

Minutes from PMI CVC Board Meeting – 5 February 2003

Members Present:

Kathie Tennent
Kathleen Stehly
Theresa Knox
Bob Notto

Elizabeth Gravitt
Sharon Robbins
Jim Hayden
April Johnson

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

Review of Agenda:

Approved unanimously.

1. 2003 Budget Approval

Elizabeth Gravitt presented the final version of the 2002 Budget. John Byrne will be auditing the books. Elizabeth is collecting information for 2002 taxes. She presented the 2003 Budget that received unanimous Board approval.

2. Annual Charter Renewal

Kathie Tennent indicated that PMI HQ had received the annual Charter Renewal.

Actions:

- Kathie to provide Kathleen a soft copy of the application.

3. Spring Leadership Meeting (Tampa)

The following individuals will be attending the Spring Leadership Meeting in Tampa: Kathleen Stehly, Theresa Knox, Robert Berlin, Elizabeth Gravitt, Bob Notto, and Sharon Robbins.

4. Region 5 Leadership Orientation Meeting (Baltimore)

Those attending the Region 5 Leadership Orientation Meeting in Baltimore provided the following reports:

1. Jim Hayden – Ideas generated during the meeting: a master question file will be created relating to the PMP Workshops on the Region 5 website. Will look for opportunities to develop new income streams including workshops for CAPM and CAQ. Jim will research policies and procedures for awarding PDU credits.
2. Elizabeth Gravitt – Chapter will need to submit 1099 form if cumulative speaker fees exceed \$600 during the year; will need to add to PMI CVC Policies, Procedures & Guidelines.
3. Theresa Knox – Discussed ideas for creating an Operational Reserve – funds that the Chapter would hold and promise not to spend
4. Sharon Robbins – Ideas generated for a Region 5 Speakers Bureau and Speakers Welcome Kit. Other chapters do not have their Programs Committee manning the monthly meeting registration table.
5. Bob Notto – Ideas that model the Metrolina Chapter: new members receive thank you letter, newsletter and announcement of next chapter meeting. Other ideas include follow-ups to visitors and students. Membership VPs from the Region will conference quarterly.
6. Kathleen Stehly – Region 5 Conference & Operating Guidelines were approved; Chapter Presidents in attendance did not vote to approve funding of activities; other chapters have varying frequency of Board meetings.

5. Membership Report – Bob Notto

- Membership Plan in the works (target 2/10; working on templates of Membership communications including new member welcome letter, PMP Hall of Fame and responses to new inquiries; will track response rate by communication type
- Retiree is new type of membership for PMI
- Will add information about Hardship Opportunity Funding to website
- Has ribbons that can be attached to name tags to indicate Visitor; will review with Programs Committee for potential future use
- Has between 4-5 Directors; needs someone to manipulate DEP and to coordinate volunteers

6. Finance Report – Elizabeth Gravitt

- Looking into 2002 taxes
- Discussion regarding whether PMI HQ provides assistance with filing taxes
- John Byrne will audit 2002 finance records
- Will investigate investment opportunities and reserves

7. Programs Report – Sharon Robbins

- Guest passes were distributed to the officers; they must be completely filled out when issued; please send her e-mail with advance notice of who was provided a pass
- Will continue using meeting feedback forms
- Need Speaker Kit to ensure proper font size of presentations
- Robert Berlin has offered to cover technical support at chapter meetings
- March and April meeting announcements are ready
- All chapter meetings are planned except May. May meeting planning includes a Career Development workshop; resume workshop; speaker break-out sessions,
- Phil Doty will research improvements to on-line meeting reservation
- April meeting includes pilot of 30-Minute Project Manager session (topic PDU Reporting)

8. Professional Development Report – Jim Hayden

- Saturday Seminars: June and October; coordinators identified; utilizing repeatable process
- VCU PM Class has complete list of speakers (bios needed); 6 students are coming to the February meeting; only have a Spring class this year
- Recommended reading list is updated on our web site
- PDU tracking – need easier process

9. Marketing Report – April Johnson

- Marketing Plan is close to completion; will provide at March Board meeting
- Discussed possibility of offering marketing tables and advertising packages for web site
- Vendor sponsorship guidelines (for monthly meetings); will provide Board proposal at March meeting; price structure suggested at \$250

10. President-elect Report – Theresa Knox

- Salary Survey – would like feedback on interest by 2/7; will publish in newsletter
- Balanced Scorecard – align objectives with strategy – needs to be reviewed and fine-tuned; will track achievement; Bob, Theresa, Sharon and Elizabeth will form sub-committee to fine-tune

11. President Report – Kathleen Stehly

- Marketing & Announcements slides input needed
- Working on Annual Report

A motion was made to adjourn and was passed.

CVC Mission: To serve the professional interests of chapter members by enhancing expertise through project management education and training, supporting Project Management Professional (PMP) certification, and promoting association with other project management professionals.



Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, March 12, 2003, 5:30 p.m.
 Circuit City Stores Corporate Office - 9950 Mayland Drive, Deep Run 3 Building

ATTENDEES

Kathleen Stehly, Kathie Tennent, Bob Notto, Elizabeth Gravitt, Sharon Robbins, Jim Hayden, April Johnson, Bud Higgins, Robert Berlin

AGENDA

Open Meeting Review & Approve Meeting Agenda and previous Meeting Minutes
New Business Annual Component Awards Recommendations
Old Business Review membership plan and letters
 Review marketing plan

Officer Reports

Review Key Upcoming Dates

Wednesday, March 19— March Membership Meeting (Koger Center)
 Saturday, March 22—Requirements Gathering Seminar (Capital One)
 Wednesday, April 16—April Membership Meeting (Koger Center)
 Fri/Sat May 2, 3, 16, 17—Spring PMP Certification Workshop (Capital One)
 September 18-20 – PMI Leadership Meeting (Baltimore)

Adjourn Meeting Confirm date for next Meeting

ACTION ITEMS

Action Item	Responsible Party	Deadline
Collect feedback on Sponsorship Guidelines	April	3/31/03
Collect feedback on the Membership Plan	Bob	3/31/03
Distribute updated logo files to all officers	April	4/2/2003
Leadership Strategy as a New Business topic on the next Board agenda	Kathleen	4/2/2003
Archives	TBD	4/2/2003
Discuss Sponsorship wrt Programs (including speakers who want marketing opportunities)	April - with Sharon and Bud	TBD
Find speaker for VCU MBA program	Jim	TBD
Draft Board Policy for Program Number assignments and present to board	Jim	TBD
Draft procedures for annual award submittal	Kathie	TBD

QUESTIONS / ISSUES

The following questions or issues were raised during the meeting. If they were not also resolved within the meeting, an approach is identified.

Question / Issue	Approach / Resolution
PMP as a Certification appears is becoming "diluted"	Robert is on a committee with Denny Smith to address
New members need help getting involved	Bob and his committee will attempt to identify new members at each meeting, connect them with a Board Member, and have them "walk around" at the meeting together
Volunteer Coordinator	Bob may have a volunteer for this role
New uses for enhanced DEP features	Bob will continue to review and make proposals to other committees and Board
Backup meeting scribe	Bud will review requirements and propose any necessary adjustments
To remain competitive in PMI awards, each committee should tailor programs toward the award criteria where it makes sense	Kathie is preparing the overall submittal plan. Each committee should 1) review requirements, 2) look at current activities (WBS), 3) summarize plans (comm, risk, scope), 4) adjust as necessary - 4 th Quarter task force should gather and audit information

DECISIONS

The following decisions were made or discussed in the meeting:

- Board approved Agenda and Minutes
- Kathleen will arrange for snacks at the meetings - using company catering (or equivalent) and budgeted funds
- The Programs committee will be responsible for filling out insurance forms for normal and special meetings -- "free drink" events must be approved in advance or the chapter risks not being covered
- Relations with emerging SW VA Chapter discussed - no decisions at this time
- Board agreed to adjourn

ACTIVE SUBCOMMITTEES

Charter	Members
Coordinate Sponsorship benefits and costs for physical and web presence	April - Bud
Address PMI Global Congress Awareness and Attendance	Kathleen - TBD
Update insurance procedures in guidelines	Theresa - Robert, Sharon

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, April 2, 2003, 5:30 p.m.
 Circuit City Stores Corporate Office - 9950 Mayland Drive, Deep Run 3 Building

ATTENDEES & QUORUM STATUS

Kathleen Stehly, Kathie Tennent, Beth Murray, Elizabeth Gravitt, Sharon Robbins, Jim Hayden, April Johnson, Bud Higgins, Robert Berlin – Quorum Present

AGENDA

Open Meeting Review & Approve Meeting Agenda and previous Meeting Minutes
New Business Saturday seminar speaker – clearing conflict of interest
 Sydney chapter procedures review
 Salary survey committee report
 Archive process discussion
 Volunteer tracking spreadsheet
 Web hosting, registration, late registration requirements
 Strategic planning
Old Business Sponsorship guidelines
Officer Reports
Review Key Upcoming Dates
 Wednesday, April 16—April Membership Meeting (Koger Center)
 Fri/Sat May 2, 3, 16, 17—Spring PMP Certification Workshop (Capital One)
 September 18-20 – PMI Leadership Meeting (Baltimore)
Adjourn Meeting Confirm date for next Meeting

ACTION ITEMS

Action Item	Responsible Party	Deadline
Update sponsorship documents with communications and programs committees	April	5/31/03
Distribute updated logo files to all officers	April	4/14/2003
Draft Board Policy for Program Number assignments and present to board	Jim	5/7/03
Draft procedures for annual award submittal	Kathie	TBD
Review June speaker selection	Sharon	5/7/03
Create “Sydney format” draft of CVC handbook	Theresa	June board meeting
Review conflict of interest with PMI HQ and present findings to board	Jim	5/7/03
Present budget for salary survey	Theresa	5/7/03
Collect functional requirements for registration tool	Sharon	5/7/03

QUESTIONS / ISSUES

The following questions or issues were raised during the meeting. If they were not also resolved within the meeting, an approach is identified.

Question / Issue	Approach / Resolution
Sponsorship guidelines need to reflect a monthly meeting speaker desiring to advertise or sell	See decision below - additional documentation will be included in the guidelines under development
New format for meeting minutes appears workable	Board members should review format and provide feedback to communications
May monthly meeting may incur additional costs compared to Koger center - should attendees pay more?	Registration fees should remain the same for consistency - programs committee should update the budget accordingly

DECISIONS

The following decisions were made or discussed in the meeting:

- Board approved Agenda and Minutes - approved adding quorum status to the attendees section for future versions
- Board agreed that quarterly reports will be done in the “1Q Scorecard” format
- Monthly meeting registration deadline will move to Friday at 5pm (from Monday noon) - additional charges will apply to late registrations - web site “button” updates will be made between 5pm Friday and 8am Monday
- Monthly meeting speakers may also “sponsor” (provide materials for advertising or sale) pending review of the presentation - no sponsor fee will apply
- Board agreed to adjourn

ACTIVE SUBCOMMITTEES

Charter	Members
Coordinate Sponsorship benefits and costs for physical and web presence	April - Bud
Address PMI Global Congress Awareness and Attendance	Kathleen - TBD
Update insurance procedures in guidelines	Theresa - Robert, Sharon
Salary Survey	Theresa
Archive process discussion	Elizabeth - Sharon, Bud, Theresa
Strategic Plan	Kathleen - Theresa
Registration process	Sharon - Bud

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, May 7, 2003, 5:30 p.m.
 Circuit City Stores Corporate Office - 9950 Mayland Drive, Deep Run 3 Building

ATTENDEES & QUORUM STATUS

Voting: Kathleen Stehly, Theresa Knox, Kathie Tennent, Bob Notto, Elizabeth Gravitt, Sharon Robbins, Jim Hayden, Bud Higgins, Robert Berlin – Quorum Present; Others: Phil Doty, Debra Ferguson, Jim Dedie

AGENDA

- Open Meeting** Review & Approve Meeting Agenda and previous Meeting Minutes
- New Business**
 - PMP certification workshop cancellation/refund policy
 - Persona partners proposal
 - Volunteer coordination project
- Old Business**
 - Saturday seminar speaker – clearing conflict of interest
 - Strategic planning report
 - Web hosting, registration, late registration requirements (combined w/Persona)
- Officer Reports**
- Review Key Upcoming Dates**
 - Fri/Sat May 2, 3, 16, 17 – Spring PMP Certification Workshop (Capital One)
 - Wednesday, May 21 – May Membership Meeting (Holiday Inn West End)
 - Saturday, June 7 – Saturday Seminar on Quality
 - September 18-20 – PMI Leadership Meeting (Baltimore)
- Adjourn Meeting** Confirm date for next Meeting – Wed June 4, 2003

ACTION ITEMS

Action Item	Responsible Party	Deadline
Update sponsorship docs (w/comm & programs)	April (Jeff)	TBD
Draft Board Policy for Program Number assignments and present to board	Jim	6/4/03
Create “Sydney format” draft of CVC handbook	Theresa	6/4/03
Present budget for salary survey	Theresa	6/4/03
Collect and incorporate board member comments on program prep checklist	Sharon	6/4/03
Notify PMI HQ of alternate meeting location	Elizabeth	5/21/03
Update contact list with board and committees	Kathleen	6/4/03
Review alternate sources for cert w/s materials	Robert	TBD (before Oct w/s)
Present draft strategic plan to board	Kathleen	6/4/03
Present draft cert w/s policy to board	Robert	6/4/03
Present registration alternative CBAs	Sharon	6/4/03
Collect and incorporate board comments on volunteer project	Bob (Debra)	5/13/03

QUESTIONS / ISSUES

The following questions or issues were raised during the meeting. If they were not also resolved within the meeting, an approach is identified.

Question / Issue	Approach / Resolution
Approaching big chapter size (601 members) - how do we maintain level of service wrt program registration	Combine registration components of Persona proposal with registration system requirements project
Initial strategic planning effort needs good ideas	Call on Past Presidents to participate in proposal
Some expense reports are incomplete or unclear	Board members should review and submit expenses for committee - include budget line designation
Accounting for meeting "credits" needs clarification	Moving registrant from one meeting to another is ok to do at the committee level - provide follow-up notification to finance committee for documentation trail and proper accounting
Contingency planning is not yet addressed for CVC	Include this subject in strategic planning
Need to rejuvenate marketing effort for May program and communications media sponsorships	Programs and communications will re-engage in pre-marketing committee activities and approach new VP during transition into full board participation
Board and committee badge expense lines are not clear	Finance will research expense areas and recommend existing category or establishing a new line item

DECISIONS

The following decisions were made or discussed in the meeting:

- Board approved Agenda and Minutes - approved adding quorum status to the attendees section for future versions
- Board approved presidential nomination of Jeff Stempien for the position of Vice President of Marketing to fill the vacancy announced for the position from which April Johnson recently resigned
- Combined annual award submittal action with draft CVC handbook project
- Approved paying customary fees to a board member for services provided at organized CVC events, based on a positive recommendation from PMI HQ
- Board agreed to adjourn

ACTIVE SUBCOMMITTEES

Charter	Members
Coordinate Sponsorship benefits and costs for physical and web presence	(Jeff) - Bud
Update insurance procedures in guidelines	Theresa - Robert, Sharon
Salary Survey	Theresa
Archive process discussion	Elizabeth - Sharon, Bud, Theresa
Strategic Plan	Kathleen - Theresa, Kathie
Registration process	Sharon - Bud, Phil Doty
2004 Speakers	Sharon

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, June 4, 2003, 5:30 p.m.
 Circuit City Stores Corporate Office - 9950 Mayland Drive, Deep Run 3 Building

ATTENDEES & QUORUM STATUS

Voting: Kathleen Stehly, Theresa Knox, Kathie Tennent, Bob Notto, Sharon Robbins, Jim Hayden, Jeff Stempien, Robert Berlin, Elizabeth Roark (communications) - Quorum Present; Others – David Collins (guest)

AGENDA

Open Meeting	Review & Approve Meeting Agenda and previous Meeting Minutes
New Business	David Collins, guest, from Virginia Health Quality Center, observing Board operations Approval of the remote control for the slide projector (\$99 + tax and shipping) Establish an equipment backup The possibility of purchasing a laptop for the chapter
Old Business	PMP certification workshop cancellation/refund policy Volunteer coordination project
Officer Reports	
Review Key Upcoming Dates	Saturday, June 7 – Saturday Seminar on Quality Saturday, June 7 – Newsletter/web update deadline Wednesday, June 18 – Membership Meeting: Koger Center (Jeff Stempien, Virtual Teams) Wednesday, July 16 - Membership Meeting: Koger Center (Greg Evans, Ideation) August 7 – Newsletter/web update deadline September 17 – Membership Meeting September 18-20 – PMI Leadership Meeting (Baltimore) October 7 - Newsletter/web update deadline October 11 – Saturday Seminar October 24-25, November 7-8 – Fall Certification Workshop December 7 – Newsletter/web update deadline
Adjourn Meeting	Confirm date for next Meeting – Wed July 2, 2003, 5:30pm

ACTION ITEMS

Action Item	Responsible Party	Deadline
Update sponsorship docs (w/comm & programs)	Jeff	7/2/03
Create "Sydney format" final version of CVC handbook	Theresa	8/6/03
Present budget for salary survey	Theresa	7/2/03
Review alternate sources for cert w/s materials	Robert	8/6/03
Present draft strategic plan to board	Kathleen	7/2/03
Present draft cert w/s policy to board	Robert	7/2/03
Present registration alternative CBAs	Sharon	7/2/03
Form Risk Management Committee (resulting in policies and procedures)	Sharon	7/2/03
Collect and include Board comments on Marketing Plan by July Board meeting	Jeff	7/2/03
Present recommendation on cancellation policy/procedure for Certification	Robert	7/2/03
Meet with David Collins and VHQC to gather requirements for Board mentoring	Kathleen - Kathie, Theresa	7/2/03
Write procedure for accounting for meeting "credits" (transferring from one month's paid meeting to another - not refunding)	Sharon	7/2/03

QUESTIONS / ISSUES

The following questions or issues were raised during the meeting. If they were not also resolved within the meeting, an approach is identified.

Question / Issue	Approach / Resolution
Determine issues with equipment backup/contingencies, purchase of additional equipment (e.g. laptop)	Establish Risk Management committee to look at risks (including missing equipment) and mitigation plans from perspective of Programs, Professional Development and Certification (main users of A/V equipment)
Use of guest passes	Board members encouraged to use guest passes to encourage potential members as well as reward committee members (officer's discretion)
Overlap of Fall Leadership Meeting (PMI CVC) with September Membership meeting	Put on July Agenda

DECISIONS

The following decisions were made or discussed in the meeting:

- Board approved Agenda and Minutes, with minor edits
- Approval to purchase a replacement remote control for projector
- Backup for equipment and purchase of a laptop discussed, deferred to Risk Management Committee
- Decision to establish a Risk Management Committee (including equipment)
- Nominations Committee to be formed in July
- Board agreed to adjourn

ACTIVE SUBCOMMITTEES

Charter	Members
Coordinate Sponsorship benefits and costs for physical and web presence	(Jeff) - Bud
Update insurance procedures in guidelines	Theresa - Robert, Sharon
Salary Survey	Theresa
Archive process discussion	Elizabeth - Sharon, Bud, Theresa
Strategic Plan	Kathleen - Theresa, Kathie
Registration process	Sharon - Bud, Phil Doty
2004 Speakers	Sharon
Risk Management Committee	Sharon - Jim, Robert, Jeff

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, July 2, 2003, 5:30 p.m.
 Circuit City Stores Corporate Office - 9950 Mayland Drive, Deep Run 3 Building

ATTENDEES & QUORUM STATUS

Voting: Kathleen Stehly, Theresa Knox, Kathie Tennent, Sharon Robbins, Jim Hayden, Jeff Stempien, Robert Berlin, Bud Higgins, Elizabeth Gravitt - Quorum Present

AGENDA

- Open Meeting** Review & Approve Meeting Agenda and previous Meeting Minutes
- New Business** Membership Information Request – DEP extract
 Leadership Meeting Attendees
- Old Business** Risk Management Committee Report and Recommendations
- Officer Reports**
- Review Key Upcoming Dates**
 - Wednesday, July 16 - Membership Meeting - Greg Evans, Ideation
 - August 5 – 2004 Board Nominations Due
 - August 7 – Newsletter/web update deadline
 - September 18-20 – PMI Leadership Meeting (Baltimore)
 - October 11 – Saturday Seminar
 - October 24-25, November 7-8 – Fall Certification Workshop
- Adjourn Meeting** Confirm date for next Meeting – Wed August 6, 2003, 5:30pm

ACTION ITEMS

Action Item	Responsible Party	Deadline
Update sponsorship docs (w/comm & programs)	Jeff	8/6/03
Create “Sydney format” version of CVC hndbk	Theresa	8/6/03
Present budget for salary survey	Theresa	9/3/03
Review alternate sources for cert w/s materials	Robert	8/6/03
Present draft strategic plan to board	Kathleen	9/3/03
Present registration alternative CBAs	Sharon	8/6/03
Present Marketing Plan to Board	Jeff	8/6/03
Draft Certif cancellation policy/procedure	Robert	8/6/03
Meeting Credit Procedure (not refunding)	Sharon	8/6/03
Draft Member info disclosure policy	Robert	8/6/03
Revised FMEA Risk with plan	Sharon	9/3/03
Award Marketing	Jeff	9/20/03
Leadership Showcase for Baltimore	Jeff	9/17/03
Press Kit	Jeff	8/6/03

QUESTIONS / ISSUES

The following questions or issues were raised during the meeting. If they were not also resolved within the meeting, an approach is identified.

Question / Issue	Approach / Resolution
With “new” Marketing committee roles, ad income is functionally derived from that committee, but remains in Communications committee budget	Maintain in Communications budget until next budget cycle
Finance and programs do not have insight into detailed credit card transaction reporting	Communications committee will train other committees’ members
Can members get PDUs for writing articles	Prof Dev and Communications will collaborate later in summer or fall
Post-presidential PMI opportunities can conflict with CVC past-president role	Discuss in transition meeting for 2004 - include possibility of member-at-large position

DECISIONS

The following decisions were made or discussed in the meeting:

- Board approved Agenda and Minutes, with minor edits
- Board cancelled item to present draft cert w/s policy to board (redundant)
- Board cancelled item to meet with David Collins and VHQC to gather requirements for Board mentoring
- Board agreed to adjourn

ACTIVE SUBCOMMITTEES

Charter	Members
Archive Process	Elizabeth - Sharon, Bud, Theresa
Strategic Plan	Kathleen - Theresa, Kathie
Registration Process	Sharon - Bud, Phil Doty
2004 Speakers	Sharon
Risk Management	Sharon - Jim, Robert, Jeff
Personal Data Release Policy	Robert - Kathleen, (membership)

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, August 6, 2003, 5:30 p.m.
 Circuit City Stores Corporate Office - 9950 Mayland Drive, Deep Run 3 Building

ATTENDEES & QUORUM STATUS

Voting: Kathleen Stehly, Kathie Tennent, Sharon Robbins, Jim Hayden, Robert Berlin, Bud Higgins, Elizabeth Gravitt, Bob Notto - Quorum Present

AGENDA

Open Meeting Review & Approve Meeting Agenda and previous Meeting Minutes
New Business Web site review
 Region 5 shirt funding
 Silent auction donation budget and items
 PMI CVC annual component dues changes
Old Business Risk Management Committee Report and Recommendations
 Leadership Meeting Attendees
 Membership Information Request – DEP extract
Officer Reports
Review Key Upcoming Dates
 September 17 – Membership Meeting
 September 18-20 – PMI Leadership Meeting (Baltimore)
 October 11 – Saturday Seminar
 October 24-25, November 7-8 – Fall Certification Workshop
Adjourn Meeting Confirm date for next Meeting – Wed September 3, 2003, 5:30pm

ACTION ITEMS

Action Item	Responsible Party	Deadline
Update sponsorship docs (w/comm & programs)	Jeff	8/6/03
Create “Sydney format” version of CVC hndbk	Theresa	8/6/03
Present budget for salary survey	Theresa	9/3/03
Present draft strategic plan to board	Kathleen	9/3/03
Present Marketing Plan to Board	Jeff	8/6/03
Draft Certif cancellation policy/procedure	Robert	9/3/03
Meeting Credit Procedure (not refunding)	Sharon	9/3/03
Draft Member info disclosure policy	Bob	9/3/03
Revised FMEA Risk with plan	Sharon	9/3/03
Award Marketing	Jeff	9/20/03
Leadership Showcase for Baltimore	Jeff	9/17/03
Press Kit	Jeff	8/6/03

QUESTIONS / ISSUES

The following questions or issues were raised during the meeting. If they were not also resolved within the meeting, an approach is identified.

Question / Issue	Approach / Resolution
Review alternate sources for cert w/s materials	Sources not available for on-time delivery for Fall workshop. Will include as a transition item for 2004.
Registration alternatives	Registration system was upgraded by the current vendor and may provide additional features the chapter needs. This study is on hold until after the upgraded registration system is fully implemented.
Requests for DEP-related info on CVC members	PMI policy provides for release of information to PMI members, typically viewed as "Networking" opportunities. CVC officers can support these requests.
Is the budgeted Membership Drive needed this year?	None needed at this time. Membership will look to combine with the Region 5 Meeting marketing blitz.
September meeting support impacted by travel plans	President will attend membership meeting, then travel. All other committees need to arrange for proper coverage.
30-minute Project Manager pilot added significant overhead to Programs Committee (time and money) with questionable value (attendance-related)	Close pilot and defer continuation initiatives to the 2004 board members. Closure report from Programs committee will announce results to membership.

DECISIONS

The following decisions were made or discussed in the meeting:

- Board approved Agenda and Minutes
- Board decided not to purchase Region 5 shirts with CVC funds
- Board decided to purchase silent auction items similar to the ones purchased last year (Virginia state related)
- Board decided not to change the member dues for 2004 (remain at \$20, \$10 for students)
- Board agreed to adjourn

ACTIVE SUBCOMMITTEES

Charter	Members
Archive Process	Elizabeth - Sharon, Bud, Theresa
Strategic Plan	Kathleen - Theresa, Kathie
Registration Process	Sharon - Bud, Phil Doty
2004 Speakers	Sharon
Risk Management	Sharon - Jim, Robert, Jeff
Personal Data Release Policy	Robert - Kathleen, (membership)
Nominations	Kathie - Steve Brackett, Robert Margolis, Beth Murray

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, September 3, 2003, 5:30 p.m.
 Circuit City Stores Corporate Office - 9950 Mayland Drive, Deep Run 3 Building

ATTENDEES & QUORUM STATUS

Voting: Kathleen Stehly, Sharon Robbins, Jim Hayden, Jeff Stempien, Bud Higgins, Elizabeth Gravitt, Bob Notto - Quorum Present

AGENDA

- Open Meeting** Review & Approve Meeting Agenda and previous Meeting Minutes
- New Business**
 - Workshop New Online Ordering System
 - Possible PMI Leadership Meeting presentation topics
 - Draft 2004 elections slate
- Old Business**
 - Risk Management Committee Report and Recommendations
 - Review leadership meeting attendance
 - Silent auction items
- Officer Reports**
- Review Key Upcoming Dates**
 - September 17 – Membership Meeting
 - September 18-20 – PMI Leadership Meeting (Baltimore)
 - October 11 – Saturday Seminar
 - October 24-25, November 7-8 – Fall Certification Workshop
- Adjourn Meeting** Confirm date for next Meeting – Wed October 1, 2003, 5:30pm

ACTION ITEMS

Action Item	Responsible Party	Deadline
Update sponsorship docs (w/comm & programs)	Jeff	10/1/03
Create “Sydney format” version of CVC hndbk	Theresa	<TBD>
Present budget for salary survey	Theresa	<TBD>
Present Marketing Plan to Board	Jeff	10/1/03
Draft Certif cancellation policy/procedure	Robert	10/1/03
Draft Member info disclosure policy	Bob	10/1/03
Revised FMEA Risk with plan	Sharon	10/1/03
Award Marketing	Jeff	9/20/03
Leadership Showcase for Baltimore	Jeff	9/17/03
Press Kit	Jeff	9/20/03
Abstracts for leadership topics	Jim, Robert, Kathleen, Bob, Sharon, Bud	9/10/03

QUESTIONS / ISSUES

The following questions or issues were raised during the meeting. If they were not also resolved within the meeting, an approach is identified.

Question / Issue	Approach / Resolution
Gifts to board members and others on occasion (sympathy, celebrations, etc.)	Board will vote on individual gifts and spending limits per occurrence. No specific policy or update needed at this time.
How do we prepare for awards applications?	The Professional Development committee is learning awards criteria and beginning documentation now. Other committees are encouraged to follow suit.
Impact of marketing strategy (to be discussed) on 2004 speaker planning	Programs and marketing will discuss these at a later date. 2004 planning should go on as scheduled. It is possible the marketing strategy may wait to influence the 2005 speaker plan.

DECISIONS

The following decisions were made or discussed in the meeting:

- Board approved Agenda and Minutes
- Board approved sympathy recognition for board member's loss, up to \$50 from the general fund
- Board agreed to adjourn

ACTIVE SUBCOMMITTEES

Charter	Members
Archive Process	Elizabeth - Sharon, Bud, Theresa
2004 Speakers	Sharon
Risk Management	Sharon - Jim, Robert, Jeff
Nominations	Kathie - Steve Brackett, Robert Margolis, Beth Murray
Leadership Showcase	Jeff - Kathleen, Elizabeth, Bud, Sharon
Budget codes in registration notices	Bud - Elizabeth

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, October 1, 2003, 5:30 p.m.
 Circuit City Stores Corporate Office - 9950 Mayland Drive, Deep Run 3 Building

ATTENDEES & QUORUM STATUS

Voting: Kathleen Stehly, Sharon Robbins, Jim Hayden, Bud Higgins, Elizabeth Gravitt, Bob Notto, Robert Berlin, Kathie Tennent, Theresa Knox - Quorum Present

AGENDA

Open Meeting Review & Approve Meeting Agenda and previous Meeting Minutes
New Business Leadership Meeting report from attendees: What can we implement to the benefit of chapter members?
 Transition meeting planning, committee formation
 Review Region 5 Leadership Orientation Session Agenda and potential attendees
 PMI CVC Project of the Year Award Program
 Region 5 Operating Guidelines
 RM Evaluation and Feedback

Old Business

Officer Reports

Review Key Upcoming Dates

October 7 - Newsletter/web update deadline
 October 11 – Saturday Seminar
 October 15 – Membership Meeting
 October 24-25, November 7-8 – Fall Certification Workshop
 Wednesday, November 5- Board Meeting @ 5:30 p.m.
 November 15 – Board Transition Meeting

Adjourn Meeting Confirm date for next Meeting – Wed November 5, 2003, 5:30pm

ACTION ITEMS

Action Item	Responsible Party	Deadline
Update sponsorship docs (w/comm & programs)	Jeff	<TBD>
Present CVC hndbk for board review	Theresa	11/5/03
Present Marketing Plan to Board	Jeff	11/5/03
Draft Certif cancellation policy/procedure	Robert	11/5/03
Draft Member info disclosure policy	Bob	11/5/03
Revised FMEA Risk with plan	Sharon	11/5/03
Award Marketing	Jeff	<TBD>
Press Kit	Jeff	<TBD>
Operating Strategy feedback to Region 5 RM	Kathleen	10/10/03

QUESTIONS / ISSUES

The following questions or issues were raised during the meeting. If they were not also resolved within the meeting, an approach is identified.

Question / Issue	Approach / Resolution
How can we separate budget planning from strategy and event planning for 2004?	Transition meeting committee will prepare agenda such that ideas and needs come first. Budgeting discussions will come near end of meeting followed by budget development and approval as subsequent Board meeting.
What standard will we use for managing joint meetings, etc. with other groups and affiliating with recruiting agencies and other professionals groups?	Use the cooperative agreement concept and forms derived from leadership meeting sessions and contacts. Committee will form to develop procedures.
Actual performance of members in the Past President role has not been consistent with CVC policies and procedures.	Future meeting agenda item will discuss the appropriate definition of this role for 2005 and beyond.
Marketing committee needs information to distribute to media for press releases.	Membership, certification, professional development, and programs committees will send appropriately formatted information to marketing for release activities.

DECISIONS

The following decisions were made or discussed in the meeting:

- Board approved Agenda and Minutes
- Board agreed to adjourn

ACTIVE SUBCOMMITTEES

Charter	Members
2004 Speakers	Sharon
Risk Management	Sharon - Jim, Robert, Jeff
Budget codes in registration notices	Bud - Elizabeth
Cooperative Agreements	Kathleen - Robert, Bud (poss Andy Schulick, Randy Peeler)
Rewards and Recognition	Kathleen - Kathie, Nellie Romero, Elizabeth, Sharon, Jeff
Board Transition Meeting Planning	Theresa - Sharon, Kathie, Elizabeth

CVC Mission: To serve the professional interests of chapter members by enhancing expertise through project management education and training, supporting Project Management Professional (PMP) certification, and promoting association with other project management professionals.



Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, November 5, 2003, 5:30 p.m.
 Circuit City Stores Corporate Office - 9950 Mayland Drive, Deep Run 3 Building

ATTENDEES & QUORUM STATUS

Voting: Kathleen Stehly, Sharon Robbins, Jim Hayden, Bud Higgins, Elizabeth Gravitt, Betty Jane Hughes (for Bob Notto), Robert Berlin, Theresa Knox - Quorum Present; Others – Nelly Romero (2004 Board member)

AGENDA

Open Meeting Review & Approve Meeting Agenda and previous Meeting Minutes
New Business Review appropriate standard response to requests for making announcements and advertising to PMI CVC members.
 Database demo at transition meeting
Old Business Chapter display options
Officer Reports
Review Key Upcoming Dates
 November 7-8 – Fall Certification Workshop (conclusion)
 November 15 – Board Transition Meeting
 November 19 – Membership Meeting
 December 7 – Newsletter/web update deadline
 January 9-10 – Region 5 Leadership Orientation Meeting, Louisville KY
Adjourn Meeting Confirm date for next Meeting – Wed December 3, 2003, 5:30pm

ACTION ITEMS

Action Item	Responsible Party	Deadline
Present CVC hndbk for board review	Theresa	11/15/03
Draft Member info disclosure policy	Bob	<TBD>
Award Marketing	Nelly	12/3/2003
Standard reply to advertising requests	Bud	12/3/2003

QUESTIONS / ISSUES

The following questions or issues were raised during the meeting. If they were not also resolved within the meeting, an approach is identified.

Question / Issue	Approach / Resolution
How do board members respond to requests for sponsorships (advertising) and meeting announcements?	Refer request to communications committee. Send info regarding advertising as provided by communications committee.
Professional development is working on a database concept for tracking member development activities.	Will discuss at transition. Need to ensure coordination with initiatives in membership committee.
Risk management plan needs a review schedule.	Review as part of transition with incoming-outgoing board. Overall ownership is with the president-elect.
Increased use of guest passes sometimes creates program registration challenges.	Board members are asked to verify their guests register with programs prior to the meetings.
Guest pass instructions are not clearly presented for the attendees.	2004 activity for new programs committee VP. Provide instructions on passes and for publishing on web site in coordination with new registration procedures.
Display board options for chapter presentations.	Marketing will review and budget for 2004. To be reviewed by board.

DECISIONS

The following decisions were made or discussed in the meeting:

- Board approved Agenda and Minutes
- The risk plan is owned by the president-elect (with policies and procedures)
- Approved purchase of spare projector bulb (approx \$375) from 2003 marketing budget
- Board agreed to adjourn

ACTIVE SUBCOMMITTEES

Charter	Members
2004 Speakers	Sharon
Cooperative Agreements	Kathleen – Robert, Bud, Jim, Randy Peeler, Christina Morgan
Rewards and Recognition	Kathleen – Kathie, Theresa, Jim, Elizabeth, Sharon, Beth Murray
Board Transition Meeting Planning	Theresa – Sharon, Kathie, Elizabeth

CVC Mission: To serve the professional interests of chapter members by enhancing expertise through project management education and training, supporting Project Management Professional (PMP) certification, and promoting association with other project management professionals.



Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, December 3, 2003, 5:30 p.m.
 Circuit City Stores Corporate Office - 9950 Mayland Drive, Deep Run 3 Building

ATTENDEES & QUORUM STATUS

Voting: Kathleen Stehly, Sharon Robbins, Jim Hayden, Bud Higgins, Elizabeth Gravitt, Bob Notto, Theresa Knox - Quorum Present; Others – Luis Naranjo (2004 Board member)

AGENDA

Open Meeting	Review & Approve Meeting Agenda and previous Meeting Minutes
Officer Reports	
New Business	Volunteer of the Year – discussion and voting Recognition of companies Transportation to Region 5 Leadership Meeting Budget
Old Business	None
Review Key Upcoming Dates	December 7 – Newsletter/web update deadline January 9-10 – Region 5 Leadership Orientation Meeting, Louisville KY January 21 – Membership Meeting, Volunteer Recognition January 31 – Saturday Seminar
Adjourn Meeting	Confirm date for next Meeting – Wed January 7, 2004, 5:30pm – NEW LOC.

ACTION ITEMS

Action Item	Responsible Party	Deadline
Present CVC hndbk for board review	Theresa	<TBD>
Draft Member info disclosure policy	Bob	3/31/2004
Award Marketing	Nelly	<TBD>
Collect volunteer info from committees	Bob	12/15/2003
Report on new members by company	Bob	1/7/2004

QUESTIONS / ISSUES

The following questions or issues were raised during the meeting. If they were not also resolved within the meeting, an approach is identified.

Question / Issue	Approach / Resolution
Open position for 2004 Past President	Theresa will approach prior presidents for interest. There is a possibility of having this board position remain open.

DECISIONS

The following decisions were made or discussed in the meeting:

- Board approved Agenda and Minutes - with modifications
- Board agreed to adjourn

ACTIVE SUBCOMMITTEES

Charter	Members
2004 Speakers	Sharon
Cooperative Agreements	Kathleen – Robert, Bud, Jim, Randy Peeler, Christina Morgan
Rewards and Recognition	Kathleen – Kathie, Theresa, Jim, Elizabeth, Sharon, Beth Murray