chapter \$.50 to \$.75 per member
  - Charging the home chapter of the DRA with funding the position
  - Charging \$1 per year for PMI CVC to be covered by a proposed \$5 dues increase (to cover meeting shortfalls)

Discussion included:

- Need for draft job description for DRA to review before deciding
- Value proposition for position?
- Beth offered that most chapters are \$20 from her research regarding Membership, and that raising PMI CVC dues is not consistent with other chapters
- Extra \$ would come from President’s Budget

**Action:**

- Kathie to provide more details in May Board meeting.

**2. Meeting Cancellation Refund Policy**

Skipped due to Theresa’s absence.

**3. PMI CVC Involvement in Chamber of Commerce**

Rick presented some information regarding PMI CVC joining the Chamber of Commerce given to him by Andy of Philip Morris. There was no value to PMI CVC identified. Board unanimously rejected joining.

**Action:**

- Rick to communicate Board’s decision to not pursue membership to Andy.

**4. Road Show**

Rick presented his desire to have the Road Show presentation re-written by Sharon Robbins, a member of the Marketing committee to better sell PMI CVC. There will be two versions:

- Corporate Sponsorship
- Individuals

Next steps to include:

- Board to review both versions of presentation
- Presentation to membership for their feedback (pre-dinner meeting, not at dinner meeting)
- “Give-aways” – website on pen?
- Targeting of audiences (i.e. construction/design firms, employers of members)
- Presentations during lunches

On another note, all Publicity items should go through Dennis Standbridge, copying Rick.

**Actions:**

- Rick to create proposal for Board to consider, and present for approval at May Board meeting.

- Rick to include question on survey asking for people who would like the Road Show to come to their place of business.
- Rick to follow up with Sandy Ardis of PMI HQ and other chapters to get their input to the presentation.
  - Marketing Manager - Sandra L. Ardis [mktgmrg@pmi.org](mailto:mktgmrg@pmi.org) (610) 356-4600 x1011
  - Marketing Assistant - Regina Madonna - [marketing@pmi.org](mailto:marketing@pmi.org) (610) 356-4600 then request Marketing

## **Officer Reports**

### **1. Marketing**

- Guest Pass: now available in a Word document, also easier to maintain. Could also be customized to be used as a raffle prize for free Education Seminar, meeting, etc.

#### ***Actions:***

- Rick to email Guest Pass to Board.

### **2. Certification**

- 12 people have registered thus far for Spring PMP workshop. Goal of 35 (last year 30).
- Reminder to go out on Meeting RSVP Reminder.
- Ad on home page.
- Email to be sent to “new members” and non-PMPs

#### ***Actions:***

- Robert to get names of non-PMPs from DEP and send out email.

### **3. Membership**

- 471 members (as of end of February)
- 125 PMPs
- 27 student members (-\$270 impact to chapter revenues with reduced student rate)

#### ***Actions:***

- Beth to contact PMI HQ to change our student rate as soon as possible (may only be done at certain times of year (e.g. chapter renewal at end of calendar year).

### **4. Finance**

Sharon expressed concern over expenses. Greg to sort out no-shows for March meeting to recover costs (AIChE vs. PMI)

#### ***Actions:***

- Sharon to report how much we are losing to credit card transaction fees in \$ (3.14. to 3.68%) by May meeting.

### **5. Professional Development**

No report.

### **6. President Elect**

- Kathie, Kathleen and Theresa met on 4/2 to cover **chapter recognition program** for volunteers. Kathleen contacted other chapters for their input with no success yet (no one else is doing). Kathleen noted that the chapter will receive awards points for documenting and implementing the process. The program will be implemented in January. One detailed piece of feedback: “Volunteer of the Year” nomination will come from the Board, not from the membership. Detailed documentation of proposal was presented for review and will be updated with comments from the meeting. Revision will be presented at May Board meeting for review.
- Kathleen also presented an **Executive Involvement Plan** after researching with PMI HQ (details in her email). There are two options: **1)** Strategic (not Operational) Plan over long term period, **2)** Advisory

Board. Kathleen made a motion to consider option #1, which was seconded by Kathie. Essentially this option would include wrapping up all plans and goals of Committees wrapped up. The motion passed unanimously. Kathleen to form a committee, Kathie volunteered.

- Kathleen presented a call to all board members to provide their existing policies and procedures to her for inclusion in **consolidated policies and procedures** document. This document supports a split in the By-Laws and Constitution from Policies and Procedures, allowing for easier update in the future, with no membership vote to alter the document.

**Actions:**

- Kathleen to revise recognition proposal and present prior to May Board meeting.
- Each VP to provide existing policies and procedures to Kathleen by 4/12 (may be updated on rolling basis)
- Kathleen to split overview of Chapter from policies and procedures for each specific committee.

