

## Meeting Minutes

### PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, January 2, 2008, 6:00 p.m.

Genworth – Building 1

### ATTENDEES & QUORUM STATUS

Voting: Sharon Robbins, Christina Morgan, Geoff Rollins, Luis Naranjo, Betty Jane Hughes, Marshall Shelton, Bethany Bryan, Paul Gilbo, Kristen Baker, Ed Hellermann, Jennifer Perrin – Quorum Present

### AGENDA

|                                  |   |
|----------------------------------|---|
| <b>Open Meeting</b>              | Review & Approve Meeting Agenda and previous Meeting Minutes  |
| <b>New Business</b>              | 2008 Budget<br>Region 5 Leadership Meeting<br>Data integrity  |
| <b>Old Business</b>              | Member renewals<br>PMI Non-CVC mailing / Renewal effort<br>Volunteer Recognition Meeting<br>Storage Unit<br>Region 5 Leadership Meeting   |
| <b>Officer Reports</b>           | Membership – Issues with the DEP not being ready in a timely manner from PMI Global.<br>Past President – Need to assign responsibility to the PMO LIG and the Quantico Outreach Group.<br>Communications – Please review your sections on the web site in order to ensure the sites are depicting accurate information.<br>Professional Dev – Seminars are being coordinated for Feb, Mar, and April.<br>Certification – Working on Spring Workshop schedule and a Certification Brown Bag at Ft. Lee.<br>President – Monthly schedule for 30 minute PM topics. |
| <b>Review Key Upcoming Dates</b> | Jan 17, 2008 – West End Chapter Dinner Meeting<br>Jan 25, 2008 – Region 5 Conference<br>Feb 06, 2008 – Board Meeting<br>Feb 20, 2008 – South Side Chapter Dinner Meeting<br>Feb 21, 2008 – West End Chapter Dinner Meeting<br>Feb 25, 2008 – PMO LIG Meeting  |

### Adjourn Meeting

### ACTION ITEMS

| Action Item                 | Responsible Party | Deadline |
|-----------------------------|-------------------|----------|
| Food for Next Board Meeting | Betty Jane        | 2/06/08  |
| Share Point procedure       | Geoff             | 02/06/08 |

|  |  |         |
|--|--|---------|
| Complete Storage Unit project  | Betty Jane                                       | 2/06/08 |
| Complete Meeting Addendums   | Board  | 1/04/08 |
|  |  |         |
| 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:   |  |         |
| •  |  |         |
| GENERAL TOPICS OF DISCUSSION   |  |         |
| The following topics were discussed in the meeting for informational purposes:   |  |         |
| • \$50.00 per month to rent a storage unit.  |  |         |
| • Please take into account the entire Chapter budget not just the budget for your particular area.   |  |         |
| • With regards to business continuity the board needs to ensure it is backing up data on a continual basis.  |  |         |
| • 30 minute PM presentations. Additionally, looking at ways to make the meetings and events more interactive with the membership resulting in more volunteers. |  |         |
| • Discussion around participating in Job Fairs in order to get the word out regarding PMP certification.   |  |         |
| ACTIVE SUBCOMMITTEES   |  |         |
| Charter  | Members  |         |
| Volunteer Recognition  | Jennifer, Sharon, Christina, Betty Jane, Bethany |         |
|  |  |         |



**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.

## **PMI Central Virginia Chapter Board of Directors Meeting Agenda**

Wednesday, January 2, 2008 at 6:00 p.m.

### **OFFICER REPORT ADDENDUM**

#### **VP CERTIFICATION**

- Participated in the 2008 Transition Meeting.
- Continued transition of knowledge from Cliff to myself.
- Created list of items to pursue in the next year (i.e web casts and virtual study groups.
- Created organizational structure to house the certification program for the next 2 years.

