

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 4, 2006, 6:00 p.m.
Genworth – Building 2, State Room

ATTENDEES & QUORUM STATUS

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

AGENDA

Open Meeting Review & Approve Meeting Agenda and previous Meeting Minutes
New Business Confidentiality Agreement
 Online Voting Board of Directors Project
 PMI Insurance Renewal
Old Business 2006 Budget
 Region 5 Leadership Meeting
 Volunteer of the Year/Volunteer Recognition Meeting
 VP, Programs Replacement
 1000th Member Celebration
Officer Reports
Review Key Upcoming Dates
 February 1 – Board Meeting
 February 2 – 1000th Member Celebration
 February 7 – Newsletter Articles Due to VP of Communications
 February 15 – Chapter Dinner Meeting
 March 1 – Board Meeting
 March 15 – Chapter Dinner Meeting
 May 3 – Golf Tournament
Adjourn Meeting

ACTION ITEMS

Action Item	Responsible Party	Deadline
Food for Next Board Meeting	Robert	2/1/06
New Business Cards	Robert	2/1/06
Define all positions in each committee and send to Phil Doty	All	2/1/06
Define Detailed Job Descriptions for Committee Positions	All	2/1/06
Send Guidelines to VSU	Renee Symons	2/1/06
Review By Law Changes proposed by Jim Dedie	All	2/1/06
Committee Status Reports to Jim Hayden for December 2005	All	1/12/06
Post chapter templates to Board-only website	Sri, Christina	2/1/06
Name VP of Programs	Jim	1/12/06

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
Transportation to and from the January 20-22 Leadership Meeting in Charlotte, NC.	Jim Hayden and Christina Morgan will drive. The group will meet at 8am in the back of the Holiday Inn Koger Center the morning of Friday, January 20.

DECISIONS

The following decisions were made or discussed in the meeting:

- Board voted to approve the proposed 2006 chapter budget.
- Board voted on the 2005 Volunteer of the Year to be named at the January 2006 Chapter Dinner Meeting.

GENERAL TOPICS OF DISCUSSION

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

- n/a

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
Online Voting Committee	Robert - Luis, Christina



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PMI Central Virginia Chapter Board of Directors Meeting Agenda

Wednesday, January 4, 2006 at 6:00 p.m.

OFFICER REPORT ADDENDUM

VP CERTIFICATION

In the last month, the Certification Committee met for an end-of-year, end-of-workshop get together at Pasta Luna. In addition, Sharon and I met to transition the VP position from her to me and turnover of materials (lots of materials!) that belong to the committee. Other than that, we've laid low for now and will start things back up toward the end of the month.

Cliff Vaught, PMP
VP, Certification

VP COMMUNICATIONS

Worked with 1000th Member Celebration Committee to get registration online and a special page on the website including sponsor promotions. Sent email reminder to membership in December for the event.

Worked with Programs Committee to setup registration for January and February Dinner Meetings.

Investigated and implemented solution for registering Volunteers for the January Dinner Meeting.

Set up mailing list Opt-Ins for Newsletters, Meeting Reminders and Job Opportunities and posted the links on the website.

Modified all Board email address forwards for the incoming officers.

Developed new Current Registrations page for the website to link to various Cvent event registrations.

Completed Membership news on the website.

Completed President's Letter online.

Completed Jan-Feb 2006 Newsletter.

Downloaded all CVC membership from the DEP.

Created new email distribution within the Cvent tool containing all CVC members.

Sent the first Newsletter to the entire CVC membership. List totalled 1094 members.

Put the 2006 Calendar of Events online.

Updated Officer's page of the website with the new officer's information.

Updated Links section of the website with recent requests for link exchanges.

Re-organized file structure on the website to reduce confusion of having everything in the root directory. Fixed all broken links as a result of the file re-org.

Setup RJEC Engineers' Week Banquet registration for 2006.

Began investigating solution for CVC Footprint map for the website with Communications Committee.

Began setting up online payment functionality for sponsorship/advertising options.

Action Items:

Get Fall Scholarship information on the website with direction from Sharon and Cliff.



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Need photos for VP Volunteerism, Certification, Programs.
Golf Tournament registration setup.
Create Golf Tournament web page.
Modify advertising page based on input from Marketing Committee.
Modify online Library based on input from Professional Development Committee.
Attend Leadership Meeting in Charlotte.

Christina Morgan, PMP
VP, Certification

VP FINANCE

Updated PMI Budget in preparation for January BoD Meeting.
Switched signature authority from Robert Berlin (President 2005) to Jim Hayden (President 2006)
Updated accounts / researched money market / online banking with First Market Bank.

Sri Mahadevan
VP, Finance

VP MARKETING

Held 2006 kick-off mtg with committee members
Review, discussed, and approved strategic plan
Create revised marketing & advertisement plan for 2006 (see attached)
Created subcommittees: Directors and R&R to be announced - Advertising & Sponsorship, Golf, Merchandising, Corporate & Community Relations
Requested information from 3 vendors for merchandise (polo shirts, pens, mugs, bag tags, and other). Vendor decision will be made based on pricing, turn-around-time, minimum order (warehousing), and product quality.

Luis Naranjo, PMP
VP, Marketing

VP MEMBERSHIP

Progress continues on putting together the 1000th member Celebration. Sponsors are the main focus.
A list of all open positions and corresponding position information was sent to VP of Volunteerism to fill open positions.
2005 Volunteer list was sent to VP of Volunteerism.

Andy Shulick, PMP
VP, Membership



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VP PROFESSIONAL DEVELOPMENT

For the month of December, there were no Professional Development Committee activities. Jan hosted a holiday get-together for the Professional Development Committee members. We will re-convene in January to begin our planning for 2006 Saturday Seminars.

Jan Beach, PMP
VP, Professional Development

VP PROGRAMS

Filled vacant board position created by Jim Ward's resignation. Sally Deering appointed as new VP, Programs by President, PMICVC January 9, 2006.

Jim Hayden, PMP (for Vacant Position)
VP, Programs

VP VOLUNTEERISM

Finished up the few tasks to help the VP of Finance with organizing a few things, Money Market, Insurance review, Review of books by an outside CPA.

Key activities are the January 18th Volunteer recognition meeting, and getting the support needed to make this happen. Need to complete a tracking means of the goals for the first quarter of 2006. Primary focus are the current activities of the board that need support of volunteers then go out to the members to get the needed support. Sending out emails to my network to encourage some non PMI people to attend the 1,000 member celebration James Ward has expressed an interest in leading the Project of the Year award in 2006.

There is going to be a lot of correspondence on the January 18th meeting in the coming week to make sure that the board is aware of what is happening.

Let me know if you have any questions or concerns.

Phil Doty, PMP
VP, Volunteerism



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PRESIDENT-ELECT

Certification:

Finalized budget actuals and other documents for Certification for 2005. Burned a CD for Cliff, so he has everything he needs to get started in 2006. Also turned over placemats and leftover workshop materials. Betty Janes Hughes worked on the changes to the workshop materials, from the edits / notes we put in our "master" copy. At our last committee meeting, we discussed the transition meeting with the group. David Klein agreed to lead the effort to fill two scholarships for the workshop in 2006.

President Elect:

I sent Phil Doty information to get started on the Volunteer Recognition, and we spoke on the phone about what needed to be accomplished. I gave him a template he could use to solicit the information committee members from the board.

Sharon Robbins, PMP
President-Elect

PAST PRESIDENT

No activity to report for December. I plan to meet with the Online voting committee in January to kick-off that project.

Robert Berlin, PMP
Past-President

PRESIDENT

Activities since the December BoD meeting include:

- Finalizing transition activities from Robert Berlin
- Wrote January President's letter
- Addressed VP, Programs resignation from the BoD initiated search for replacement
- Initiated Chapter Component renewal application with PMI
- Initiated transition for financial accounts with VP, Finance
- Initiated Electronic BoD Voting Project with Past-President

Jim Hayden, PMP
President



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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, February 1, 2006, 6:00 p.m.
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ATTENDEES & QUORUM STATUS

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

AGENDA

Open Meeting	Review & Approve Meeting Agenda and previous Meeting Minutes
New Business	<ul style="list-style-type: none"> Region 5 Report Out Outreach (West End Pilot Dinner Meetings) Policies & Procedures Update Project 2007 Region 5 Leadership Meeting (Joint w/ Hampton Roads Chapter) 30 Minute Meetings AVP positions for Board of Directors Strategic Planning Meeting Next Steps PMO CVC President’s Council/Member-At-Large Public Library Donation Fredericksburg Outreach Project SharePoint site for Collaborating BoD MOU II for PMBOK Educational Materials Sharing
Old Business	<ul style="list-style-type: none"> Electronic Voting Project Progress 1000th Member Celebration
Officer Reports	
Review Key Upcoming Dates	<ul style="list-style-type: none"> February 7 – Newsletter Articles Due to VP of Communications February 15 – Chapter Dinner Meeting March 1 – Board Meeting March 11 or 18 – Strategic Planning Meeting March 15 – Chapter Dinner Meeting May 3 – Golf Tournament
Adjourn Meeting	

ACTION ITEMS

Action Item	Responsible Party	Deadline
Food for Next Board Meeting	Cliff	3/1/06
Schedule Strategic Planning Meeting for March 11 or 18 with Alan Mills	Robert	3/1/06
Send Jim list of people needed DEP access	Andy	3/1/06
Purchase printer	Jim and Sally	3/1/06
Sign MOU for sharing PMBOK materials	Jim	3/1/06

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

DECISIONS

The following decisions were made or discussed in the meeting:

- Board voted to approve signing the new MOU with the other chapters who helped develop the PMBOK educational materials.
- Board voted to approve doing the 30-minute meetings before the regular chapter dinner meetings with specific topics outlined.

GENERAL TOPICS OF DISCUSSION

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

- n/a

ACTIVE SUBCOMMITTEES

Charter	Members
Strategic Planning Committee	Robert - Sharon, Luis
K-12 Project Management Program Committee	Robert - Tim Golden, Director
Discretionary Spending by the Board	Jim Dedie - Robert, Luis
Online Voting Committee	Robert - Luis, Christina
AVP Committee	Sharon
Public Library Donation Committee	Christina - Sharon
Region 5 Leadership Meeting 2007 Committee	Jim - Sharon



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PMI Central Virginia Chapter Board of Directors Meeting Agenda

Wednesday, February 1, 2006 at 6:00 p.m.

OFFICER REPORT ADDENDUM

VP CERTIFICATION

- Meeting 1/31/06 to set Certification Workshop dates for 2006.
- Shipped 50 placemats (20 more to go)
- Attended R5 Leadership Meeting

Cliff Vaught, PMP
VP, Certification

VP COMMUNICATIONS

- Worked with 1000th Member Celebration Committee to get registration reported regularly and add sponsor promotions to the special web page and the home page. Sent email reminder for the event. Extended 1000th Member Celebration registration to 1/27/06, updated the website announcement and sent a Last Chance email blast.
- Added new sponsorships to the homepage provided by the Marketing Committee.
- Attended Region 5 Leadership Meeting in Charlotte, NC.
- Modified February Dinner Meeting speaker bio and topic details.
- Researched SharePoint solution for the chapter.
- Researched adding logos for sponsors to Meeting Reminders.
- Completed setup of Golf Tournament registration.
- Completed setup of sponsorship registrations.
- Modified Advertising page according to changes by the Marketing Committee.
- Added project page to the website for providing status of the chapter's Online Voting Project.
- Organized first Committee Meeting of 2006.
- Made updates to the Volunteer page.
- Added AITP Monthly Meetings to the Calendar of Events.
- Job Opportunities email blast for Capital Tech Search.
- Sent invitation email to Volunteers for the Volunteer Recognition Meeting in January.
- Assisted with preparations for the Volunteer Recognition meeting.
- Maintained conference call line.
- Began investigating online post-event feedback surveys.

Action Items:

- Get Fall Scholarship information on the website with direction from Sharon and Cliff.
- Need photos for VP Volunteerism, Certification, Programs.
- Modify online Library based on input from Professional Development Committee.
- March-April Newsletter.



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Christina Morgan, PMP
VP, Certification

VP FINANCE

- Sent letter to the auditor and planning to conduct audit in March timeframe to coincide with tax-filing
- Opened 4 cds to mature in 3,6,9, 13 months opened money market, changed bank signatures and ordered bank check card for the president.
- Sent financial details to president for annual chapter filing to PMI-HQ
- Transferred bank address to past president directing to PMI mailbox for segregation of duty(SOD)
- Compiled annual statement for 2005 and sent to the board
- Send financial templates to VP communications to be uploaded to Board only site
- Sent invoices for the Feb 2nd 1000 member celebration sponsors.

Future plans/Priorities

- Plan to explore AMEX offering
- Plan to coordinate with VP, Communications to see how to charge for placement mats via Cvent, record member attendance after meeting for chapter PDUs and how to note check payments in Cvent as well as accept manual credit card in Cvent.
- Support RJEC in the financial backend.
- Plan to compile Jan statement by using online account access.
- PMI Audit in March
- PMI Tax filing in March

Sri Mahadevan
VP, Finance

VP MARKETING

Recruited 3 more volunteers

Appointed Directors for: Merchandise, Golf, and Corporate, Government & Community Relations

Publish Sponsorship and Advertisement program for 2006 (<http://pmicvc.org/advertise.htm>)

Coordinated with VP Communications on-line payment for sponsorship and advertisement

Tested Cvent targeted communications in coordination with VP Communications

Verbal agreement with Component Wear for merchandise items

Reach out to 6 companies to promote sponsorship and advertisement opportunities

Advertisement agreements:

- RMC Project: Home page ad for 12 months
- Mindavation: March newsletter and 2 meeting reminders
- Closet Factory, Verizon, and Amerimax: Golf Tourney
- Merge, Spherion, LaborLogix, Computer Associate, and Modis: 1,000 member celebration



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Posted February programs with RJEC and AITP
Continue to support RJEC with banquet, golf, and other activities.

Luis Naranjo, PMP
VP, Marketing

VP MEMBERSHIP

Concern - the need for more membership team members.
See Chapter meeting slide presentation for membership activity.
1000th member celebration is coming together very well.

Andy Shulick, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

Committee Meeting January 10

- Determined planned dates for 2006 Saturday Seminars and team leads for the first two were identified
- Planning all to be 6-PDU events (may include two 3-hr PDU sessions).

2006 Kickoff Dinner Committee Meeting January 31

- Introduce two new committee members
- Review and discuss 2006 objectives

Jan Beach, PMP
VP, Professional Development

VP PROGRAMS

Attended R5 Leadership Meeting.

Began scoping Programs requirements for additional Monthly diner meeting on the West End.

Sally Deering, PMP
VP, Programs

VP VOLUNTEERISM

- Coordinated the Volunteer meeting, with lots of appreciated help from Sharon, Robert and Luis,
- Arranged for board members to get volunteerism certificates,
- Recruited first volunteer to help with volunteerism, Betty Jane Hughes, someone that has already spent a lot of time in this area,
- Got access to DEP need to get on that and see what it can actually do for me, think it should be added to new board member orientation.



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- Attended region 5 conference, got a lot of good ideas,
- If the 1,000 member celebration volunteers are finishing up their project soon, what can get them to help with.
- Need to get Sri my expenses for region 5 and the volunteerism meeting.

Phil Doty, PMP
VP, Volunteerism

PRESIDENT-ELECT

- Supported Volunteer Recognition Night with reviews of materials, procurement of Volunteer of the Year Award and decorations. Supported the evening events with setup, photos, etc.
- Reviewed Policies and Procedures document. Spoke with Jim Hayden about a significant re-vamp of these documents to make them usable for our chapter. Have drafted a proposed format and timeline for review at the February BOD.
- Went to Charlotte for the Region 5 meeting. During the meeting reviewed / discussed multiple efforts for CVC and Region 5:
 - o AVP positions on our BOD
 - o Outreach effort for CVC to increase footprint
 - o 2007 Region 5 Leadership meeting (joint meeting with Hampton Roads)
 - o Pre-meeting topics and schedule
 - o Strategic Planning meeting in March
 - o Region 5 website usage study (at President's meeting)
- Initiated discussion with the Region 5 on sharing the PMP Prep materials beyond the chapters that signed the MOU. (Currently 8 chapters signed the MOU that restricts distribution beyond those chapters.)
- Have initiated calls for accommodations and meals in Williamsburg for January 2007 for the Region 5 Leadership meeting.

Sharon Robbins, PMP
President-Elect

PAST PRESIDENT

Initiated Electronic Voting Project.

Robert Berlin, PMP
Past-President

PRESIDENT

Activities since the January BoD meeting include:

- Attended Region 5 Meeting
- Began coordination to update Policy & Procedures
- Appointed Sally Deering, PMP as new VP, Programs



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- Initiated scoping for Fredericksburg satellite sessions.
- Finalized transition for financial accounts with VP, Finance
- Initiated Board of Directors Sharepoint site with VP, Communications
- Initiated effort to add back ½ hour communication sessions at monthly meetings.
- Prepped for 1000th Member Celebration

Jim Hayden, PMP
President

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ATTENDEES & QUORUM STATUS

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

AGENDA

- Open Meeting** Review & Approve Meeting Agenda and previous Meeting Minutes
- New Business**
 - Region 5 Budget Request
 - Charter Renewal / Tax Filings
 - Update Budget for West End Pilot
 - VSU Program / PMI CVC Alignment
 - Backup Presentation for Programs
- Old Business**
 - Electronic Voting Project Progress
 - Policy and Procedure Update Project
 - Outreach (West End Pilot May – July)
 - Strategic Planning Meeting Next Steps
 - Region 5 Leadership Update '07

Officer Reports

Review Key Upcoming Dates

- April 1, 2006 – Saturday Seminar #1 (C094-060401B)
- April 5, 2006 – Board Meeting
- April 19, 2006 Chapter Dinner Meeting
- April 22, 2006 – Spring PMP Certification Seminar Session #1
- April 29, 2006 – Spring PMP Certification Seminar Session #2
- May 6, 2006 – Spring PMP Certification Seminar Session #3
- May 3, 2006 – Board Meeting
- May 3, 2006 – 2nd Annual PMI Golf Tournament
- May 18, 2006 – Chapter Dinner Meeting (West End – The Place)
- May 3 – Golf Tournament

Adjourn Meeting

ACTION ITEMS

Action Item	Responsible Party	Deadline
Food for Next Board Meeting	Andy	4/5/06
Schedule Strategic Planning Meeting for March 11 or 18 with Alan Mills	Robert	4/5/06
Send Sharon R5 requirements for collaboration tools	All	4/5/06
Robert to provide high-level milestones for Electronic Voting project	Robert	4/5/06
Post new Policies and Procedures document to SharePoint	Sharon	3/1/06
Provide feedback on Policies and Procedures document	All	3/15/06
Write blurb for each 30-Minute Project Manager sessions	Jim	3/15/06

Create grid of newsletter articles and responsibilities with deadlines	Christina	3/15/006
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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 voted to approve contributing \$1200.00 to the Region 5 Leadership Meeting for 2007.
- Board voted to approve \$5000.00 budget for West End Dinner Meeting Pilot Project.

GENERAL TOPICS OF DISCUSSION

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

- Dr. Ben attended from VSU to offer a partnership with PMI CVC for their Project Management educational track.

ACTIVE SUBCOMMITTEES

Charter	Members
Strategic Planning Committee	Robert - Sharon, Luis
K-12 Project Management Program Committee	Robert - Tim Golden, Director
Discretionary Spending by the Board	Jim Dedie - Robert, Luis
Online Voting Committee	Robert - Luis, Christina, David Harry, Susan Richardson
AVP Committee	Sharon
Public Library Donation Committee	Christina - Sharon
Region 5 Leadership Meeting 2007 Committee	Jim - Sharon
Support of VSU - Scholarships, Relationship Management, etc.	Jan - Luis



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PMI Central Virginia Chapter Board of Directors Meeting Agenda

Wednesday, March 1, 2006 at 6:00 p.m.

OFFICER REPORT ADDENDUM

VP CERTIFICATION

- Held first 2 committee meetings (1/31, 2/14).
- Set the dates for the Spring PMP Workshop: 4/22, 4/29, 5/6.
 - Project plan for the Spring PMP workshop was drafted - Dave Thomas is the PM.
 - Jobs have been assigned.
 - The flyer and registration forms are done and web registration should be up this coming week.
 - The workshop has been registered at PMI and insurance put in place.
 - Have received at least 4 inquiries, to which I replied, of candidates
 - Have received inquiries from approximately 5 potential instructors.
- Confirmed materials that were mailed out to 2 chapters arrived for their workshop preparation.
- Placemats sent to PMIOVOC (70) have been received and paid for.
- Committee meeting planned for this week

Cliff Vaught, PMP
VP, Certification

VP COMMUNICATIONS

- Created and distributed March-April Newsletter.
- Began training additional volunteers to help with various committee tasks.
- Managed sponsorship advertising on the website.
- Opened registration for the Spring Certification Workshop, Saturday Seminar, RJEC Banquet, Golf Tournament and monthly dinner meetings.

Christina Morgan, PMP
VP, Certification

VP FINANCE

Following are the activates of the Finance portfolio for the month of February

- Sent CPA validated inputs for chapter filing. Will follow with CPA regarding to compliance and tax filing.
- Ordered new set of checks.
- Processed Marketing request for merchandise (PayPal).
- Will coordinate with Communications to handover RJEC their Check.
- Plan to send January statements to the Board by Sunday.
- Future plans/Priorities
- Plan to explore AMEX offering soon.
- PMI Audit in April 15- May 15 timeframe



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- PMI Tax filing in April 15th - May 15th timeframe.

Sri Mahadevan
VP, Finance

VP MARKETING

- Recruited 1 volunteer for Marketing and 3 volunteers for golf
- Held Golf tourney Kick-off meeting
- Placed merchandise order with ComponentWear. Items will be available during March's dinner meeting and on the Web.
- Reach out to 4 companies to promote sponsorship and advertisement opportunities
- Advertisement agreements:
 - Mindavation: Home page ad + meeting reminder
 - Golf Tourney: Apex, Strategic Staffing Solutions, National Marking Products, and The Berkeley Hotel
- Posted March programs with RJEC and AITP
- Continue to support RJEC with engineer week, golf, and other activities
- Set media advertisement plan to include Newspapers (regional and local), Internet, TV, and Radio. Additional details will be included in next month's report once cost-benefit analysis has been evaluated.
- Set action plan to implement Project of the year Award (POYA).
- Support the West End Pilot committee with contract negotiations, marketing, and logistics.

Luis Naranjo, PMP
VP, Marketing

VP MEMBERSHIP

- 1000th member celebration took place as scheduled.
- Newsletter information was provided
- No open positions have been filled

Andy Shulick, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

- **TBD**

Jan Beach, PMP
VP, Professional Development

VP PROGRAMS



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- TBD

Sally Deering, PMP
VP, Programs

VP VOLUNTEERISM

- 1) First volunteer committee meeting, Betty Jane in attendance, to beef up web presentation of the positions that we have currently.
- 2) West End Satellite committee attended its first meeting. Key activities need to be worked out,
 - a. Speakers, are needed and Sally Deering will be arranging,
 - b. Looks like May is the kick – off meeting
- 3) Mailed the last of the certificates for the volunteer meeting, thanks Robert
- 4) Attended 1,000 member celebrations, what a BLAST!!
- 5) Got some more volunteers from 1,000 and first meeting got them assigned. Sent many of them an email,
- 6) Updated the excel spreadsheet with the current known volunteers and have it posted on Sharepoint,
- 7) The spreadsheet had to be updated as we got more volunteers, YES
- 8) Attended the first 2006 Golf committee meeting, need to know what they need in the way of volunteers, plus I will be supporting
- 9) Co-ordinate the first ad for the Golf Tournament and the West End satellite, contract setup and ad presentation,
- 10) Located The Place as a good practical location for the four pilot meetings.
- 11) Articles for the next chapter newsletter, 1,000 member celebration, and job jar,

Phil Doty, PMP
VP, Volunteerism

PRESIDENT-ELECT

Activities since the January BOD meeting include:

- January 2007 Region 5 Leadership meeting:
 - Have contacted a number of hotels in the Williamsburg area:
 - Crown Plaza
 - Marriott
 - Hospitality House
 - We have the received the pricing and have looked at 2 of the 3 locations
 - We investigated reserving the tavern for our dinner; only 1 tavern is open in January
 - Ranzy & I discussed some ideas for the agenda
- Policies & Procedures:
 - Have parsed the current policies & procedures document into sections for each VP; will distribute the weekend of Feb 25
 - Have developed the templates & guidelines for each of the VPs to use to re-vamp their policies and procedures
 - Have started drafting the PMI CVC policies; Will complete the drafting and distribute the weekend of Feb 25
- Region 5 Website Study
 - Received the project charter from Nick Clemens for website study



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- Researched collaboration tools and provided summary of tools to Nick
- Have identified next steps for study; will include more involvement from R5 chapter members to refine requirements / research

Sharon Robbins, PMP
President-Elect

PAST PRESIDENT

- Electronic Voting
 - Contacted Mile High Chapter - no progress since 09/2005
 - Have Team Members identified
 - Sent email to set up meeting for week of 3/06/2005
- Strategic Planning
 - Allan contacted Sharon
 - Set Up meeting for April timeframe
- Webinar (Professional Development Initiative)
 - Contacted Mile High Chapter- no progress since 09/2005

Robert Berlin, PMP
Past-President

PRESIDENT

Activities since the February BoD meeting include:

- Taught Mgmt 350 Class for Dr. Sleeth
- Finalized chapter charter renewal / worked with VP, Finance on resolving issue with tax filings
- Coordinated speaker for May West End meeting
- Region 5 President's conference call
- Wrote March President's letter

Jim Hayden, PMP
President

Budget Request:

This is the proposed budget for the region’s fiscal year, February 1, 2006 through January 31, 2007. Please note that his period covers the 2007 Region Leadership Conference. Except where noted by the term “operations,” all items are tied to published region initiatives or strategic goals. It is assumed that all chapters will voluntarily participate at recommended levels. However, there is no requirement for any chapter to participate. Some budget items are marked “to be determined” (TBD) as final funding amounts or project definitions have not been determined. The budget is divided into three categories, Non-Discretionary Funding, Defined Discretionary Finding and Undefined Discretionary Funding. All budget items are open for discussion and redefinition by the chapters.

1. Non-Discretionary Funding

2007 Conference Costs (**See note page 3)	Initiative 1	\$6,250.00
CY2006 Residual	Operations	\$239.13
Administrative	Operations	\$130.00
Bank Charges	Operations	\$120.00
Total		\$6,739.13

2. Defined Discretionary Funding

Bank Reserve (**See note below)	Operations	\$500.00
Total		\$500.00

3. Undefined Discretionary Funding

Scholarships (TBD) Est. Provided	Initiative 5	\$3,000.00*
Collaboration Tools (TBD) Est. Provided	Initiative 3	\$500.00*
Mentoring Travel	Goal 2	TBD
Total		\$3500.00*

**Notional Figures. Actual Amounts TBD (Undefined Discretionary Funding)

Total Defined Discretionary Funding \$500.00 for Bank Reserve

The bank reserve is not planned be spent. Its purpose is to provide a minimum balance to avoid monthly bank charges. The region transaction rate should be below the bank limits and per transaction charges are not anticipated.

Total Defined Budget \$7.239.13 (Non-Discretionary and Defined Discretionary)

Total estimated budget with pending but undefined or approved initiatives \$10,739.13* (Includes Defined Budget Items plus Undefined Discretionary Budget Item)

*Assumes \$3,000 for leadership scholarships and \$500 for collaboration tools for a total of \$3,500 of unapproved funding against to be defined initiatives. Actual mix of expenditures has not been determined. Three open questions need definition by the chapter presidents:

1. What value and how many if any leadership scholarships are to be provided?
2. What will be the funding requirement for collaboration tools?
3. Will some mentoring travel be funded?

Recommendation:

My recommendation is that the chapter presidents agree to fund region initiatives at rate of \$0.75 per chapter member or higher pending resolution of open questions one through three above and that they commit funds to defined initiatives at a rate of \$0.55 per chapter member at this time. Supporting documentation follows.

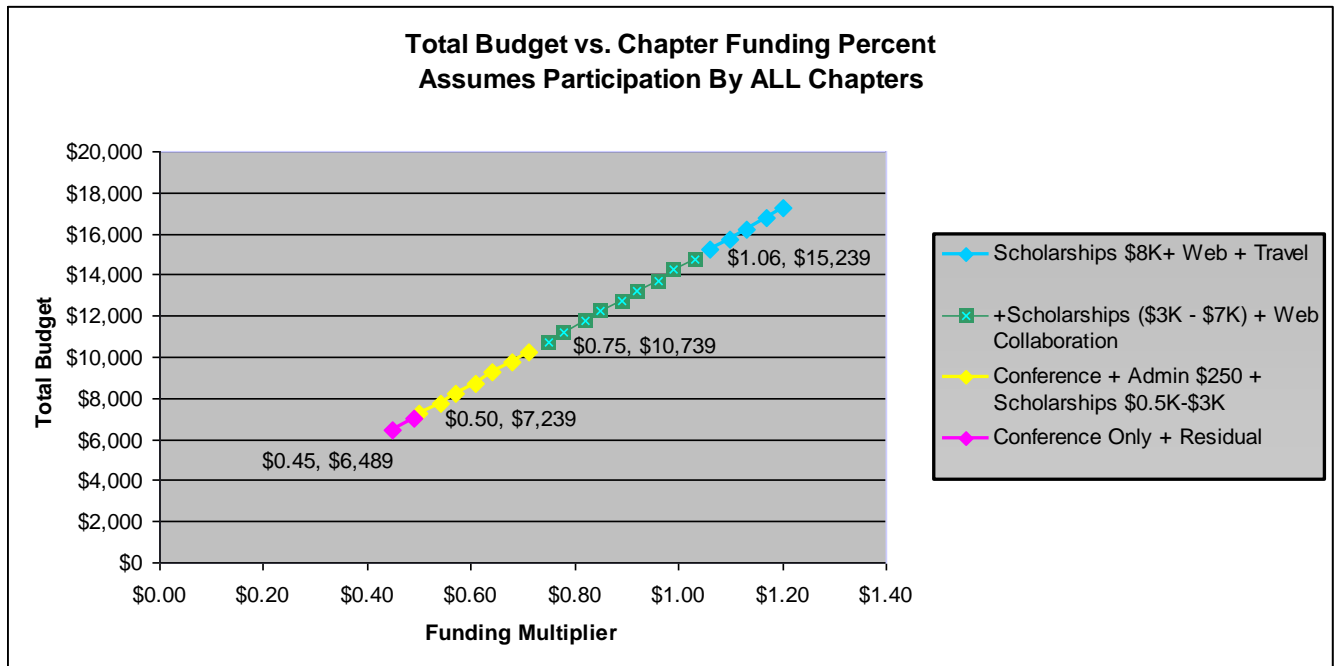
Supporting Documentation:

The chapter's share for funding this budget is based on a ratio of their current membership to the total region membership as of January 2006. Although chapter membership may vary over time it is assumed that the ratio will maintain close enough to the January figure to be a fair representation of a chapter's recommended minimum voluntary contribution.

The following member numbers were used in this budget calculation:

Chapter	Members as of Jan 07
Baltimore	1,580
Central VA	1,217
Hampton Roads	545
Kentuckian	477
Kentucky Bluegrass	169
Metrolina	1,107
NC Piedmont	364
North Carolina	1,905
Silver Spring	342
Southern MD	382
SW VA	170
DC	5,989
WVA	90
Region Total	14,337

The chart below provides a range of funding multipliers based on a per chapter total member number over the total region membership (ratio of chapter members to total region members) and the corresponding total budget financed should all chapters participate at the recommended level. The source spreadsheet is provided in a separate document for review.



The funding line is divided into four regions to emphasize the impact of various funding levels on the total region budget. It is interesting to note that every \$100 spent on region activities costs an individual region member about \$0.01 to \$0.014. A key question is what value does extra funding bring to the chapters within the region. For example, as a minimum we should fund the regional conference at \$6,250** and the 2006 Leadership Conference residual costs of \$239.13. The total minimum budget requirement would be \$6,489.13 resulting in a contribution need of \$0.45 per chapter member. However, this level of funding does not provide for a budget reserve, avoid bank charges or provide other minimal funds to support region administrative expenses. Further there is no reserve built into the budget. By increasing the per member chapter donation up to a range of \$0.50 to \$0.71 the region will be able to cover the conference costs, minimal administrative requirements and Leadership Scholarships from around \$500 up to about \$3,000. Tradeoffs may be made between leadership scholarships and funding requirements for a region collaboration tool and budget reserve. At funding levels above \$0.75 per chapter member the region becomes able to deliver some valuable capabilities to the chapters. Leadership scholarships in the range of \$3,000 to \$7,000 become possible along with funding a full web based region collaboration system. Some mentoring support may be available depending on the actual level of participation of each chapter. Finally at levels above \$1.00 per chapter member funded travel for mentoring and collaboration becomes a possibility. In the past the region has provided leadership scholarships, mentoring travel and other funded travel for collaboration when overall membership was at significantly lower figures.

*** The region conference planning figure is based on the \$5,939.14 cost of the 2006 leadership conference plus a roughly \$310 add for cost growth. A final estimate is expected once the conference team finishes initial planning. The initial \$0.55 chapter funding request will allow some flexibility in the team's initial planning, provide a single minimal scholarship benefit and provide for a minimal budget reserve.

Correlation of Budget Request with Draft Strategic Plan and Initiatives:

Region activities presented are from the region outline strategic goals and initiatives document. Those initiatives covered in the budget are outlined below.

Reference (Documents provided via previous communication):

1. After Action Report on the R5 Strategic Planning Session, Charlotte NC, 2006
2. V4- Region 5 Operating Guidelines
3. After Action Report on the R5 Programming Session, Charlotte, NC 2006

Strategic Goals for Region Programming:

1. More structured mentoring of chapter officers (Ref 1 and 3)
2. Better Outreach to existing and new chapters (Ref 1 and 3)
3. Leveraging of Resources between chapters (Ref 1 and 2)
4. Better communication and representation between Components, Region and the PMI GOC (Three-way) (Ref 1)

2006 Initiatives (Funded under this budget recommendation):

Numbers correspond to numbering in the Region Outline Strategic Goals and Initiatives

1. Conduct a Region Leadership Conference in January 2007, **Non-Discretionary Item**
 - Already approved by the regional leadership. Funding is pending submission of a request by the Region Mentor. This event supports goals 1 and 3.
3. Establishment of a region web based collaboration capability. TBD **Discretionary Item**
 - Initiative under study. Charter provided to Sharon Robins, Central Virginia Chapter. I am looking into an interim solution through PMI for a no cost file sharing capability. Update of the existing web site could be done voluntarily by one or more of the chapters. An interim solution may be initiated at no cost. Much volunteer time to update site, and establish links may be needed. This initiative supports goals 2 and 3
5. Establishment of Regional Scholarship Fund to help pay for leadership events.
Discretionary Item
 - Initiative suggested within Ref 1 and documented in Ref 2 as an area of common interest. Establishment of common funding for leadership events will be taken up as part of my budget request for initiative one, the 2007 Regional Leadership Conference. This initiative supports goals 2 and 3

Chapter Investments and other Gifts to Region Activities:

Some chapters have provided “gifts” in the form of services or cash to region activities. These gifts have allowed the region to deliver services without costs to the region budget. However, these gifts cost the contributing chapters in both volunteer time and possibly chapter funds. The following is a list of chapter gifts supporting region activities:

DC Chapter Website hosting
DC Chapter \$1700 gift to the 2006 Region Symposium
Silver Spring Conference Line

The following region chapters have also provided “investments” in region activities. The below chapters have invested a total of \$19,300 to provide seed money for the 2006 Region Symposium.

Central Virginia
Kentucky Blue Grass
Kentucky Kentuckiana
Baltimore Maryland
Silver Springs Maryland
Metrolina
SW Virginia
Virginia Hampton Road
West Virginia

Pending the outcome of the 2006 symposium it is anticipated that about \$25,000 would be needed for seed money for a 2007 event should one be held. A concept study provided by the Baltimore Chapter is due by mid-May so a decision to proceed with detailed planning may be made prior to the 2006 symposium.

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, April 5, 2006, 6:00 p.m.
Genworth – Building 2, State Room

ATTENDEES & QUORUM STATUS

Voting: Robert Berlin, Jim Hayden, Sharon Robbins, Christina Morgan, Cliff Vaught, Andy Shulick, Sri Mahadevan, Luis Naranjo, Jan Beach, Sally Deering and Renee Symons – Quorum Present

AGENDA

- Open Meeting** Review & Approve Meeting Agenda and previous Meeting Minutes
- New Business**
 - Region 5 Budget Request / President’s Call
 - Sponsorships for Region 5 Leadership Meetings
 - Student Section
 - Online Registration System vs. Online Store
 - Multiple Meeting Board Coverage
- Old Business**
 - Policies Update Project
 - Electronic Voting Project
 - Outreach (West End Pilot May – July)
 - Strategic Planning Meeting May 20th
 - Region 5 Leadership Update '07
 - Charter Renewal / Tax Filings
- Officer Reports**
- Review Key Upcoming Dates**
 - April 19, 2006 Chapter Dinner Meeting
 - April 22, 2006 – Spring PMP Certification Seminar Session #1
 - April 29, 2006 – Spring PMP Certification Seminar Session #2
 - May 6, 2006 – Spring PMP Certification Seminar Session #3
 - May 3, 2006 – Board Meeting
 - May 3, 2006 – 2nd Annual PMI Golf Tournament
 - May 18, 2006 – Chapter Dinner Meeting (West End – The Place)
 - May 3 – Golf Tournament

Adjourn Meeting

ACTION ITEMS

Action Item	Responsible Party	Deadline
Food for Next Board Meeting	Sally	5/3/06
Robert to provide high-level milestones for Electronic Voting project	Robert	4/12/06
Post new Policies and Procedures document to SharePoint	Sharon	5/3/06
Provide feedback on Policies and Procedures document	All	5/1/06
Write blurb for each 30-Minute Project Manager sessions	Jim	4/15/06
Draft Policy of Higher Education Support from the Chapter	Jan, Renee	5/1/06
Draft Business Plan for Chapter Online Store	Luis, Robert	5/1/06
Draft Policy for Board Coverage of All Chapter Events	Sally, Jim, Sharon	5/1/06

ACTION ITEMS		
Action Item	Responsible Party	Deadline
Write Newsletter Article for Electronic Voting Project Details	Robert	4/12/06
Write Newsletter Article for West End Pilot Details	Sally	4/12/06
FEEDBACK ON POLICIES TO SHARON	ALL	5/1/06
Write website text for Certification Placemats	Cliff	5/3/06

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

DECISIONS
The following decisions were made or discussed in the meeting: <ul style="list-style-type: none"> n/a

GENERAL TOPICS OF DISCUSSION
The following topics were discussed in the meeting for informational purposes: <ul style="list-style-type: none"> n/a

ACTIVE SUBCOMMITTEES	
Charter	Members
Strategic Planning Committee	Robert - Sharon, Luis
K-12 Project Management Program Committee	Robert - Tim Golden, Director
Online Voting Committee	Robert - Luis, Christina, David Harry, Susan Richardson
AVP Committee	Sharon
Public Library Donation Committee	Christina - Sharon
Region 5 Leadership Meeting 2007 Committee	Jim - Sharon



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PMI Central Virginia Chapter Board of Directors Meeting Agenda

Wednesday, April 5, 2006 at 6:00 p.m.

OFFICER REPORT ADDENDUM

VP CERTIFICATION

Held 3 meetings of the Certification Committee.

Executing project plan:

- Reviewed/updated existing presentations
- Ordered materials
- Filled all primary instructor positions
- Finalizing site preparations, backup computer, projector

Completed review of Policies and Procedures for the Board

Cliff Vaught, PMP
VP, Certification

VP COMMUNICATIONS

- Created Newsletter Articles Responsibility grid and placed on SharePoint site for Board of Directors.
- Worked with Programs Committee to get May Dinner meeting registration setup for West End location.
- Continued training additional volunteers to help with various committee tasks.
- Managed sponsorship advertising on the website.
- Redesigned Golf Tournament page.
- Created Photo Gallery section of the website. Put Scholarship info in the Photo Gallery section. Will add other sections soon.
- Learned how to allow multiple event registrations with one sign-on with Cvent, communicated to several other PMI chapters concerning our experience with the Cvent application, investigating registration close activities, etc.
- Added board members' pictures to the website.

Christina Morgan, PMP
VP, Certification

VP FINANCE

Following are the activities of the Finance portfolio for the month of March.

1. Collected the remaining money from sponsorship with regards to the 1000 member celebration.
2. Coordinated with VP of Professional development and gave check to be given to the Saturday seminar speaker for April.



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3. Coordinated with the West end meeting director of Finance and informed him about financial procedures.
4. Presented 30 minute meeting on Membership on Behalf of VP of Membership.
5. Sent RJEC their Check.
6. Plan to send Region 5 Money this weekend.
7. Plan to send February statements and post it to share point by Monday.
8. Plan to post March bank statements when available to the Share point.

Future plans/Priorities

1. Plan to explore AMEX offering soon.
2. PMI Audit in April 15- May 15 timeframe
3. PMI Tax filing in April 15th – May 15th timeframe.

Sri Mahadevan
VP, Finance

VP MARKETING

Here are the Marketing activities accomplished during the month of March:

- Golf committee met to discuss additional marketing strategies and review logistics for pre-tournament and tournament activities.
- Merchandise
 - Gather requirements for Website
 - Receive shirts, pens, mugs, and pins
 - Sales booth will be in place for April meeting
- Reach out to 6 companies to promote sponsorship and advertisement opportunities
- Advertisement agreements:
 - Mindavation: Dinner meeting reminder
 - Sogeti: Dinner meeting sponsor
 - Golf Tourney: added Circuit City
- Posted April programs with RJEC, GRTC, and AITP
- Chapter events also advertised on Innsbrook Today, VA Newswire, and Metro Business
- Continue to support RJEC with golf and strategic planning activities
- Continue to work on cost-benefit analysis for media advertisement plan
- Set action plan to implement Project of the year Award (POYA)
- The redesign of the Membership display is looking great. Final draft should be ready in the next 2 weeks.

Please let me know if you have any questions!!!

Luis Naranjo, PMP
VP, Marketing

VP MEMBERSHIP



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Andy Shulick, PMP
VP, Membership

- All staffed operating functions were performed.
- Sri held the 30 minute Membership Presentation before the March chapter meeting.
- Still need new volunteers to fill the open positions.

VP PROFESSIONAL DEVELOPMENT

TBD

Jan Beach, PMP
VP, Professional Development

VP PROGRAMS

- Continued Speaker line-ups for 2006
- All-Programs Committee kick-off held March 3 (Southside & West End volunteers)
- West End Steering Committee meeting held March 27

- March program well-received - Plan to make remote mike standard and turn off podium mike (incremental \$813 to budget for remaining '06 Southside programs)

- Single May meeting will be Thursday on West End (no Southside meeting);
- Two-meeting pilot will start in June
- VP, Programs will be unavailable for May meeting (West End) but West End Programs team will be able to cover.

Sally Deering, PMP
VP, Programs

VP VOLUNTEERISM

TBD

Phil Doty, PMP
VP, Volunteerism

PRESIDENT-ELECT

- Region 5 President's call - presented status on R5 website collaboration project.
- Chapter meeting
- Coordination for Region 5 Leadership meeting
- Completed additional sections of the PMI CVC policy.

Sharon Robbins, PMP



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President-Elect

PAST PRESIDENT

- eVoting Committee
- Advertisers Recruitment

Robert Berlin, PMP
Past-President

PRESIDENT

- Region 5 President's call.
- Chapter meeting
- Coordination for Region 5 Leadership Meeting
- Budget coordination with Nick Clemens

Jim Hayden, PMP
President

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, May 3, 2006, 6:00 p.m.
Genworth – Building 2, State Room

ATTENDEES & QUORUM STATUS

Voting: Jim Hayden, Sharon Robbins, Christina Morgan, Cliff Vaught, Andy Shulick, Sri Mahadevan, Jan Beach, Sally Deering, Phil Doty and Joe Garritano – Quorum Present

AGENDA

- Open Meeting** Review & Approve Meeting Agenda and previous Meeting Minutes
- New Business** Job Postings on the Website Brainstorm
Director/Volunteer Badges
Ads on Professional Development Site – Paid vs. Free
AVPs
- Old Business** Policies & Procedures Update Project
Electronic Voting Project Progress
West End Pilot
Strategic Planning Meeting May 20th
Region 5 Leadership Update '07
Charter Renewal / Tax Filings/Incorporation Filings
- Officer Reports**
- Review Key Upcoming Dates**
May 18, 2006 – Chapter Dinner Meeting (West End – The Place)
- Adjourn Meeting**

ACTION ITEMS

Action Item	Responsible Party	Deadline
Food for Next Board Meeting	Cliff	6/7/06
Provide input on May Dinner Meeting Announcements Slides	All	5/12/06
Enter all previous Meeting Minutes Addendums	All	6/7/06
Provide feedback on Policies and Procedures document	All	6/7/06
Follow-up with Luis and Robert RE: Strategic Planning Meeting 5/20	Jim	5/10/06
Provide updates to Volunteers page on the website	All	6/7/06
Draft Business Plan for Chapter Online Store	Luis, Robert	6/7/06
Draft Policy for Board Coverage of All Chapter Events	Sally, Jim, Sharon	6/7/06
Send incorporation papers to the lawyers	Jim	5/30/06
Provide tax filings update	Sri	5/15/06

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

DECISIONS

The following decisions were made or discussed in the meeting:

- Forward all job opportunities to VP of Communications.
- New name badges will not be ordered at this time.

GENERAL TOPICS OF DISCUSSION

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

- n/a

ACTIVE SUBCOMMITTEES

Charter	Members
Strategic Planning Committee	Robert - Sharon, Luis
K-12 Project Management Program Committee	Robert - Tim Golden, Director
Online Voting Committee	Robert - Luis, Christina, David Harry, Susan Richardson
AVP Committee	Sharon - Jim, Sally
Public Library Donation Committee	Christina - Sharon
Region 5 Leadership Meeting 2007 Committee	Jim - Sharon

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, June 7, 2006, 6:00 p.m.
Genworth – Building 2, State Room

ATTENDEES & QUORUM STATUS

Voting: Jim Hayden, Sharon Robbins, Luis Naranjo, Christina Morgan, Cliff Vaught, Andy Shulick, Sri Mahadevan, Sally Deering, Phil Doty and Robert Berlin – Quorum Present

AGENDA

- Open Meeting** Review & Approve Meeting Agenda and previous Meeting Minutes
- New Business** October Leadership Meeting Attendance
- Region 5 Finances
- Web-posting of Chapter Financials
- Leadership Institute
- Old Business** Policies & Procedures Update Project
- Electronic Voting Project Progress
- West End Pilot
- Strategic Planning Meeting Follow-up
- AVPs
- Officer Reports**
- Review Key Upcoming Dates**
- June 15, 2006 – Chapter Dinner Meeting (West End – The Place)
- June 21, 2006 – Chapter Dinner Meeting
- June 28, 2006 – Board Meeting (**Scheduled early for July 4th**)
- July 19, 2006 – Chapter Dinner Meeting
- July 20, 2006 – Chapter Dinner Meeting (West End – The Place)
- August 2, 2006 – Board Meeting
- October 14, 21, 28 – Fall PMP Certification Workshop
- Adjourn Meeting**

ACTION ITEMS

Action Item	Responsible Party	Deadline
Food for Next Board Meeting	Sri	6/28/06
Provide feedback on Policies and Procedures document	All	6/28/06
Provide updates to Volunteers page on the website	All	6/28/06
Request Allan Mills' outline from the Strategic Planning Meeting	Robert	6/28/06
Post Strategic Planning Meeting Notes on SharePoint	Sharon	7/15/06
Create Special Projects - AVP folder on SharePoint	Jim	6/28/06
Send reminder on Conf Line Usage	Christina	6/28/06
Attendees for October Leadership Meeting must register themselves	All	8/1/06
Confirm attendance of CPA at 6/28 Board Meeting	Sri	6/28/06

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

DECISIONS

The following decisions were made or discussed in the meeting:

- Board voted for VoteNow software procurement for chapter online board of directions election voting.
- Chapter Sponsorship of Leadership Institute falls within Year 3 of the chapter's strategic plan.
- Board will seek to implement AVP program in 2007.

GENERAL TOPICS OF DISCUSSION

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

- October Leadership Meeting Attendance: Confirmed: Jim Hayden, Sharon Robbins, Andy Shulick, Sri Mahadevan. Possible: Christina Morgan, Luis Naranjo, Robert Berlin. Uncertain: Cliff Vaught, Sally Deering, Jan Beach. Not going: Phil Doty.

ACTIVE SUBCOMMITTEES

Charter	Members
K-12 Project Management Program Committee	Robert - Tim Golden, Director
AVP Committee	Sharon - Jim, Sally
Public Library Donation Committee	Christina - Sharon
Region 5 Leadership Meeting 2007 Committee	Jim - Sharon

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, June 28, 2006, 6:00 p.m.
Genworth – Building 2, State Room

ATTENDEES & QUORUM STATUS

Voting: Jim Hayden, Sharon Robbins, Luis Naranjo, Christina Morgan, Cliff Vaught, Andy Shulick, Sri Mahadevan, Sally Deering, Phil Doty, Tilithia Brown, Glenn Cooper (CPA) and Robert Berlin – Quorum Present

AGENDA

Open Meeting Review & Approve Meeting Agenda and previous Meeting Minutes

New Business CPA Report
Policy Review
VP of Volunteerism

Old Business Electronic Voting Project Progress
West End Pilot
Strategic Planning Meeting Follow-up

Officer Reports

Review Key Upcoming Dates

July 19, 2006 – Chapter Dinner Meeting
July 20, 2006 – Chapter Dinner Meeting (West End – The Place)
August 2, 2006 – Board Meeting
September 6, 2006 – Board Meeting
September 20, 2006 – Southside Chapter Dinner Meeting
September 21, 2006 – West End Chapter Dinner Meeting
October 4, 2006 – Board Meeting
October 14, 21, 28 – Fall PMP Certification Workshop

Adjourn Meeting

ACTION ITEMS

Action Item	Responsible Party	Deadline
Food for Next Board Meeting	Christina	8/2/06
Request Allan Mills' outline from the Strategic Planning Meeting	Robert	8/2/06
Post Strategic Planning Meeting Notes on SharePoint	Sharon	8/2/06
Create Special Projects - AVP folder on SharePoint	Jim	8/2/06
Test VoteNow system	Luis	8/2/06
Add Board Member Responsibilities to individual board area policies documents.	All	8/2/06

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

DECISIONS

The following decisions were made or discussed in the meeting:

- Board voted to appoint Tilithia Brown, PMP to the vacant VP of Volunteerism after accepting the resignation of Phil Doty.

GENERAL TOPICS OF DISCUSSION

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

- Chapter Policies.

ACTIVE SUBCOMMITTEES

Charter	Members
K-12 Project Management Program Committee	Robert - Tim Golden, Director
AVP Committee	Sharon - Jim, Sally
Public Library Donation Committee	Christina - Sharon
Region 5 Leadership Meeting 2007 Committee	Jim - Sharon

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, August 2, 2006, 6:00 p.m.
Genworth – Building 2, State Room

ATTENDEES & QUORUM STATUS

Voting: Jim Hayden, Sharon Robbins, Christina Morgan, Andy Shulick, Sri Mahadevan, Sally Deering, Betty Jane Hughes, Amanda Ingle, Robert Morgan, Joe Garritano, Jan Beach and Robert Berlin – Quorum Present

AGENDA

- Open Meeting** Review & Approve Meeting Agenda and previous Meeting Minutes
- New Business** Brainstorm Group Request
Decision on Online Election Timeframe
Disposition of Region 5 Symposium Funds
- Old Business** Electronic Voting Project Progress
West End Pilot
CVC Policy Vote
Cheetah Learning Response (Affiliate Relationships)
- Officer Reports**
- Review Key Upcoming Dates**
 - September 16, 2006 – Saturday Seminar
 - September 20, 2006 – Southside Chapter Dinner Meeting
 - September 21, 2006 – West End Chapter Dinner Meeting
 - September 22, 2006 – Online voting opens
 - October 4, 2006 – Board Meeting
 - October 13, 2006 – End of online elections
 - October 14, 21 and 28, 2006 – Fall PMP Certification Workshop
 - October 18, 2006 – Southside Chapter Dinner Meeting
 - October 19, 2006 – West End Chapter Dinner Meeting

Adjourn Meeting

ACTION ITEMS

Action Item	Responsible Party	Deadline
Food for Next Board Meeting	Robert	9/6/06
Request Allan Mills' outline from the Strategic Planning Meeting	Robert	9/6/06
Get CD information to Sri	Jim	9/6/06
Write Letter to Membership on Elections	Jim	8/4/06
Develop area Policies and Procedures and forward to Sharon	All VPs	8/30/06
Forward outline of planned area Policies and Procedures to Sharon	All VPs	8/11/06

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

DECISIONS

The following decisions were made or discussed in the meeting:

- Board voted to continue West End pilot through November 2007.
- Board voted to baseline the current Chapter Policies document.
- Board voted to not enter into affiliate relationships with any for profit organization (including REPs).
- Board voted to finalize online election dates. Online elections will open September 22 and end October 13, 2006.
- Board voted to have Region 5 Symposium funds returned to the chapter.

GENERAL TOPICS OF DISCUSSION

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

- n/a

ACTIVE SUBCOMMITTEES

Charter	Members
K-12 Project Management Program Committee	Robert - Tim Golden, Director
AVP Committee	Sharon - Jim, Sally
Region 5 Leadership Meeting 2007 Committee	Jim - Sharon

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, September 6, 2006, 6:00 p.m.
Genworth – Building 2, State Room

ATTENDEES & QUORUM STATUS

Voting: Jim Hayden, Sharon Robbins, Christina Morgan, Andy Shulick, Sri Mahadevan, Luis Naranjo and Cliff Vaught – Quorum Present

AGENDA

Open Meeting Review & Approve Meeting Agenda and previous Meeting Minutes
New Business Upcoming Board Election Slate
Old Business Electronic Voting Project Progress
 CVC Board Policies and Procedures Progress
 Region 5 Leadership Meeting Update
 2007 Leadership Conference and Funds

Officer Reports
Review Key Upcoming Dates

October 4, 2006 – Board Meeting
 October 13, 2006 – End of online elections
 October 14, 21 and 28, 2006 – Fall PMP Certification Workshop
 October 18, 2006 – Southside Chapter Dinner Meeting
 October 19, 2006 – West End Chapter Dinner Meeting
 November 1, 2006 – Board Meeting
 November 11, 2006 – Saturday Seminar
 November 15, 2006 – Southside Chapter Dinner Meeting
 November 16, 2006 – West End Chapter Dinner Meeting

Adjourn Meeting

ACTION ITEMS

Action Item	Responsible Party	Deadline
Food for Next Board Meeting	Luis	10/4/06
Follow up on annual incorporation filing	Jim	10/4/06
Give CoOp Agreement paperwork to Jim	Robert, Luis	10/4/06
Assign someone to announce election results at October Dinner Meetings	Robert	10/4/06
Finalize logistics for the Transition Meeting	Luis	10/4/06
Follow up on R5 funds from Baltimore chapter and Metrolina refund	Sri	10/4/06

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

DECISIONS

The following decisions were made or discussed in the meeting:

- n/a

GENERAL TOPICS OF DISCUSSION

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

- n/a

ACTIVE SUBCOMMITTEES

Charter	Members
K-12 Project Management Program Committee	Robert - Tim Golden, Director
AVP Committee	Sharon - Jim, Sally
Region 5 Leadership Meeting 2007 Committee	Jim - Sharon

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, October 4, 2006, 6:00 p.m.
Genworth – Building 2, State Room

ATTENDEES & QUORUM STATUS

Voting: Jim Hayden, Sharon Robbins, Christina Morgan, Andy Shulick, Sri Mahadevan, Luis Naranjo, Robert Berlin, Jan Beach, Tilithia Brown and Cliff Vaught – Quorum Present

AGENDA

- Open Meeting** Review & Approve Meeting Agenda and previous Meeting Minutes
- New Business** October Leadership Meeting Logistics
Volunteer Recognition Meeting Location
- Old Business** Annual Membership Survey
Electronic Voting Project Progress
CVC Board Policies and Procedures Progress
Region 5 Leadership Meeting Update
Policy Revision on Academic Relationships
Policy Revision for Vendor/Supplier Give-Aways for the Membership
- Officer Reports**
- Review Key Upcoming Dates**
 - October 13, 2006 – End of online elections
 - October 14, 21 and 28, 2006 – Fall PMP Certification Workshop
 - October 18, 2006 – Southside Chapter Dinner Meeting
 - October 19, 2006 – West End Chapter Dinner Meeting
 - November 1, 2006 – Board Meeting
 - November 11, 2006 – Saturday Seminar
 - November 15, 2006 – Southside Chapter Dinner Meeting
 - November 16, 2006 – West End Chapter Dinner Meeting
 - December 2, 2006 – Annual Transition Meeting
 - December 6, 2006 – Board Meeting
- Adjourn Meeting**

ACTION ITEMS

Action Item	Responsible Party	Deadline
Food for Next Board Meeting		11/1/06
Give CoOp Agreement paperwork to Jim	Robert, Luis	11/1/06
Assign someone to announce election results at October Dinner Meetings	Robert	10/11/06
Follow up on R5 funds from Metrolina refund (\$2700)	Sri	11/1/06
Finalize Policies and Procedures for individual committees	All	10/23/06
Revise Chapter Policy on Vendor/Supplier Give-Aways	Christina	11/1/06
Develop Procedure for handling Vendor/Supplier Gifts and Give-Aways	Luis	11/1/06
Confirm legality of Vendor/Supplier Give-Aways with CPA	Sri	11/1/06
Provide feedback to Luis on annual membership survey	All	11/1/06

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

DECISIONS

The following decisions were made or discussed in the meeting:

- Formed committee for the Annual Volunteer Recognition Meeting

GENERAL TOPICS OF DISCUSSION

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

- December 2, 2006 Annual Transition Meeting at The Crossings

ACTIVE SUBCOMMITTEES

Charter	Members
K-12 Project Management Program Committee	Robert - Tim Golden, Director
AVP Committee	Sharon - Jim, Sally
Region 5 Leadership Meeting 2007 Committee	Jim - Sharon
Volunteer Recognition Committee	Tilithia - Sally, Sharon, Robert

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, November 1, 2006, 6:00 p.m.
Genworth – Building 2, State Room

ATTENDEES & QUORUM STATUS

Voting: Jim Hayden, Sharon Robbins, Christina Morgan, Sri Mahadevan, Luis Naranjo, Robert Berlin, Jan Beach, Betty Jane Hughes, Geoff Rollins, Bethany Bryans, Jack Crowley, Sally Deering and Cliff Vaught – Quorum Present

AGENDA

Open Meeting	Review & Approve Meeting Agenda and previous Meeting Minutes
New Business	Welcome New Board Members PMO LIG Group Tax Exemption Program PMI Leadership After Action Transition Meeting Preparation APLN CoOperative Agreement
Old Business	CVC Board Policies and Procedures Progress Region 5 Leadership Meeting Update
Officer Reports	
Review Key Upcoming Dates	November 11, 2006 – Saturday Seminar November 15, 2006 – Southside Chapter Dinner Meeting November 16, 2006 – West End Chapter Dinner Meeting December 2, 2006 – Annual Transition Meeting December 6, 2006 – Board Meeting January 3, 2007 – Board Meeting January 18, 2007 – THURSDAY in Innsbrook – Chapter Dinner Meeting and Annual Volunteer Recognition Dinner
Adjourn Meeting	

ACTION ITEMS

Action Item	Responsible Party	Deadline
Food for Next Board Meeting	Robert	12/6/06
Give CoOp Agreement paperwork to Sharon	All	12/6/06
Finalize Policies and Procedures for individual committees	All	12/2/06
Revise Chapter Policy on Vendor/Supplier Give-Aways	Christina	12/6/06
Develop Procedure for handling Vendor/Supplier Gifts and Give-Aways	Luis	12/6/06
RSVP to Sharon for Transition Meeting	All	ASAP
Add Jack Crowley to messages concerning Board Transition Meeting	Sharon	11/1/06
Add PMO LIG to Agenda for Board Transition Meeting	Sharon	11/24/06
Take the Annual Membership Survey	All	11/17/06
Send Group Tax Exemption form by deadline	Sri	11/3/06

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

DECISIONS

The following decisions were made or discussed in the meeting:

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GENERAL TOPICS OF DISCUSSION

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

- Board would like to support new PMO LIG and will review budget requests at the Annual Transition Meeting.

ACTIVE SUBCOMMITTEES

Charter	Members
AVP Committee	Sharon - Jim, Sally
Region 5 Leadership Meeting 2007 Committee	Jim - Sharon
Volunteer Recognition Committee	Tilithia - Sally, Sharon, Robert

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		Meeting Minutes	
PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS			
Wednesday, December 6, 2006, 6:00 p.m. Genworth – Building 2, State Room			
ATTENDEES & QUORUM STATUS			
Voting: Jim Hayden, Sharon Robbins, Christina Morgan, Luis Naranjo, Robert Berlin, Jan Beach, Geoff Rollins, Bethany Bryans, Sally Deering, Andy Shulick, Tilithia Brown and Cliff Vaught – Quorum Present			
AGENDA			
Open Meeting	Review & Approve Meeting Agenda and previous Meeting Minutes		
New Business	Chapter By Laws Volunteer Meeting Logistics Guest Pass Policy Dinner Meeting Pricing Road Show Presentation at Capital One January Region 5 Leadership Meeting Approve 2007 Budget		
Old Business	PMO LIG Budget Appropriation Library Donation Budget Appropriation		
Officer Reports			
Review Key Upcoming Dates	January 3, 2007 – Board Meeting January 9, 2007 – Road show Presentation at Capital One January 18, 2007 – THURSDAY in Innsbrook – Chapter Dinner Meeting and Annual Volunteer Recognition Dinner January 19-20, 2007 – Region 5 Leadership Meeting in Williamsburg, VA February 7, 2007 – Board Meeting February 12, 2007 – Newsletter Articles Due to Communications Committee February 15, 2007 – West End Chapter Dinner Meeting February 21, 2007 – Southside Chapter Dinner Meeting March 7, 2007 – Board Meeting March 15, 2007 – West End Chapter Dinner Meeting March 21, 2007 – Southside Chapter Dinner Meeting		
Adjourn Meeting			
ACTION ITEMS			
Action Item	Responsible Party	Deadline	
Food for Next Board Meeting	Bethany	1/3/07	
Revise Chapter Policy on Vendor/Supplier Give-Aways	Christina	2/7/07	
Develop Procedure for handling Vendor/Supplier Gifts and Give-Aways	Luis	2/7/07	
Sign up for Region 5 Leadership Meeting and Reserve Hotel Room	All	1/3/07	

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
Process for changing the chapter by-laws.	Sharon will work with PMI to have our By-Laws updated and approved in the correct manner. The Board will cooperate in the process by reviewing changes in a timely fashion.

DECISIONS

The following decisions were made or discussed in the meeting:

- Board voted to change pricing of monthly chapter dinner meetings to cover costs of the dinner events.
- Board voted to donation \$1000 in books to local public libraries.
- Board voted on the Betty Jane Hughes Volunteer of the Year.
- Board voted on gift for the volunteers for the Volunteer Recognition Meeting.

GENERAL TOPICS OF DISCUSSION

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

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ACTIVE SUBCOMMITTEES

Charter	Members
AVP Committee	Sharon - Jim, Sally
Region 5 Leadership Meeting 2007 Committee	Jim - Sharon
Volunteer Recognition Committee	Tilithia - Sally, Sharon, Robert, Bethany, Marshall, Christina, Luis