**7. Communications**

- Progress toward #1 Objective: Web site review complete. Two projects are the result: 1) to redesign the site for consistency and maintainability and 2) research and recommend a better solution for credit card processing.
- The web site and credit card site have been updated through May to allow for meeting registration. This is a mixed benefit, because it means that people can register for multiple meetings in one transaction, which is difficult to discern on the report received (see next bullet)
- Credit card processing: Elizabeth thanked everyone, particularly Greg and Robert, for being cooperative in making the system work for multiple users. The limitations of the existing system are creating issues and they will be addressed in the project noted above. Reporting instructions were provided to Sharon and Greg in the interim to help, and Doug Loomer is currently working on an Access front end to make reporting in the interim much more user-friendly. This should hold us if/until a better solution is identified.
- Newsletter / website update deadline 4/8.
- Overview of process for making changes to the web site was reviewed with the Board. Copy will be provided to the Board as well as included in the policies and procedures manual.
- Assistance was given to the Certification Committee by creating an animated GIF ad for the home page as well as for the RSVP meeting reminder.

**Actions:**

- Elizabeth to provide copy of web site change overview to Board.
- All Board members to provide updates to their area of the web site, especially those things to be included in the May-June newsletter, by 4/8.

**8. President**

- Director nametags ordered – silver to distinguish from other Board members
- Call for volunteers from last meeting generated some feedback. Call to be re-run at each meeting as needed with vacancies.
- Kathie also asked that suggestions on how to improve meetings be sent to her.
- Kathie also asked that Board members should review minutes and provide updates to their open actions in the action register by the Friday before Board meetings.

**Actions:**

- All Board members to provide input on how to improve chapter meetings to Kathie by 5/7 and ongoing.

The next meeting will be May 7 at 4:30 pm at Circuit City.

A motion was made to adjourn and was passed.

## Minutes from PMI CVC Board Meeting – 7 May 2002

### Members Present:

Kathie Tennent  
Kathleen Stehly  
Elizabeth Roark  
Beth Murray  
Theresa Knox

Sharon Caldwell  
Jim Hayden (Certification)  
John Albright (Certification)  
Dennis Standbridge (Marketing)  
Doug Loomer (Membership)

A quorum was determined to be present and Kathie opened the meeting.

### Review of Minutes from April Board meeting:

Approved unanimously with 2 typos to be changed.

### Review of Agenda:

Approved unanimously.

### Old Business:

#### 1. Region 5 Leadership Conference Opportunity Fund - Proposal

- Kathleen to create a one page summary of the proposal for presentation and motion for approval to be voted on at the June Board meeting.

#### **Actions:**

- Kathleen to create a one page summary of the proposal for presentation and motion for approval to be voted on at the June Board meeting.

### New Business:

#### 1. Chapter Survey

Theresa handed out copies of the current survey including everyone's input. Discussion included:

- Content of survey
  - Is every question absolutely necessary? Length will discourage full participation.
  - Scale of questions should be odd (1-5 instead of 1-6) to eliminate "neutral".
  - Update URL of website.
- Automation
  - Pros = ease of access and collection
  - Cons = response rate to last automated survey not very good (<1%), effort to create if not outsourced
- Additional suggestions included:
  - making the survey available in paper copy as an alternative
  - offering a prize to be given to a randomly selected respondent to encourage participation

#### **Actions:**

- All – provide changes to Theresa by 5/10.
- Elizabeth to research opportunities for automation of the survey by 6/4.
- Theresa to update the survey with corrections to typos, acronyms, web addresses, scales, etc. by 6/4.

#### 2. On-line Registration Policy & Meeting Cancellation Refund Policy

Theresa discussed the current status on the policies on registration and cancellation of reservations. Several options were discussed, including not issuing refunds, only a voucher to be used for a future meeting. The difficulty of logistics around managing issuing and tracking vouchers, accounting, etc. were all discussed.

Doug Loomer also raised the issue of being penalized for making payment by check (since the credit card site we use does not accept AMEX) at the event despite making a reservation via email before the deadline.

To move toward resolution, the following actions were issued:

**Action:**

- Theresa and Doug Loomer to meet regarding the confusion around pre-registration and payment via check on the day of the event.
- Theresa to revise refund policy and submit for approval at 6/4 Board meeting

**3. June Audio Conference**

Determined that the topic would be of interest to Professional Development.

**Actions:**

- Terren to contact Brantlee Jacobs ([sig@pmi.org](mailto:sig@pmi.org)) to register for the session by 5/22.

**4. Leadership Conference Presentation**

Kathleen reported to the Board that we have been approached by PMI to give a presentation on our officer transition process at the Fall Leadership Conference on 10/3 with a possible encore on 10/5.

**Actions:**

- Kathleen to respond that we will be happy to present by 5/22.
- Kathleen and Kathie to complete presentation and present to Board for approval by 8/6 Board meeting.
- Kathleen and Kathie to complete presentation and submit to PMI by 8/12.