Kristen Baker, PMP  
VP, Certification

#### **VP COMMUNICATIONS**

Geoff Rollins, PMP  
VP, Communications

- Submitted slides for 2008 Transition Meeting to include 2007 stats and 2008 objectives and budget.
- Updated web site for 2008 Stafford events
- Cleaned up and re-organized the web site files and folders
- Updated the web site with 2008 information for events, committees, and newly elected board members.
- Distributed the Jan-Feb 2008 Newsletter
- Approved several new joins to the Yahoo Message Group
- Uploaded the December DEP data into Cvent
- Launched the January Westend Dinner Event from Cvent

#### **VP FINANCE**

Betty Jane Hughes, PMP  
VP, Finance

- Installation of QuickBooks Online
- Prepared first draft of budget for 2008

#### **VP MARKETING**

- Advertisement agreements:



**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.

- None
- Marketing Campaigns
  - Posted programs with RJEC, GRTC, and AITP
  - Chapter events also advertised on Metro Business, Henrico Citizen, Richmond.com, and Chesterfield Observer
  - Direct mailing campaign (CVC and PMI non CVC members):
    - Sent e-mail blast to non CVC members
- Other
  - PE approved all Marketing policies. Procedures are being finalized.

Ed Hellermann, PMP  
VP, Marketing

## VP MEMBERSHIP

- Conducted transition meeting
- Reviewed updated chapter brochure
- Assisted with Volunteer Dinner in Jan by designing and ordering member gifts
- Completed 2007 reporting for Membership
- Updated guest passes for 2008
- Assisted with completing 2007 Volunteer List
- Completed membership procedures for Membership.

Bethany Bryans, PMP  
VP, Membership

## VP PROFESSIONAL DEVELOPMENT

Marshal Shelton, PMP  
VP, Professional Development

## VP PROGRAMS

- Participated in the transition meeting
- Sally Deering engaged the February speaker
- Review the meetings that need speakers
- Plan for additional speaker assignments that are still open

Paul Gilbo, PMP  
VP, Programs



**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.

## VP VOLUNTEERISM

- Volunteer Dinner Meeting moving forward.

Jennifer Perrin  
VP, Volunteerism

## PRESIDENT-ELECT

Luis Naranjo, PMP  
President Elect

## PAST PRESIDENT

- Attended transition meeting
- Assisted with completing the 2007 Volunteer list
- Attended Volunteer Recognition committee meeting
- Developed, printed and signed the 2007 volunteer letters & envelopes
- Assisted with 2007 Volunteer Recognition program brochure
- Started developing the 2007 Volunteer Recognition program script
- Registered for the January Regional Leadership meeting
- Handed off or responded to inquiries from members / vendors / components
- Handed off or responded to queries from Region 5

Sharon Robbins, PMP  
Past-President

## PRESIDENT

- Conducted transition meeting
- Reviewed updated chapter brochure
- Wrote President's Letter for the January-February newsletter
- Assisted with website edits
- Assisted with completing 2007 Volunteer List
- Folded, stamped, sealed and mailed 2007 volunteer letters
- Completed 2007 Volunteer Recognition program brochure
- Registered for January Regional Leadership Meeting
- Met with Betty Jane to organize 2008 budget information

Christina Morgan, PMP  
President

## **Certification**

1. Two PMP Certification Workshops with 20 students each
2. Send PMP Congratulatory Letters out quarterly and Presenter Letters each Workshop
3. Two scholarships (1 per workshop)
4. At least one round of Presenter Auditions
5. Investigate means of supporting study groups in the area
  - Pam Kida has started "virtual" study groups on GoToMeeting.com
6. Investigate a PgMP "workshop" (Ginger Levin seminar or otherwise)
  - PgMP study texts are starting to be available
7. Investigate possibility of web-casts of Workshop sessions
8. Hold post-Workshop dinner meetings with presenters to go over lessons-learned and curriculum adjustments

## **Communications**

1. Create a Corporate Outreach web page
2. Create a Photo page on web site
3. Continue to update and solidify procedures
4. Continue to cross train committee members
5. Hold regular committee meetings
6. Create a seamless turnover with committee members in case of military deployment
7. Support Certification Workshops
8. Support monthly dinner events
9. Support Professional Development Seminars

## **Finance**

1. Continue with all duties from 2007
2. Complete documentation
3. Find an alternative bookkeeping system which will lend itself to other volunteers being able to help with finance responsibilities
4. Develop additional policies to reduce any possibilities of fraud
5. Look for less expensive CPA services

## **Marketing**

1. Continue annual golf tournament as a fundraising and major marketing event.
2. Capture 25% of the Non-CVC members that live in our geographical area.
3. Expand the PMI CVC brand to improve its recognition in Central Virginia and beyond.
4. Continue to generate revenue to support Volunteer of the Year Award and scholarship fund among others.
5. Increase member attendance and participation in Chapter related events through direct marketing and presence in local media.

