

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, January 7, 2004, 5:30 p.m.
GE Financial Assurance – 6610 West Broad Street

ATTENDEES & QUORUM STATUS

Voting: Theresa Knox, Sharon Robbins, Jim Hayden, Bud Higgins, Bob Notto, Robert Berlin, Nelly Romero, Luis Naranjo - Quorum Present; Others – Kathleen Stehly

AGENDA

Open Meeting	Review & Approve Meeting Agenda and previous Meeting Minutes
Officer Reports	
New Business	Speaker for Institute of Transportation Engineers PMI Leadership Conference in March, Vancouver BC Sponsor Proposal
Old Business	Region 5 Leadership Conference January Awards Dinner Cooperative Agreements Finalize and Approve Budget for 2004
Review Key Upcoming Dates	January 9-10 – Region 5 Leadership Orientation Meeting, Louisville KY January 21 – Membership Dinner – Awards Program January 31 – Saturday Seminar – Managing in the Yellow Zone February 7 – Newsletter/web update deadline
Adjourn Meeting	Confirm date for next Meeting – Wed February 4, 2004, 5:30pm

ACTION ITEMS

Action Item	Responsible Party	Deadline
Draft Member info disclosure policy	Bob	3/31/2004
Collect volunteer info from committees	Bob	12/15/2003
Provide 2004 budget adjustments to finance committee	Theresa	1/15/2004

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
Seminar advertising request in Richmond area on Saturdays	Committee to discuss potential conflicts and adjust scheduling as required before approval.
DECISIONS	
The following decisions were made or discussed in the meeting:	
<ul style="list-style-type: none"> • Board approved Agenda and Minutes – with modifications • Board approved budget as amended • Board agreed to adjourn 	
ACTIVE SUBCOMMITTEES	
Charter	Members
2004 Speakers	Luis – Sharon
Rewards and Recognition	Kathleen – Kathie, Theresa, Jim, Elizabeth, Sharon, Beth Murray
ITE-BMI Spring Forum Speaker	Luis – Nelly, Theresa
Marketing Programs	Luis – Nelly, Bud
Sponsor Proposal	Sharon – Bud, Robert, Nelly

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, February 4, 2004, 5:30 p.m.
GE Financial Assurance – 6610 West Broad Street

ATTENDEES & QUORUM STATUS

Voting: Theresa Knox, Sharon Robbins, Jim Hayden, Robert Berlin, Nelly Romero, Luis Naranjo, Elizabeth Jones -
Quorum Present; Others – Kathleen Stehly, Betty Jane Hughes

AGENDA

Open Meeting	Review & Approve Meeting Agenda and previous Meeting Minutes
Officer Reports	
New Business	Monthly Meeting cancellation policy Eproject use of logo Volunteer Rewards Chapter Awards Expense Reporting
Old Business	Region 5 Leadership Conference January Awards Dinner
Review Key Upcoming Dates	February 7 – Newsletter/web update deadline February 18 – Chapter Dinner Meeting March 25-27 – PMI Leadership meeting in BC
Adjourn Meeting	Confirm date for next Meeting – Wed March 3, 2004, 5:30pm

ACTION ITEMS

Action Item	Responsible Party	Deadline
Draft Member info disclosure policy	Bob	3/31/04
Collect volunteer info from committees	Bob, Betty Jane	02/20/04
Solicit attendees for Vancouver Leadership Conf	Theresa	02/06/04
Organize Volunteer Rewards Committee	Robert	<TBD>
Award prep for 2005...committee needed	TBD	<TBD>
Pictures for newsletter	Sharon	02/06/04
Educate Members on how to secure PDUs	Jim/Betty Jane	02/06/04
Collect final 2003 receipts, finalize 2003 books	Elizabeth	02/13/04

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
Use of cancellation policy for Monthly meetings	Good policy -needs to be enforced. Member questions should be directed to Luis
Should Board submit for a Chapter Award (needs to be completed w/in next three weeks?	Agreed to focus on member services & gear towards next year's awards. Committee to be created to address...will not submit for Chapter Awards this year.
Educate Members on how to secure PDUs	Article in newsletter, 30-minute PM, after Member Meeting, quick survey on web
Volunteers for critical PMI positions	Membership volunteer coordinator will collect "Hot Job" info for Monthly posting

DECISIONS

The following decisions were made or discussed in the meeting:

- Board approved Agenda and Minutes
- Board approved the use of logo for eproject
- Board agreed not to submit chapter for 2004 awards
- Board agreed to adjourn

ACTIVE SUBCOMMITTEES

Charter	Members
2004 Speakers	Luis – Sharon
ITE-BMI Spring Forum Speaker	Luis – Nelly, Theresa
Marketing Programs	Luis – Nelly, Bud
2005 Award Prep	TBD

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, March 3, 2004, 5:30 p.m.
Capital One – Highwoods III, Building III – 1057

ATTENDEES & QUORUM STATUS

Voting: Theresa Knox, Sharon Robbins, Jim Hayden, Robert Berlin, Luis Naranjo, Elizabeth Jones, Bud Higgins -
Quorum Present

AGENDA

Open Meeting	Review & Approve Meeting Agenda and previous Meeting Minutes
Officer Reports	
New Business	Registered Education Providers (REP), \$500 fee and PDUs OPM3 Preparing Committee Reports for Meeting Vendor Table E-mail Addresses
Old Business	Region 5 Leadership Conference PMI Leadership Conference, Vancouver BC
Review Key Upcoming Dates	March 12 – BMI/VASITE Spring Forum March 17 – Chapter Dinner Meeting March 25-27 – PMI Leadership meeting in BC April 24 – Saturday Seminar
Adjourn Meeting	Confirm date for next Meeting – Wed April 7, 2004, 5:30pm

ACTION ITEMS

Action Item	Responsible Party	Deadline
Draft Member info disclosure policy	Bob	3/31/04
Collect volunteer info from committees	Bob, Betty Jane	<TBD>
2005 Award prep, hold committee discussion	Theresa	04/07/04
Solicit seminar attendance interest for BC	Robert, Luis	03/19/04

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
PMI Registered education provider fee of \$500 - was free	Collect info from leadership meeting, PMI CVC is currently neutral on whether this is “fair” or not. Payment of this fee must be approved by CVC board as a non-budgeted expense.
Category 3 PDU reporting (monthly meetings)	Professional Development committee will lead the reporting (although Cert w/s and ProDev Seminars are not in this category). Will hold special committee to develop this service for our members.
Component operating procedures available from PMI HQ	Include as an appendix to the CVC Policy and Procedures document
Paper at board meetings is getting overwhelming	Luis will set up projector for the MS Word versions of the reporting templates. Committee leads should e-mail to Luis by Tuesday COB before meeting
OPM3 for chapter	CVC President received software from PMI (Chapter asset). Special committee will review applicability to the board and chapter activities. Software will be loaded on a single laptop for chapter review.
There is no balanced standard addressing “perks” for volunteer support	Form a special committee to discuss and evaluate the need for a standard
Credit card deposit sorting is becoming cumbersome	Each committee with credit deposits will clearly report to VP Finance

DECISIONS

The following decisions were made or discussed in the meeting:

- Board approved Agenda and Minutes
- Board approved intent to host Region 5 leadership conference in Jan 2005
- Board agreed to adjourn

ACTIVE SUBCOMMITTEES

Charter	Members
2004 Speakers	Luis
Marketing Programs	Luis – Nelly, Bud
Cat 3 PDU Reporting Services	Jim – Luis, Sylvia
Volunteer Rewards Committee	Robert – Sharon, Jim, Luis
REP Fee	Robert – Luis
OPM3	Theresa – Sharon, Robert
Sponsor Proposal	Nelly – Sharon, Robert, Bud, Luis
2005 Award Prep	TBD

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, April 7, 2004, 5:30 p.m.
Capital One – Highwoods III, Building III – 1057

ATTENDEES & QUORUM STATUS

Voting: Sharon Robbins, Jim Hayden, Robert Berlin, Luis Naranjo, Bud Higgins, Nelly Romero, Betty Jane Hughes (for Bob Notto) - Quorum Present

AGENDA

Open Meeting

New Business CVC President Succession

Old Business None

Adjourn Meeting Confirm date for next Meeting – Wed May 5, 2004, 5:30pm

ACTION ITEMS

Action Item	Responsible Party	Deadline
Card(s) for Teresa from Board and members	Sharon	5/1/2004
Article for Newsletter	Robert	5/1/2004
Request Teresa draft farewell letter to members	Sharon	4/15/2004
Prepare special communications	Bud	4/20/2004

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
Theresa Know resigned from Chapter President position - moved out of state	Per Chapter guidelines, Robert Berlin will move into President position

DECISIONS

The following decisions were made or discussed in the meeting:

- Board approved Agenda
- Board agreed to defer decision to fill chapter VP and Past President vacancies - quorum and voting will be adjusted as reflected in chapter procedures
- Board agreed to adjourn

Special Notice from the PMI CVC Board of Directors - April 2004

Dear PMI CVC Members,

As we respectfully honor her [resignation request](#), the PMI CVC Chapter Board of Directors wants to acknowledge and thank Theresa Knox for all of her contributions over the past years to the PMI Central Virginia Chapter. She has served as Vice President of Programs, President Elect, and most recently as President. Her strong leadership and enthusiasm will be missed. We wish Theresa the best as she moves into a new phase of her life.

The President Elect, Robert Berlin, will move into the President's position for the remainder of the 2004 term and will continue into the 2005 term as originally planned. All other chapter board members will retain their [current officer positions](#). We encourage your questions or comments as we move forward.

Sincerely,
The PMI CVC Chapter Board

Robert T. Berlin, PMP
President

Sharon Robbins, PMP
VP, Certification

Bud Higgins, PMP
VP, Communications

Elizabeth Jones
VP, Finance

Nelly Romero, PMP
VP, Marketing

Bob Notto
VP, Membership

Jim Hayden, PMP
VP, Professional
Development

Luis Naranjo, PMP
VP, Programs

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, May 12, 2004, 5:30 p.m.
Capital One – Highwoods III, Building III – 1057

ATTENDEES & QUORUM STATUS

Voting: Sharon Robbins, Robert Berlin, Luis Naranjo, Bob Notto, Bud Higgins - Quorum Present

AGENDA

Open Meeting	Review & Approve Meeting Agenda and previous Meeting Minutes
Officer Reports	
New Business	Community and PMI Golf Tournament Policy & Procedure Update
Old Business	GRTC & RJEC Updates PMI CVC Articles in <i>Work</i> Magazine
Review Key Upcoming Dates	May 19 – Chapter Dinner Meeting May 14-15 – PMP Exam Prep Workshop May 21-22 – PMP Exam Prep Workshop June 16 – Chapter Dinner Meeting
Adjourn Meeting	Confirm date for next Meeting – Wed June 2, 2004, 5:30pm

ACTION ITEMS

Action Item	Responsible Party	Deadline
Draft Member info disclosure policy	Bob	<TBD>
2005 Award prep, hold committee discussion	TBD	<TBD>
Procedures - Board vacancy, officer dismissal	Robert	5/21/2004
Golf Tournament plan update	Luis	6/2/2004

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
Can Chapter host a golf tournament? Specifically, can Programs committee pay the \$250 deposit to reserve the date?	Approved 2004 Programs budget includes funds for programs of this nature that are already authorized for approval at the committee level.
Capital One Spring Forum presents an opportunity to highlight the Chapter and ongoing activities	Robert will coordinate setting up the membership table with laptop presentation as authorized by Capital One management.

DECISIONS

The following decisions were made or discussed in the meeting:

- Board approved Agenda
- Minutes for March and April can be approved via e-mail vote
- Board agreed to adjourn

ACTIVE SUBCOMMITTEES

Charter	Members
2004 Speakers	Luis
Marketing Programs	Luis – Nelly, Bud
Cat 3 PDU Reporting Services	Jim – Luis, Sylvia
Volunteer Rewards Committee	Robert – Sharon, Jim, Luis
REP Fee	Robert – Luis
OPM3	Sharon, Robert
Sponsor Proposal	Sharon – Nelly, Robert, Bud, Luis
2005 Award Prep	TBD
2004 Golf Tournament	Luis