**Officer Reports**

**1. President Elect**

- Still working on Policies and Procedures, draft completed and circulated

**Actions:**

- Rick, Terren and Robert (i.e. no prorating of Certification workshop fees) to submit policies and procedures by 5/28.
- All to review Policies and Procedures document and provide input by 5/28.

**2. Programs**

- Established dates and programs through January 2003
- Requested feedback on September content from PMI HQ. Suggestions included:
  - IS CAQ
  - Junior PM Designation

**Actions:**

- Theresa to provide calendar to webmaster for addition to the website as well as provide updates as additional information is available (speaker bios, changes in titles, etc.).
- Beth to provide list of founding chapter members for recognition at a future meeting.

**3. Marketing**

Dennis represented Marketing. He reported:

- They are still working on the updated Road Show presentation to present it to the Board for approval.
- The DPC meeting was published in Metro Business on 5/6.
- Work continues to ensure that all future meetings are posted in appropriate media.

**Actions:**

- Dennis to follow up with Rick on keeping copies of all published articles and announcements as supporting documentation for Chapter Awards Points.

**4. Professional Development**

Terren reported:

- The PD section of the web site restructured, updated and announced in the Newsletter. Links to PDU sites are also included.
- VCU update:
  - 8 CVC members spoke to the Spring 2002 class with positive feedback
  - multiple sections of the VCU project management class are in the planning stages for Spring 2003.
- U of Richmond – no progress
- Strategic Assessment
  - Goal for completion is end of 2Q
  - Committee has researched other Chapters' PD activities, still need to evaluate. Many requests still pending.

**Actions:**

- Terren to follow up with speakers and panelists to get them to attend the September/October meeting for recognition.
- Beth to send old letter used for instructors to claim PDUs to Terren by 5/28.
- Terren to draft a letter to be used for PDU documentation for speakers by 6/4.

**5. Certification**

- 25 people attended (30 planned), netted 4 new chapter members
- Lessons learned to be conducted in next week

**Actions:**

- Robert to complete analysis by 6/4 of numbers of people who:
  - Took and passed PMP exam following workshop
  - Took workshop and attended meetings following workshop

**6. Membership**

Beth reported the following statistics:

- Current members = 475 (-1 from April)
- New members = 21
- Renewals = 22
- PMPs = 127

Beth also raised the following topics for discussion:

- Job opportunities – want to print recent openings for the membership table
- Membership directory
  - want to make available electronically
  - concerns raised around providing adequate security without adding additional overhead (passwords, maintenance, etc.) as well as even headhunters joining just to get access to the list.
- Celebration of reaching 500 members
- “Bring a Friend” night (or “Bounty Night”)
  - Various options discussed, including member pays \$10, friend pays \$10
  - Budget impact of \$900 if 50 people participate, only \$600 in Membership budget

**Actions:**

- o Beth to present proposal, including impact assessment on Programs, Finance, and Communications) to 6/4 Board meeting for review.

**7. Finance**

Sharon presented two reports, month to date and year to date. There was discussion on the categorization of transactions and budget lines.

**Actions:**

- Sharon to update expenses with appropriate line item reference by 6/4.
- Sharon to eliminate "Other" line item from Budget, to be replaced with "Software" in the case of Communications.

**8. Communications**

Elizabeth presented:

- Progress toward 2002 objectives
  - o Review of site = Complete
  - o Recovery of 50% of budgeted costs for Communications = 43% recovered, on track to exceed goal
  - o Contribute 75 points to Chapter Awards = 53 earned to date, on track to exceed goal
- Current status of infrastructure:
  - o **Email** - We currently maintain 3 email lists with the following descriptions:

|                        |   |
|------------------------|---|
| Newsletters            | 6 per year, published in odd months.                                |
| Meeting RSVP Reminders | 10 per year on second Monday of the month, except July and December |
| Job Opportunities      | sent on demand, usually 1-2 times per week                          |

- o Number of **subscribers**:

| Interest Group             | Current Subscribers |
|----------------------------|---------------------|
| Announcements & Newsletter | 495                 |
| Job Opportunities          | 122                 |
| Meeting RSVP Reminders     | 423                 |

- o **Advertising** - Types of ads offered:

| Type  | Cost             | Notes             |
|---|------------------|-------------------|
| Ad on PMI CVC home page                           | \$75 per month   |                   |
| Sponsorship of Newsletter                         | \$50 per issue   |                   |
| Sponsorship of Meeting RSVP Reminder              | \$25 per message | Sold out for 2002 |
| Direct email to members of Job Opportunities list | \$25 per message |                   |

- Plans for the rest of 2002
  - o Credit card processing review to be completed by August 2002
  - o Website redesign to be completed and launched in by September 1, 2002.
- An overview of the web update process to the Board (circulated in advance for review)



**Actions:**

- Elizabeth to add list of ACP presidents to newsletter list by 6/4.

**9. President**

Kathie suggested we consider moving the July board meeting to July 9 to avoid conflicts with the July 4<sup>th</sup> holiday. Suggestion to be considered at the June Board meeting.

The next meeting will be June 4 at 4:30 pm at Circuit City.

A motion was made to adjourn and was passed.

# **Minutes from PMI CVC Board Meeting – 4 June 2002**

## **Members Present:**

Kathie Tennent  
Kathleen Stehly  
Wayne Driver  
Beth Murray  
Theresa Knox  
Robert Berlin

Sharon Caldwell  
Neil Gouldman (VP Finance PMI-Great Lakes Chapter)  
Eric Colthorpe  
Dennis Standbridge  
Rick Pellegrino  
Steve Brackett  
Andy Barber (Conference Call)

A quorum was determined to be present and Kathie opened the meeting.

## **Review of Minutes from May Board meeting:**

Approved unanimously.

## **Review of Agenda:**

Approved unanimously.

## **Old Business:**

### **1. PMI CVC Guidelines, Policies & Procedures.**

Kathleen Stehly presented this document to the board. The board reviewed this document and recommendations were expressed to change several sections.

#### ***Actions:***

- Marketing and Certification will develop Guidelines, Policies & Procedures by June 14, 2002.
- Kathleen to update document with following:
  - Overview Section – insert President Elect.
  - Annual Volunteer Recognition Program Policies & Procedures Section – change responsible party to Past President.
  - Nomination, Election and Tenure Policies and Procedures – Change to Past President.
- Kathie Tennent and Theresa Knox will develop Meeting Policies & Procedures/Special Meetings by June 14, 2002

### **2. Region 5 Regional Event Update – Raleigh in October.**

Kathleen Stehly stated that there has not been a kickoff meeting for this event.

#### ***Actions:***

- The October date is unknown at this time. Kathleen Stehly will notify the board via email the exact dates in October.

### **3. Region 5 Leadership Conference Opportunity Fund Proposal.**

Kathleen Stehly discussed the purpose of this proposal. The board had several concerns, which will be addressed through the following action items.

#### ***Actions:***

- Kathleen to add section to the document stating how Opportunity Fund will benefit the PMI CVC membership.
- Kathleen to present Opportunity Fund proposal to CJ Walker (Region 5 DRA) for input only.
- Kathleen to present Opportunity Fund proposal in Raleigh at the Regional Event.

#### **4. Region 5 DRA Funding Proposal.**

Kathie Tennent discussed the purpose of this proposal. The Board had several concerns, which will be addressed through the following action items. The Proposal was accepted by the Board, with the following changes:

1. Remove the statement concerning the \$5.00 per member increase in dues.
2. Add a statement that indicates PMI CVC has the right to revoke this funding at any time

***Actions:***

- Kathie to make the changes as stated.

#### **5. Chapter Survey.**

***Actions:***

- Theresa to distribute a paper survey at the chapter meeting in September.
- Communications to provide electronically prior to the September chapter meeting.
- Theresa to compile and present the results of the survey at the November board meeting.

#### **6. Meeting Cancellation Refund Policy.**

***Actions:***

- Policy needs to be developed by Programs. Theresa to complete as stated in Old Business item #1 actions.

#### **New Business:**

##### **1. 2002 Nominations Committee.**

Kathie introduced Steve Brackett as Chair of Nominations Committee, with Robert Margolis to participate on the Committee as well. Steve presented overview of Committee activities. Kathie proposed and Board approved 2002 Nominations Committee membership.

***Actions:***

- Committee to solicit nominees by working with Communications to place articles in the July and September PMI CVC Newsletters and including the current Position Descriptions.
- Steve Brackett to provide timeline of Committee activities.

##### **2. Professional Development Opportunity.**

Andy Barber discussed the type of relationship that PMI CVC and University of Richmond would establish. The board felt that PMI CVC should treat them the same way as other vendors are treated.

***Actions:***

- Andy and Terren to provide information on University of Richmond for distribution on the Membership Table at the monthly meetings.
- Beth to ensure that U or R information available on Membership table.

## **Officer Reports:**

### **1. PROGRAMS**

Seven people have signed up for the June meeting.

**Actions:** N/A

### **2. MARKETING**

The "*Road Show*" is ready

**Actions:**

- Marketing to advertise the "*Road Show*" during the monthly meeting. Create a PowerPoint presentation to run continuously prior to the opening of the monthly meeting.

### **3. PROFESSIONAL DEVELOPMENT**

**Actions:** N/A

### **4. CERTIFICATION**

The certification workshop was a success.

**Actions:**

- Robert to document outcomes from Lessons Learned meeting.
- Robert to determine how many class participants took and passed the PMP examination.

### **5. MEMBERSHIP**

PMI CVC has 475 members and 127 PMP's.

**Actions:**

- Programs staff at the meeting registration table to direct non-members to the membership table.

### **6. FINANCE**

The updated finance statement was distributed and discussed.

**Actions:** N/A

### **7. PRESIDENT ELECT**

**Actions:** N/A

### **8. COMMUNICATIONS**

The status of automating the Chapter Survey was presented. The projected timeframe in which to conduct the survey is September and October 2002.

**Actions:**

- Theresa to send the content of the survey so Communications can determine which service fulfills most if not all of the requirements of the content (*number of options on the scale, length, etc.*)

### **9. PRESIDENT**

Kathie reminded the board to provide the status of the Action Items. Kathie will send out reminders to the board members.

The PMI Chapter Awards Application was distributed and there was discussion concerning the recording of our publication (*Newspaper, Magazines, etc.*).

**Actions:**

- Communications to considering posting PMI Leadership Links and PMI Friday Facts on the web site.
- Board & Individual Objectives to be reviewed by Board members.

The next meeting will be July 9 at 4:30 pm at Circuit City.

A motion was made to adjourn and was passed.

## **Minutes from PMI CVC Board Meeting – 9 July 2002**

### **Members Present:**

Kathie Tennent  
Kathleen Stehly  
Beth Murray  
Theresa Knox  
Robert Berlin

Sharon Caldwell  
Neil Gouldman (VP Finance PMI-Great Lakes Chapter)  
John Albright  
Steve Bracket  
Andy Barber (Conference Call)

A quorum was determined to be present and Kathie opened the meeting.

### **Review of Minutes from June Board meeting:**

Approved unanimously.

### **Review of Agenda:**

Approved unanimously.

### **Old Business:**

#### **1. PMI CVC Guidelines, Polices & Procedures.**

Kathleen Stehly presented the status of the document as well as proposed timeline for final submissions.

#### ***Actions:***

- Robert Berlin to submit Certification input by 7/17.
- Kathleen to finalize schedule for revision, presentation to and approval from PMI HQ, presentation to and approval from membership prior to elections on 10/16.

#### **2. Region 5 Regional Event Update – Raleigh in October.**

Kathleen Stehly shared that at the last meeting, there was a request for Regional Committee Volunteers. Theresa Knox volunteered.

There were no specific updates on the Raleigh event. The Best Practices Seminar will be held on Friday, October 25. The Leadership Orientation will be held on Saturday, October 26.

#### **3. Region 5 DRA Funding Proposal.**

Kathie Tennent presented the proposal altered by feedback from the June Board meeting.

#### ***Actions:***

- Kathleen to add DRA Funding to President's budget for 2003 by 12/1.

#### **4. Meeting Cancellation Refund Policy.**

Theresa continuing this item until December. Theresa is also looking for meeting planning/management services. Financial impact to be assessed.

### **New Business:**

#### **1. 2002 Nominations Committee.**

There have been no formal nominees yet, but Steve is keeping an informal list from various sources. These people have not yet been contacted.

#### ***Actions:***

- Communications to send email reminder to Announcements list on or around 8/1, prior to the next deadline in the process.
- Elizabeth to email list of those who expressed interest in working on committees to Steve.

- Steve to contact people on list as well as past Board members to assess interest in running for office.

## 2. **Fall Leadership Meeting Selection Process.**

Kathie drafted a process by which those who will attend the Fall Leadership Meeting on all or part of Chapter funds could be selected. She sought to balance those who need to attend ex officio, those who could benefit from attending early in their Board terms, etc. There was some discussion around priority among “first term” people, differentiating among those in their first year and second year of their first term.

### **Actions:**

- Kathie to revise proposal based on discussion by 8/6.

## 3. **Fall Leadership Meeting – CVC Presentation on Transition Process.**

Kathie presented the presentation that had been updated with feedback from the Board thus far. A few typographical changes were noted. Presentation is due to PMI HQ in early August.

### **Actions:**

- All Board Members to review and provide feedback to Kathie by 7/31.

## 4. **Fall Leadership Meeting – Leadership Showcase**

CVC presented last year with very positive feedback and results. It was noted that there should be a committee formed to create a booth/presentation for the event including some of those attending the meeting in San Antonio. Ideas included using a laptop to present the chapter marketing slides and website, plaques and awards, etc. The team should also cover acquiring silent auction items as appropriate.

This committee was also thought to belong under Marketing.

### **Actions:**

- Rick to assemble a team to produce booth, containing a representative from PMI CVC sponsored travel to set-up and manage the booth at the meeting, as well as handle the silent auction item(s).

## 5. **Feedback on PowerPoint Presentation at Chapter Meetings**

Kathie presented the slides that are being used both in rotation on the screen prior to the business meeting beginning from 5 – 6:15pm (Marketing) as well as the slides she is using to walk through Chapter updates and business (President). There was considerable discussion on which slides should be presented in which segment to give credit/exposure while reducing redundancy. There was also discussion on how long slides should be on the screen and how many slides to use.

## **Officer Reports:**

### 1. **PRESIDENT ELECT**

Kathleen recruited some members for the **Transition Committee**, which would require 2-3 meetings to cover facilitation, site, food, etc. Robert Berlin and Beth Murray volunteered. It was noted that the incoming President Elect should also be on the committee (TBD by October elections).

Kathleen also covered the definition of the **Executive Involvement plan**. PMI informed her that there was no template, but there are two versions:

- 1) Get local execs involved on advisory board to guide chapter activities and professional development (hard)
- 2) Document how the Board runs (frequency and length of meetings, etc.) (easy)

Neil informed the group that the Minnesota chapter has one and that Illinois is working on one. He offered to put Kathleen in touch with those chapters.

Kathleen also noted that a **member recognition committee** needed to be formed. The committee will consist of Kathleen, Kathie, Theresa and Robert.

**Actions:**

- Neil to send Kathleen additional contact information for IL and MN chapters
- Kathleen to follow up with IL and MN on their plans

**2. PROGRAMS**

Theresa reviewed the September meeting content as well as upcoming meetings: November (open), December (joint meeting with MPUG). There was some feedback on the July meeting description not being very PM oriented, which might have contributed to the low registration numbers. A question was asked regarding the special DPC (Design Procure Construct) sessions that Greg Brooks had started. Theresa noted that because the first one was not very well received there would not likely be more of them this year.

**3. PROFESSIONAL DEVELOPMENT**

Terren covered progress on several fronts, including the Workshop Strategy Group, which will assist in holding seminars tied to local universities and pilot U of R course this fall. He also noted that all who supported the VCU course this past spring should have received letters from VCU professor Randy Sleeth, which may also be used to document PDUs. He has had informal conversations on how to work with VCU this fall. The VCU scholarship has been awarded and needs to be follow up on so that the recipient can be recognized at a future chapter meeting.

**Actions:**

- Neil to send Terren contact information for IL chapter on their partnerships with local universities
- Terren to follow up on VCU scholarship recipient

**4. CERTIFICATION**

Robert reported that planning has begun for the Fall Certification Workshop. Dates were selected so as not to conflict with the Raleigh regional meeting. Tentatively the dates are set for October 18, 19 and November 2.

Robert has already received 9 requests for information without advertising and reported that there is lots of interest at CapitalOne (35 membership packets given out thus far).

**Actions:**

- Robert to follow up on CAPM seminar by gauging interest received by PMI.

**5. MEMBERSHIP**

PMI CVC has 478 members (-4 from June), with 136 PMPs (+2 in June). Neil noted that the IL chapter found the same thing – flat/slow growth after a large ramp over the last few years. Retention numbers showed that non-renewals were up in April, May and June. Neil shared that the IL chapter had tracked a large number of non-renewals in the second year of membership for consideration in retention strategies.

**6. FINANCE**

The updated finance statement was distributed and discussed.

**7. COMMUNICATIONS**

The next newsletter will be published on 9/1. The deadline for submissions is 8/7. The chapter survey will also be released in electronic format on 9/1. It was requested that a reminder for Board nominations be sent on or about 8/1 to stimulate interest.

**8. PRESIDENT**

Kathie had no further notes or announcements.

The next meeting will be August 6 at 4:30 pm at Circuit City.

A motion was made to adjourn and was passed.



# **Minutes from PMI CVC Board Meeting – 14 October 2002**

## **Members Present:**

Kathie Tennent  
Kathleen Stehly  
Beth Murray  
Theresa Knox  
Robert Berlin

Sharon Robbins  
Dennis Stanbridge  
April Johnson  
Jim Hayden  
John Voorhees

A quorum was determined to be present and Kathie opened the meeting.

## **Review of Minutes from September Board meeting:**

Approved unanimously with one statement to be removed (#9 first bullet).

## **Review of Agenda:**

Approved unanimously.

## **Announcement:**

Kathie announced the PMI-CVC Chapter has its 513<sup>th</sup> member as of the end of September.

## **New Business**

### **1. Introduction – John Voorhees**

John Voorhees was appointed as Program Director for Programs to provide technology support and a mitigation strategy for the chapter meetings.

### **2. October Chapter Meeting – Evening Line-up**

The chapter members in attendance will vote on the bylaws and policies and procedures. After which, board elections will be held. Members will raise their hands with Steve Brackett and Robert Margolis surveying the audience to view the results of the votes. The October meeting is also the celebration of the 500<sup>th</sup> member of the chapter. There will be free drink coupons for each member. Other events include a drawing of the members for a \$100 gift certificate and celebratory cake cutting by Rose Brantley, the 500<sup>th</sup> member, announced by Steve Brackett. This chapter meeting is also "Bring Your Boss" night. For the registrants that bring guests, there will be 2 drawings for free dinner meetings. Marilyn McCauley is speaking on the topic of "Earned Value". 76 people are signed up to attend as of 3pm on Monday 10/14.