## **Membership**

1. Maintain or grow current membership (0%-5%)
  - Reduce the number of non-renewing members by 10%

- Focus on recruiting 10% of PMI non CVC members
- 2. Provide a better experience for first time members at meetings
  - New Member Gifts
  - New Member Guest Passes
  - New Member Reserved Table
- 3. Host Happy Hour Mingle for prospective and new members
  - In conjunction with Marketing and Volunteerism VPs
  - 3 Times a year minimum
- 4. Brochure mailings to Prospective Members
- 5. Do additional road shows or brown bag lunches
- 6. Continue to send out non-renewal emails
- 7. Update membership display and order materials from PMI as needed.

### **Professional Development**

1. Complete 4 seminars
2. Maintain PDU logs
3. Webinars
4. Seminar Revenue

### **Programs**

1. Continue to raise the bar on Program Content in conjunction with Professional Development, the \$'s available, the volunteers available to recruit, plan for, and host speakers, and the Board
2. Pilot Breakfast Meetings downtown
3. Focused phone campaign to increase participation in Southside meetings
4. Ensure speakers for at least first 3 months for 2009 are lined up by end of 2008

#### Breakfast Pilot Proposal:

TIME: 7:00 am – 8:00 or 7:30 am - 8:30

LOCATION: At a Corporate or Public cafeteria or Restaurant

COST: Free and they can buy breakfast if they want

VOLUNTEER: 1 coordinator to schedule, communicate with VP.

Communications, and attend (greet, take attendance, provide topics)

#### Sample topics:

Motivating Team Members, Managing Risk Including Scope Creep, Best Planning Techniques, Managing Change on a Project, Managing Subconsultants, Getting Team Members to Schedule, Neat Project Management Tools, Measuring Progress & Success of a Project, Roles & Responsibilities of Project Management Team, Setting up a Project Office, Identify ALL Stakeholders of a Project, Getting/Not Getting Buy-in from Senior Leadership, Why join PMI? (and other 30-Minute PMI Management topics), Career Paths in Project Management

### **Volunteerism**

1. Establish two sub committee members to support this committee, estimated to be two members – to provide central contact point

2. Purchase software that tracks volunteer PDUs
3. Maintain list of current volunteers needed/open positions
4. Maintain list of current chapter volunteers
5. Have current openings posted on CVC web site
6. Add slide to meeting announcements at monthly dinner meetings

### **President-Elect**

1. Chapter By-Laws
  - a. Maintain the Chapter By-Laws and make any changes are deem necessary.
  - b. Ensure ALL Board members understand the By-Laws and abide to them.
2. Chapter Policies & Procedures
  - a. Maintain the Chapter P&P and work with each VP to make any changes are deem necessary.
3. Board Transition Meeting
  - a. Hold a successful transition meeting incorporating lessons learned and best practices from previous events.
4. Library Donations
  - a. Continue the library donation project.
  - b. Track usage statistics and communicate benefits to membership
5. Cooperative Agreement Program
  - a. Inventory and review co-op agreements in place and renew, cancel, and/or modify as needed.
  - b. Look for additional co-op agreements that would benefit our membership
6. Support and Consulting
  - Provide consulting services and support for all committees as needed in the areas of best practices, research and advice, do's and don'ts (by-laws and P&P), etc.

### **President**

1. Expand Member Services
2. Support R5 and GOC
3. Chapter Controllership
4. Board Oversight
5. Best Practice Sharing
6. Reduce Attrition and Support Stronger Marketing Effort
7. Investigate PgPM Prep Support for the Membership
8. Pilot Breakfast or Lunch Meeting
9. Support PMP Study Groups, PMO LIG and possibly CVC Book Club

### **Past President**

1. Support 2008 President Initiatives
2. Complete Business Continuity Plans
3. Align PMI & CVC Strategic Plans
4. Chair 2009 Officer Nominations Committee
5. Conduct Officer Elections



## Meeting Minutes

### PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, February, 2008, 6:00 p.m.

Genworth – Building 1

### ATTENDEES & QUORUM STATUS

Voting: Sharon Robbins, Christina Morgan, Rula Saba, Luis Naranjo, Betty Jane Hughes, Marshall Shelton, Paul Gilbo, Kristen Baker, Ed Hellermann, Jennifer Perrin – Quorum Present

### AGENDA

#### Open Meeting

Review & Approve Meeting Agenda and previous Meeting Minutes

#### New Business

VP Communications

New President Responsibility

Idea Sharing from Region 5 Meeting

Meeting Attendance for Board Members (Southside, Innsbrook, PMO LIG)

Volunteer Recognition Lessons Learned

VCU Student Participation Plan

#### Old Business

2008 Budget Quick Discussion and Vote

PMI Non-CVC Mailing / Communications

Storage Unit Update

#### Officer Reports

Certification – planning is underway for the Spring PMP workshop

Suggestion for a dinner meeting speaker

Communications – Ideas for improving the Website and frequency of member communications

Finance – Storage unit is not ready as clean up of finance documents continues

Volunteerism – Volunteer recognition dinner lessons learned

Marketing - Volunteer and outreach activity related to Habitat for Humanity. The chapter needs to partner with worthwhile agencies/groups

Would like to ask for an extension of early bird for region 5 symposium

Membership – not present

Professional Development - PDUs for pennies and Scrum Master registrant numbers

Programs – Dinner meeting presenters for upcoming dinner meetings

President - Corporate outreach/marketing

Past-President - PMI charter is ready and will be sent to the board for review. Will schedule individual meetings with board members to discuss 'Failure mode and effects analysis (FMEA)' tool to use for business continuity of the chapter. Review the AVP position appointment from perspective of succession and business continuity planning

PMBOK 4<sup>th</sup> edition will be finalized around Oct 2008

President-Elect – Flyer for non member communication

## Review Key Upcoming Dates

### FEBRUARY 2008

- Wednesday, February 6, 2008 – Board Meeting
- Wednesday, February 20, 2008 – Southside 30-Minute Pre-Meeting (Volunteerism – Roles and Responsibilities in Volunteering)
- Wednesday, February 20, 2008 – Southside Chapter Dinner Meeting
- Thursday, February 21, 2008 – West End Chapter Meeting
- Monday, February 25, 2008 – PMO LIG Meeting

### MARCH 2008

- Wednesday, March 5, 2008 – Board Meeting
- Wednesday, March 19, 2008 – Southside 30-Minute Pre-Meeting (Professional Development – PDU Reporting)
- Wednesday, March 19, 2008 – Southside Chapter Dinner Meeting
- Thursday, March 20, 2008 – West End Chapter Meeting
- Monday, March 24, 2008 – PMO LIG Meeting

## Adjourn Meeting

### ACTION ITEMS

| Action Item   | Responsible Party | Deadline |
|---|-------------------|----------|
| Send out the VCU Career Day information to the BOD  | Ed                | 2/8/08   |
| Add job fair slide to February dinner meeting   | Christina         | 2/16/08  |
| Complete Meeting Addendums - due Monday before board meeting  | Board             | 3/3/08   |
| Bring the endowment document for VCU scholarship to the BOD meeting. Provide the balance of the endowment and explain the selection process | Marshal           | 3/5/08   |
| Share Point procedure   | Rula              | 3/5/08   |
| Enter budget in QuickBooks online and provide access to BOD   | Betty Jane        | 3/5/08   |
| Send out the PMI CVC Charter  | Sharon            | 3/5/08   |
| Food for Next Board Meeting   | Kristen           | 3/5/08   |

### 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:

- The 2008 budget approved
- Create 2009 BOD Nominations committee

## GENERAL TOPICS OF DISCUSSION

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

- File 1099s for event speakers
- