

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 5, 2005, 6:00 p.m.
WellPoint (Anthem) – Davis Center South

ATTENDEES & QUORUM STATUS

Voting: Robert Berlin, Bud Higgins, Sri Mahadevan, Andy Shulick, Luis Naranjo, Christina Morgan, Jim Hayden -
Quorum Present

AGENDA

Open Meeting	Review & Approve Meeting Agenda and previous Meeting Minutes
New Business	Volunteer Recognition Meeting Volunteer Gift Approval Guest Pass Procedure Volunteer of the Year Award
Old Business	Joint Sponsorship for Fredericksburg Area Meetings Strategic Planning Meeting Region 5 Leadership Meeting logistics
Officer Reports	
Review Key Upcoming Dates	January 19 – Chapter Dinner Meeting – Awards Night January 21-22 – Region 5 Orientation, Charleston WV February 7 – March-April Newsletter Inputs Due to Communications February 16 – Chapter Dinner Meeting March 16 – Chapter Dinner Meeting
Adjourn Meeting	Confirm date for next Meeting – Wed February 2, 2005, 6:00pm

ACTION ITEMS

Action Item	Responsible Party	Deadline
Guest pass proof for printing	Andy	1/16/2005
Survey results to board	Bud	2/2/2005
Debit card proposal and options	Sri	2/2/2005
Dial-in # for chapter use	Christina	2/2/2005
Collect comments on VOY and Life volunteer	Robert	1/16/2005
RJEC Registration and Payment logistics plan	Luis - Sri, Christina	1/13/2005
Address and PO Box proposals for board decision	Sri	3/2/2005
Compile 2005 budget inputs for board	Sri	1/26/2005
Guest pass for new member proposal	Luis - Andy	2/2/2005
PMP Honor Dinner plan	Luis - Sharon	2/2/2005

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
Volunteer achiever in 2003 excelled in 2004 - others contributed as well	Establish “lifetime” achievement award and name annual award after multi-year achiever (similar to approach used for VCU scholarship)
Guest pass needs to have personal interaction	Re-establish the physical pass to hand to guests, ensure sponsoring board member or designated rep escorts guest at the event
Fees vary for credit processing, could create complex “charge-back” for RJEC or others who share Online Ordering transaction functions	Set flat percentage-based rate to cover costs at highest expected rate, include this as a cost of the transaction in pre-implementation agreement
Chapter recognition of PMP achievement appears limited - letter currently sent to new PMPs	Investigate and propose (via 2005 budget) a recognition dinner (Fall timeframe) for PMP certifications attained by members in the calendar year (REP query)
What is the purpose of chapter mailbox	Initially viewed as location for bank statements and reimbursement requests - purpose expands to letterhead and other communications - should be street address rather than a PO Box - finance to lead
Fredericksburg area effort getting bigger than anticipated	Continue to rely on “locals” for leadership and hands-on support, offer common services and space in web pages, newsletters, mail lists, etc.

DECISIONS

The following decisions were made or discussed in the meeting:

- Board approved Agenda
- Board deferred approval of previous meeting minutes
- Board decided to create “Lifetime” volunteer achievement award and present at 2005 session
- Board decided to name annual award after the lifetime volunteer achievement award winner
- Board decided on 2004 Volunteer of the Year winner
- Board decided to charge “flat” percent-based rate for external organizations using credit processing via the Online Ordering Service (LinkPoint)
- Board agreed to adjourn

ACTIVE SUBCOMMITTEES

Charter	Members
Volunteer Rewards Committee	Robert – Sharon, Jim, Luis
2005 Award Prep	Robert
2005 Golf Tournament	Luis

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, February 2, 2005, 6:00 p.m.

WellPoint (Anthem) – Davis Center South

ATTENDEES & QUORUM STATUS

Voting: Robert Berlin, Bud Higgins, Andy Shulick, Luis Naranjo, Christina Morgan, Jim Hayden, Jan Beach, Sharon Robbins - Quorum Present

AGENDA

Open Meeting	Review & Approve Meeting Agenda and previous Meeting Minutes
New Business	K-12 Project Management Sponsorship
	Representation at Co-Op's Meetings
Old Business	Guest Pass Procedure
	Joint Sponsorship for Fredericksburg Meetings
	Strategic Planning Meeting
Officer Reports	
Review Key Upcoming Dates	February 2 – Board Meeting 6pm
	February 7 – March-April Newsletter Inputs Due to Communications
	February 16 – Chapter Dinner Meeting
	March 16 – Chapter Dinner Meeting
Adjourn Meeting	Confirm date for next Meeting – Wed March 2, 2005, 6:00pm

ACTION ITEMS

Action Item	Responsible Party	Deadline
Guest pass proof for printing	Andy	3/2/2005
Survey results to board	Bud	3/2/2005
Dial-in # for chapter use setup	Robert	3/8/2005
Address and PO Box proposals for board decision	Sri	3/2/2005
PMP Honor Dinner plan	Luis - Sharon	4/6/2005
Co-Op Agreements Documentation to Jim	Robert	3/2/2005
Budget Impact of Representation at Co-Op Mtgs	Jim	3/2/2005
Comments on Guest Pass Procedures due	All	2/18/2005
Policies & Procedures hardcopies delivered	Jim	3/2/2005
Confidentiality Agreement Copies for Signatures	Robert, Sri	3/2/2005
Confidentiality Agreements signed by board	All	3/2/2005
Dial-in line Procedures, Estimate, Schedule	Christina	3/2/2005
Career Day Science Museum Info to Luis	Robert	2/27/2005
Email announcement to CVC members concerning Fredericksburg Meetings	Christina, Jim	3/16/2005

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
Fredericksburg Meetings	Group is working with WDC and is looking to schedule a lunch meeting next month. PMI CVC is helping where needed to identify speakers
K-12 Project Management Sponsorship	Discussion concerning what type of program this would be. Idea is supported by the board, but needs definition. Committee formed.
Strategic Planning Meeting	Important goal for the chapter and supported by the board for future growth and direction. Committee formed.
2005 Budget	Committees will operate within planned 2005 budgets and seek board approval for items outside the planned budgets. Budget will be approved at the March Meeting.
Dial-in Line Budget Request	Board approved funding the Dial-in Conference Line for use by committees. Christina will estimate the expense and add it to the proposed budget for 2005.
Lottery for 5 copies of Rita Mulcahy's PMP Exam Prep Book	Certification Committee received 5 copies of Rita Mulcahy's New Exam Prep Book for distribution to 5 CVC Members who are non-PMPs and currently unemployed. Books will be distributed by lottery.

DECISIONS

The following decisions were made or discussed in the meeting:

- Board approved Agenda and approved previous Meeting Minutes
- Board formed Youth Education Committee
- Board formed Strategic Planning Committee
- Board approved spending for dial-in conference line for committees
- Board agreed to adjourn

ACTIVE SUBCOMMITTEES

Charter	Members
Volunteer Rewards Committee	Robert – Sharon, Jim, Luis
2005 Golf Tournament	Luis
Youth Education Committee	Jim - Andy
Strategic Planning Committee	Robert - Sharon, Bud, Luis

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, March 2, 2005, 6:00 p.m.
WellPoint (Anthem) – Davis Center South

ATTENDEES & QUORUM STATUS

Voting: Robert Berlin, Bud Higgins, Andy Shulick, Elizabeth Jones (for Sri Mahadevan), Luis Naranjo, Christina Morgan, Jim Hayden, Jan Beach, Sharon Robbins – Quorum Present

AGENDA

Open Meeting Review & Approve Meeting Agenda and previous Meeting Minutes
New Business

Old Business Guest Pass Procedure
K-12 Project Management Sponsorship

Officer Reports
Review Key Upcoming Dates
April 20 – Chapter Dinner Meeting
April 7 – May/June Newsletter Articles Due
May 4 – Board Meeting
May 18 – Chapter Dinner Meeting

Adjourn Meeting Confirm date for next Meeting – Wed May 4, 2005, 6:00pm

ACTION ITEMS

Action Item	Responsible Party	Deadline
Season Pass Committee Report	Luis	4/6/2005
Survey results to board	Bud	4/6/2005
Confidentiality Agreements	Sri	4/6/2005
Send Region 5 Leadership Check	Sri	4/6/2005
Address and PO Box proposals for board decision	Sri	4/6/2005
PMP Honor Dinner plan	Luis, Sharon	4/6/2005
Co-Op Agreements Documentation to Jim	Robert	4/6/2005
Results of Insurance Costs Investigation	Sri	4/6/2005
Policies & Procedures hardcopies delivered	Jim	4/6/2005
Dial-in line Procedures, Estimate, Schedule	Christina	4/6/2005

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
2005 Budget	Discussion concerning several line items in the budget. All were resolved and the 2005 budget was approved.

DECISIONS

The following decisions were made or discussed in the meeting:

- Board approved Agenda and approved previous Meeting Minutes
- Board approved 2005 Budget
- Board formed Season Pass Committee
- Board agreed to adjourn

ACTIVE SUBCOMMITTEES

Charter	Members
Volunteer Rewards Committee	Robert – Sharon, Jim, Luis
2005 Golf Tournament	Luis
Youth Education Committee	Jim - Andy
Strategic Planning Committee	Robert - Sharon, Bud, Luis
Season Pass Committee	Luis - Jan

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, April 6, 2005, 6:00 p.m.
WellPoint (Anthem) – Davis Center South

ATTENDEES & QUORUM STATUS

Voting: Robert Berlin, Bud Higgins, Andy Shulick, Sri Mahadevan, Luis Naranjo, Christina Morgan, Jim Hayden, Jan Beach, Sharon Robbins, Kathie Tennent – Quorum Present

AGENDA

Open Meeting Review & Approve Meeting Agenda and previous Meeting Minutes
New Business Sharing BoD Meeting Food Responsibilities
Mailbox Decision
RJEC MOU

Old Business Guest Pass Procedure
K-12 Project Management Program

Officer Reports

Review Key Upcoming Dates

April 9 – Saturday Seminar
April 16, 23, 30 – PMP Certification Workshop
April 20 – Chapter Dinner Meeting
April 27 – Golf Tournament
May 4 – Board Meeting
May 18 – Chapter Dinner Meeting

Adjourn Meeting

ACTION ITEMS

Action Item	Responsible Party	Deadline
Season Pass Committee Report	Luis	5/4/2005
Survey results to board	Bud	5/4/2005
Bank Card Procedures	Sri	4/15/2005
Ownership of Roadshow Presentation	Bud	5/4/2005
AITP Co-Op Agreement	Robert	5/4/2005
PMP Honor Dinner plan	Luis, Sharon	5/4/2005
Co-Op Agreements Documentation to Jim	Robert	5/4/2005

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
Need for Volunteer Coordinator as many committees expressed needs for volunteers	This topic has been discussed on several occasions and will be placed on the Agenda for the next Board Meeting to vote on whether to add an officer to the Board to aid in Volunteer Recruitment and Coordination.

DECISIONS

The following decisions were made or discussed in the meeting:

- Board approved Agenda and approved previous Meeting Minutes
- Chapter Mailbox will be purchased from UPS Store on Broad Street, Richmond, VA
- Board Transition Meeting will be November 12, 2005
- Election Slate will be announced at the September Chapter Dinner Meeting
- Board Elections will be held at the October Chapter Dinner Meeting
- Board agreed to adjourn

ACTIVE SUBCOMMITTEES

Charter	Members
Volunteer Rewards Committee	Robert – Sharon, Jim, Luis
2005 Golf Tournament	Luis
Youth Education Committee	Jim - Andy
Strategic Planning Committee	Robert - Sharon, Bud, Luis
Season Pass Committee	Luis - Jan
1000 th Member Celebration Committee	Andy - Jim

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, May 4, 2005, 6:00 p.m.
WellPoint (Anthem) – Davis Center South

ATTENDEES & QUORUM STATUS

Voting: Robert Berlin, Bud Higgins, Andy Shulick, Sri Mahadevan, Christina Morgan, Jim Hayden, Jan Beach, Kathie Tennent and Suresh Rajagopalan (for Sharon Robbins) – Quorum Present

AGENDA

Open Meeting Review & Approve Meeting Agenda and previous Meeting Minutes

New Business

Old Business Guest Pass Procedure
K-12 Project Management Program

Officer Reports

Review Key Upcoming Dates

June 1 – Board Meeting
June 15 – Chapter Dinner Meeting
June 18 – Saturday Seminar

Adjourn Meeting

ACTION ITEMS

Action Item	Responsible Party	Deadline
Season Pass Committee Report	Luis	6/1/2005
Survey results to board	Bud	6/1/2005
Bank Card Procedures	Sri	6/1/2005
Ownership of Roadshow Presentation	Bud	6/1/2005
AITP Co-op Agreement	Robert	6/1/2005
PMP Honor Dinner plan	Luis, Sharon	6/1/2005
Recruit for VP of Volunteer Coordination	Kathie	6/1/2005
K12 Program Follow Up	Robert	6/1/2005
Strategic Planning Meeting	Robert	6/1/2005
New Member Pass	Andy	6/1/2005
Food for next Board Meeting	Kathie	6/1/2005
Add Mailbox Address to Website	Christina	6/1/2005
New Business Card Design	Bud	11/2/2005

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

DECISIONS

The following decisions were made or discussed in the meeting:

- Discussion of Volunteer Coordination as a Board Position Board approved 2005 Budget
- Discussed Election Slate for 2006

ACTIVE SUBCOMMITTEES

Charter	Members
Volunteer Rewards Committee	Robert – Sharon, Jim, Luis
Youth Education Committee	Jim - Andy
Strategic Planning Committee	Robert - Sharon, Bud, Luis
Season Pass Committee	Luis - Jan
1000 th Member Celebration Committee	Andy - Jim
Volunteer Coordination Committee	Kathie - Jim, Andy

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, June 1, 2005, 6:00 p.m.
WellPoint (Anthem) – Davis Center South

ATTENDEES & QUORUM STATUS

Voting: Robert Berlin, Sri Mahadevan, Christina Morgan, Jim Hayden, Jan Beach, Luis Naranjo, Sharon Robbins, Debbie Corbett-Cooper – Quorum Present

AGENDA

Open Meeting Review & Approve Meeting Agenda and previous Meeting Minutes
New Business Volunteer Coordination VP Position
Members Only Area on Website for Job Postings
Recruiting Board Member Successors
Board Position Consolidation

Old Business Guest Pass Procedure
K-12 Project Management Program
Policies & Procedures Manual
Volunteer Coordinator Board Member

Officer Reports

Review Key Upcoming Dates

June 15 – Chapter Dinner Meeting
June 18 – Saturday Seminar
July 6 – Board Meeting
July 20 – Chapter Dinner Meeting
August 3 – Board Meeting

Adjourn Meeting

ACTION ITEMS

Action Item	Responsible Party	Deadline
Season Pass Committee Report	Luis	7/6/2005
Survey results to board	Bud	7/6/2005
VP of Volunteer Coordination	Jim	7/6/2005
Board Position Description	Jim	6/15/2005
Board Position Consolidation Vote	Jim	7/6/2005
Ownership of Roadshow Presentation	Bud	7/6/2005
Strategic Planning Meeting	Robert	7/6/2005
Food for next Board Meeting	Luis	7/6/2005
Add Mailbox Address to Website	Christina	7/6/2005
New Business Card Design	Bud	11/2/2005

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
DECISIONS	
The following decisions were made or discussed in the meeting:	
<ul style="list-style-type: none"> PMI CVC will maintain copyright on the Certification Committees Placemat. 	
ACTIVE SUBCOMMITTEES	
Charter	Members
Strategic Planning Committee	Robert - Sharon, Bud, Luis
Season Pass Committee	Luis - Jan
1000 th Member Celebration Committee	Andy - Jim
Volunteer Coordination Committee	Kathie - Jim, Andy
PMP Recognition Committee	Sharon - Luis

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, July 6, 2005, 6:00 p.m.
WellPoint (Anthem) – Davis Center South

ATTENDEES & QUORUM STATUS

Voting: Robert Berlin, Andy Shulick, Sri Mahadevan, Luis Naranjo, Christina Morgan, Sharon Robbins – Quorum Present

AGENDA

Open Meeting Review & Approve Meeting Agenda and previous Meeting Minutes
New Business ASAE Reference Materials
Additional Member Benefits
10 Year Anniversary of the Chapter

Old Business VP, Volunteerism
K12 Project Management Program
1000th Member Celebration
Toronto Trip and Leadership Showcase
New Member Pass

Officer Reports
Review Key Upcoming Dates
July 20 – Chapter Dinner Meeting
August 3 – Board Meeting
September 14 – Board Meeting
September 8-10 – PMI Leadership Meeting in Toronto
September 21 – Chapter Dinner Meeting
September 24 – Saturday Seminar

Adjourn Meeting

ACTION ITEMS

Action Item	Responsible Party	Deadline
Season Pass Committee Report	Luis	8/4/2005
Survey results to board	Bud	8/4/2005
VP, Volunteerism, Job Description	Jim	8/4/2005
Strategic Planning Meeting	Robert	8/4/2005
Food for Next Board Meeting	Sharon	8/4/2005
New Business Card Design	Bud	11/2/2005
Toronto Registration	Robert	7/8/2005
500 Placements for Toronto	Robert	8/4/2005
Ship Display to Toronto	Robert, Andy	8/4/2005
Additional Member Benefits Discussion with PMI	Luis	8/4/2005
Put VP, Volunteerism position on ballot for September	Robert	9/21/2005
Schedule Cvent Training	Christina	8/4/2005

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
1000 th Member Celebration	Planning taking place. Possible dates are first week of October.
PMP Recognition Dinner	Planning taking place. Possible dates are second week of November.

DECISIONS

The following decisions were made or discussed in the meeting:

- VP, Volunteerism position will be added to the ballot for the upcoming elections.
- VP, Marketing position will not be consolidated with any other board position.
- 1000th Member Celebration will not be combined with a 10 Year Chapter Anniversary Celebration.
- Board will rotate responsibilities of Display during the Leadership meeting in Toronto.
- Board will sell the PMBOK placemat at the Leadership meeting in Toronto. 500 will be printed.
- Board will implement New Member Pass program starting in January 2006 and budget accordingly.
- Board agreed to adjourn

ACTIVE SUBCOMMITTEES

Charter	Members
Strategic Planning Committee	Robert - Sharon, Bud, Luis
Season Pass Committee	Luis - Jan
1000 th Member Celebration Committee	Andy - Jim
Volunteer Coordination Committee	Kathie - Jim, Andy
PMP Recognition Committee	Sharon - Luis
K-12 Project Management Program Committee	Robert - Tim Golden, Director
Nominating Committee	Kathie

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, August 3, 2005, 6:00 p.m.
WellPoint (Anthem) – Davis Center South

ATTENDEES & QUORUM STATUS

Voting: Robert Berlin, Andy Shulick, Sri Mahadevan, Luis Naranjo, Christina Morgan, Sharon Robbins, Bud Higgins, Jan Beach, Jim Hayden, Kathie Tennent and Betty Jane Hughes – Quorum Present

AGENDA

Open Meeting Review & Approve Meeting Agenda and previous Meeting Minutes
New Business Funding Request for January 2006 Region 5 Leadership Meeting
September and October Board Meeting Dates
Elections

Old Business VP, Volunteerism
Strategic Planning
Leadership Showcase

Officer Reports

Review Key Upcoming Dates

August 31 – Board Meeting

September 8-10 – PMI Leadership Meeting in Toronto
September 21 – Chapter Dinner Meeting
September 24 – Saturday Seminar

October 5 – Board Meeting

October 15 – Exam Prep Workshop Part 1
October 19 – Chapter Dinner Meeting / Chapter Elections
October 22 – Exam Prep Workshop Part 2
October 29 – Exam Prep Workshop Part 3

Adjourn Meeting

ACTION ITEMS

Action Item	Responsible Party	Deadline
Season Pass Committee Report	Luis	8/31/2005
Survey results to board	Bud	8/31/2005
Food for Next Board Meeting	Robert	8/31/2005
New Business Card Design	Bud	11/2/2005
Ship Display to Toronto	Robert, Andy	8/31/2005
Additional Member Benefits Discussion with PMI	Luis	8/31/2005
Funding Region 5 Leadership Meeting Research	Robert	8/5/2005
Define Jobs in each Committee	All	8/31/2005
Define Detailed Job Descriptions for Committee Positions	All	10/1/2005
Strategic Meeting Information from Alan	Robert	8/15/2005
Procure Silent Auction Virginia Package	Robert	8/8/2005
Provide Credit Card Machine at the Toronto Meeting	Luis	8/31/2005

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

DECISIONS

The following decisions were made or discussed in the meeting:

- Moved September and October Board Meeting dates
- \$10 is the price for the exam prep placemats for everyone
- Sri will keep the LinkPoint account active until all financial records can be reconciled
- Board agreed to adjourn

ACTIVE SUBCOMMITTEES

Charter	Members
Strategic Planning Committee	Robert - Sharon, Bud, Luis, Sri
Season Pass Committee	Luis - Jan
1000 th Member Celebration Committee	Andy - Jim
PMP Recognition Committee	Sharon - Luis
K-12 Project Management Program Committee	Robert - Tim Golden, Director
Nominating Committee	Kathie

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, August 31, 2005, 6:00 p.m.
WellPoint (Anthem) – Davis Center South

ATTENDEES & QUORUM STATUS

Voting: Robert Berlin, Bud Higgins, Andy Shulick, Sri Mahadevan, Christina Morgan, Cliff Vaught, Luis Naranjo, Kathie Tennent, Renee Symons and Dr. Ben Nwoke of VSU – Quorum Present

AGENDA

Open Meeting Review & Approve Meeting Agenda and previous Meeting Minutes
New Business Masters in Project Management Program at VSU
Region 5 Leadership Meeting

Old Business Strategic Planning
Nominations
Silent Auction Package for Toronto Meeting

Officer Reports

Review Key Upcoming Dates

September 8-10 – PMI Leadership Meeting / Toronto
September 21 – Dinner Meeting / Board Nominations
September 24 – Saturday Seminar / Rob Snowden
October 5 – Board Meeting
October 15 – PMP Exam Prep Workshop Part 1
October 19 – Dinner Meeting / Board Elections
October 22 – PMP Exam Prep Workshop Part 2
October 29 – PMP Exam Prep Workshop Part 3

Adjourn Meeting

ACTION ITEMS

Action Item	Responsible Party	Deadline
Approve August 3 Board Meeting Minutes	All	10/5/2005
Season Pass Committee Report	Luis	10/5/2005
Survey results to board	Bud	9/31/2005
Food for Next Board Meeting	Robert	10/5/2005
New Business Card Design	Bud	11/2/2005
Ship Display to Toronto	Robert, Andy	Done
Additional Member Benefits Discussion with PMI	Luis	10/05/2005
Funding Region 5 Leadership Meeting Research	Robert	Done
Define Jobs in each Committee	All	10/05/2005
Define Detailed Job Descriptions for Committee Positions	All	10/1/2005

Strategic Meeting Information from Alan	Robert	10/05/2005
Procure Silent Auction Virginia Package	Robert	9/3/2005
Provide Credit Card Machine at the Toronto Meeting	Andy will take	Done
Send Guidelines to VSU	Renee Symons	10/15/2005

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

DECISIONS

The following decisions were made or discussed in the meeting:

- Approved Election Slate for 2006 Elections

ACTIVE SUBCOMMITTEES

Charter	Members
Strategic Planning Committee	Robert - Sharon, Bud, Luis
Season Pass Committee	Luis - Jan
1000 th Member Celebration Committee	Andy - Jim
Volunteer Coordination Committee	Kathie - Jim, Andy
PMP Recognition Committee	Sharon - Luis
K-12 Project Management Program Committee	Robert - Tim Golden, Director
Nominating Committee	Kathie

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, October 5, 2005, 6:00 p.m.
WellPoint (Anthem) – Davis Center South

ATTENDEES & QUORUM STATUS

Voting: Robert Berlin, Bud Higgins, Andy Shulick, Sri Mahadevan, Christina Morgan, Jim Hayden, Sharon Robbins, Joe Garritano, Kurt Wilson, Phil Doty – Quorum Present

AGENDA

Open Meeting Review & Approve Meeting Agenda and previous Meeting Minutes
New Business Membership Survey
Board Transition Meeting – November 12th

Old Business 1000 Member Celebration
Strategic Planning
Nominations
PMP Recognition Night

Officer Reports

Review Key Upcoming Dates

October 15 – PMP Exam Prep Workshop Part 1
October 19 – Dinner Meeting / Board Elections
October 22 – PMP Exam Prep Workshop Part 2
October 29 – PMP Exam Prep Workshop Part 3
November 2 – Board Meeting
November 5 – Saturday Seminar
November 12 – Board Transition Meeting
November 16 – Dinner Meeting
December 7 – Board Meeting

Adjourn Meeting

ACTION ITEMS

Action Item	Responsible Party	Deadline
Approve August 3 Board Meeting Minutes	All	11/2/2005
Season Pass Committee Report	Luis	11/2/2005
Email Changes in Membership Survey to Bud	All	10/7/05
Food for Next Board Meeting	Sharon	11/2/2005
New Business Card Design	Bud	11/12/2005
Email VP Volunteerism Job Description to Christina & Phil	Jim	10/7/05
Additional Member Benefits Discussion with PMI	Luis	10/05/2005
Define Jobs in each Committee	All	11/2/2005

Define Detailed Job Descriptions for Committee Positions	All	10/30/2005
Strategic Meeting Scheduling with Allan Mills	Sharon	11/12/2005
Send Guidelines to VSU	Renee Symons	10/15/2005

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
1000 Member Celebration Risks & Budget	Celebration will mitigate risks for sizing the event by seeking a flexible location. Celebration looks to cost \$20-25/person, rather than the \$15/person that was budgeted. The \$3000 budget set aside this year will be added to the additional costs in next year's budget.

DECISIONS

The following decisions were made or discussed in the meeting:

- No further Board Member nominations will be accepted for the open 2006 positions.

ACTIVE SUBCOMMITTEES

Charter	Members
Strategic Planning Committee	Robert - Sharon, Bud, Luis
Season Pass Committee	Luis - Jan
1000 th Member Celebration Committee	Andy - Jim
Volunteer Recognition Committee	Luis - Robert, Phil ('06 VP Volunteerism)
PMP Recognition Committee	Sharon - Luis
K-12 Project Management Program Committee	Robert - Tim Golden, Director
Nominating Committee	Kathie

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, November 2, 2005, 6:00 p.m.

WellPoint (Anthem) – Davis Center South

ATTENDEES & QUORUM STATUS

Voting: Robert Berlin, Jim Hayden, Sharon Robbins, Cliff Vaught, Andy Shulick, Sri Mahadevan, Bud Higgins, Luis Naranjo, Jim Deide, Jan Beach, Jim Ward – Quorum Present

AGENDA

Open Meeting	Review & Approve Meeting Agenda and previous Meeting Minutes
New Business	Charitable Contributions by the Chapter
Old Business	1000 Member Celebration Strategic Planning

Officer Reports

Review Key Upcoming Dates

November 5 – Saturday Seminar
November 16 – Dinner Meeting
November 19 – Board Transition Meeting
December 7 – Board Meeting
February 2 – 1000 Member Celebration
May 3 – Golf Tournament

Adjourn Meeting

ACTION ITEMS

Action Item	Responsible Party	Deadline
Approve August 3 Board Meeting Minutes	All	12/7/2005
Season Pass Committee Report	Luis	12/7/2005
Food for Next Board Meeting	Robert	12/7/2005
New Business Card Design	Bud	11/19/2005
Contact Nelly for soft copy of business card	Robert	11/7/2005
Contact Stafford Outreach leadership	Jim	12/7/2005
Report status	Spending Committee	12/7/2005
Additional Member Benefits Info sent to Board	Luis	11/7/2005
Define Jobs in each Committee	All	11/19/2005
Define Detailed Job Descriptions for Committee Positions	All	11/19/2005
Send Guidelines to VSU	Renee Symons	12/7/2005

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

DECISIONS

The following decisions were made or discussed in the meeting:

- Board decided to open a new Discretionary Spending Committee to address certain spending by the Board members (i.e. charitable donations).
- Board decided to close the PMP Recognition Committee since the event has been postponed to the Fall of 2006.

GENERAL TOPICS OF DISCUSSION

The following topics were discussed in the meeting for informational purposes:

- Topic for Transition Meeting: Automatic logging of PDUs for chapter members.
- Location for Transition Meeting is changing: favored location is the Marriot in Innsbrook. Luis will communicate the final decision to the Board via email.
- Golf Tournament will be held May 3rd next year and will be owned by the Marketing Committee.
- Robert and Jan are working with Northrup Grumman as they are interested in setting up a chapter or outreach group to hold meetings in Charlottesville.

ACTIVE SUBCOMMITTEES

Charter	Members
Strategic Planning Committee	Robert - Sharon, Bud, Luis
Season Pass Committee	Luis - Jan
1000 th Member Celebration Committee	Andy - Jim Hayden
Volunteer Recognition Committee	Phil - Luis, Robert
K-12 Project Management Program Committee	Robert - Tim Golden, Director
Discretionary Spending by the Board	Jim Diede - Robert, Luis

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 7, 2005, 6:00 p.m.

WellPoint (Anthem) – Davis Center South

ATTENDEES & QUORUM STATUS

Voting: Robert Berlin, Jim Hayden, Sharon Robbins, Christina Morgan, Cliff Vaught, Andy Shulick, Sri Mahadevan, Bud Higgins, Luis Naranjo, Jim Dedie, Jan Beach and Phil Doty – Quorum Present

AGENDA

Open Meeting Review & Approve Meeting Agenda and previous Meeting Minutes

New Business Audit and Compliance

Tax Exemption Findings

CVent Demonstration

Region 5 Leadership Meeting

Old Business 1000th Member Celebration

Strategic Planning

Officer Reports

Review Key Upcoming Dates

December 7 – Board Meeting

January 4 – Board Meeting

January 18 – Chapter Dinner Meeting

January 20-22 – Region 5 Leadership Meeting

February 1 – Board Meeting

February 2 – 1000th Member Celebration

February 15 – Chapter Dinner Meeting

May 3 – Golf Tournament

Adjourn Meeting

ACTION ITEMS

Action Item	Responsible Party	Deadline
Food for Next Board Meeting	Jim	1/4/06
New Business Cards	Robert	1/4/06
Define all positions in each committee and send to Phil Doty	All	1/4/06
Define Detailed Job Descriptions for Committee Positions	All	1/4/06
Send Guidelines to VSU	Renee Symons	1/4/06
Send Volunteer of the Year Nominations to Phil	All	1/4/06
Confidentiality Agreement (update and bring to January meeting)	Jim	1/4/06
Post chapter templates to Board-only website	Sri, Christina	1/4/06
Investigate Money Market account for the Chapter	Sri, Phil	1/4/06
Review Initial 2006 Budget	All	1/4/06

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 to communicate vacated Programs position, how to recruit for replacement and how to run the committee in the interim.	Jim will announce the resignation in the Jan-Feb newsletter and in the January Dinner Meeting, Phil and Luis will pursue interested persons for filling the position in 2006-07 and Luis will maintain the Programs committee through the transition.

DECISIONS

The following decisions were made or discussed in the meeting:

- Board agreed to perform a “Compilation”-type audit of the chapter’s financial records in the May 2006 timeframe.
- Board decided to close the Season Pass Committee as there is no financial benefit to members by offering this option.
- The chapter will opt-in all CVC members to the general mailing list beginning in December 2005.

GENERAL TOPICS OF DISCUSSION

The following topics were discussed in the meeting for informational purposes:

- 2006 Chapter Board Meetings will be held at Genworth the first Wednesday of every month at 6pm.

ACTIVE SUBCOMMITTEES

Charter	Members
Strategic Planning Committee	Robert - Sharon, Luis
1000 th Member Celebration Committee	Andy - Joe Garritano, Director
Volunteer Recognition Committee	Phil - Luis, Robert
K-12 Project Management Program Committee	Robert - Tim Golden, Director
Discretionary Spending by the Board	Jim Dedie - Robert, Luis