### **3. Strategic Board Planning & Board Transition Meeting**

The Transition meeting is set for November 16<sup>th</sup> from 8am to 4pm. It will be held at the Capital One High Woods complex. All board members need to be at the transition meeting. Ahead of the meeting, the board members need to be defining objectives and costs for the 2003 year. The budget will be reviewed during the December 1<sup>st</sup> board meeting and finalized in January or February 2003. Each board member should fill out the Goals & Objectives presentation template provided, and fill out the bio sheet. Kathie will send out examples. The deadline to RSVP (to Kathleen) for the transition meeting is November 11<sup>th</sup>. Kathleen provided a menu selection sheet to the members present at the meeting to fill out and return.

### **4. PMI Leadership Meeting Highlights**

The Transition presentation was a hit at the Leadership meeting. Our chapter has been requested to do it again. We received a lot of good comments on our procedures, our website, and our transition process. One chapter requested information on setting up a scholarship. The display for the Leadership Showcase was excellent. Thanks to Sharon, Theresa, Beth, and April for putting together the display. And, thanks to Theresa, April and Robert for setting up and dismantling the display in San Antonio. The Virginia wine and the Virginia beer and peanuts did well in the auction. Everyone really liked the business cards. For next year we want to have the following available for the Leadership Showcase: (1) copy of the policies and procedures, (2) board transition plan, (3) copies of the bylaws, (4) anything we have done to improve our processes.

(Attachment #1) We reviewed the Region 5 Meeting: Updated Agenda from the San Antonio conference. There were discussions in the roundtable meeting (attendees listed on page 2 of the attachment) about the need to come together as a region and draft guidelines and policies & procedures before planning a regional event. Several chapters were of the opinion the region was moving too fast and potentially leaving chapters behind. Several ideas were discussed about the Region 5 event planned for May, including uncoupling the hotel and convention center, and possibly looking for a university as a site. Some of the decisions about this event may not be determined until the meeting in Baltimore.

**5. Chapter Antitrust Issues**

There was an attorney at the San Antonio session that discussed this issue. We need to make a determination for our chapter on what we should do. We need to be careful that we do not inadvertently commit price-fixing as the chapters in the region work together, and be cautious in determining pricing for members vs. non-members.

**6. Mass Mutual – Potential Strategic Partnership**

Kathie received an e-mail from a project manager that works at Mass Mutual. He offered to form a strategic relationship with our chapter to offer discounted products to our members, including insurance, short-term asset accumulation and retirement planning. The board members discussed briefly and concluded that we cannot partner with other companies, as we are a not-for-profit.

**Old Business:**

**1. Region 5 Leadership Orientation Raleigh**

Kathie distributed the Raleigh agenda. There will be a bridge line for listening into the meeting on Saturday afternoon.

**2. Region 5 Regional Mentor and Liaison (RML)**

Kathie distributed a Program Charter that describes the Regional Mentoring and Liaison scope, deliverables and roles & responsibilities. The RML is appointed by the Leadership Development and Excellence Committee (LDEC).

**3. Region 5 Operational Procedures**

Kathie distributed a copy of the Operational Procedures. Feedback has been requested, and the document will be revised at the Raleigh meeting.

**4. Region 5 2003 Regional Event Planning Status**

Theresa indicated the Sheraton is available for the date requested, but we must have a contract signed by the end of October or we will lose the space. The Central Virginia chapter has been requested to provide the deposit for the hotel. Region 5 has been informed that we cannot comply with that request. There are several chapters with questions on funding for the event, and some chapters have not 'signed up' for the event. As noted before, there is interest in taking the event slower and implementing guidelines and policies & procedures before continuing the planning.

**5. Chapter Survey**

Theresa presented an overview of the results of the survey to date. (The survey will continue through the end of the month.) Below are the highlights of the preliminary results of the responses collected on the website and the paper surveys from the September chapter meeting.

**Importance:** 78% Very Important for Speaker Topics, 60% Very Important for Meeting Speakers, 63% Very Important for Information on Local PM Training, 57% Very Important for Chapter Sponsored Training (PDUs).

**How are we doing:** 41% Very Well on Email Communication, 43% Very Well on Chapter Management, 50% Well on Meeting Facilities, 49% Well on Meeting Topics, 27% Somewhat Well on Chapter Sponsored Training (PDUs).

**Meetings:** 47% Meet at Holiday Inn Kroger, 39% Rotate between Downtown, South Side and West End, 68% Preferred the Third week of the month to attend meetings, 74% Preferred Wednesday as the day of the week, 71% Preferred 6pm as the starting time, 67% Preferred the dinner meeting and cash bar.

**Communications:** 80% subscribe to one or more of the PMI CVC Email lists, 90% Read the Newsletter, 92% Want articles on PM, 83% Get their information on meetings from the website, 84% Prefer to be communicated with by Email.

**Other Areas:** 53% Indicated they would participate in Professional Development to serve the chapter, 79% indicated they are not interested in having the Road Show come to their place of work.

Several ideas were discussed, based on these preliminary results. The meeting schedule is what people seem to prefer, however, we need to think about rotating the meeting between the South side and West end. There is significant interest in Professional Development. We need to consider putting in a Mentoring/Buddy System to enable more members to participate with Professional Development. We need to consider more chapter sponsored courses for 2003, as well as identifying and promoting other courses in Richmond. We need to spend more time on the local chapter than on Region 5. Many of our PMP's are interested in instructing and/or speaking. Maybe we should consider hosting breakfast meetings as another way to reach people and providing opportunities for people to be involved. We need to have a way to check out speaking skills prior to setting up our speakers, possible having a speaker open house. We also may want to consider paying for big name speakers in 2003. Is it time? For example, Dr. Frame is speaking at Circuit City and the cost is \$2500/hour.

### **Officer Reports:**

#### **1. PRESIDENT-ELECT**

Nothing new to report

#### **2. PROGRAMS**

- There is a committee meeting set for October 22<sup>nd</sup> to discuss the 2003 speakers
- Awaiting the completion of the survey
- The VCU scholarship introduction will be completed in the November meeting

#### **3. PROFESSIONAL DEVELOPMENT**

- Terren was absent. Jim Hayden and the group discussed getting speakers that will also do seminars.

#### **4. CERTIFICATION**

- 21 people have signed up for the Certification Workshop, and Robert has talked with 2 more students. There is a possibility of reaching the goal of 25 students.
- Food has been ordered for 30 people.
- Robert discussed setting up a committee to clean up the materials and develop test questions for pre-test and post-test
- Kathie asked about getting the CVC-PMI banner for the workshop

**Actions:** Kathie will contact Nancy Rowe to see if she has the banner

#### **5. MEMBERSHIP**

- 513 members
- 156 PMPs
- Robert is sending letters to the new PMPs that took the workshop
- The new PMPs should get posted in the paper

**Actions:**

- Beth will provide the list of PMPs to Dennis Stanbridge, who will get the list posted in the paper

#### **6. FINANCE**

- Beth provided the financial report. There is approximately \$19,666 in the bank.

- Kathie asked that everyone turn in expenses from the San Antonio trip.
- Kathie also asked how many gift certificates have been presented. These need to be applied against the budget, or they need to be removed as a budget item.

## 7. **MARKETING**

- The recent contribution of the Marketing team is the Leadership Showcase.
- April is asking each of the Board members to consider how Marketing can assist them in their goals to develop a Strategic Plan.

## 8. **COMMUNICATIONS**

- Kathie asked for letters and articles as soon as possible to be provided to Elizabeth.

## 9. **PRESIDENT**

Nothing additional to report for the meeting. Kathie and several people stayed after the meeting to discuss the detailed logistics for the October Chapter Meeting.

The next meeting will be **November 5 at 4:30 pm** at **Circuit City**.

A motion was made to adjourn and was passed.

-----  
Logistics for the October Chapter Meeting:

The meeting is in Parlor D.

### **Registration Table:**

There will be a fish bowl on the table for a drawing.

Beth and Theresa will review the latest DEP and place a colored card behind the badges of all members.

The walk-ins will need to be verified against the DEP to provide a colored card if they are members.

Robert will bring the colored cards.

### **Drawings:**

There will be 2 drawings - one for all attendees, and one for people that have brought guests.

For the attendees, Beth and Theresa will cut up a list of the attendees to draw from.

For the people with guests, Theresa will bring tickets for them to put into a fishbowl.

### **The Meeting:**

Theresa will order a microphone for the meeting.

Elizabeth will need to take notes for this meeting.

### **6:30pm**

Kathie will explain the voting credentials and process.

The constitution and bylaws will be approved first.

Beth will OK the motion. We did not identify a 2nd.

We will allow time for discussion of the bylaws, if people have questions.

Then we will vote. Only members with colored cards will vote by raising the colored card.

After the constitution and bylaws are approved, Steve Brackett will lead the election.

The members with colored cards will vote by raising the colored card.

Steve Brackett will introduce Rose Brantley, the 500th member.

Rose will cut the ceremonial cake.

Beth and Robert will bring cake knives to make sure we have a good one.

Rose will also draw for the 2 drawings and she and Steve will announce the winners of the drawings.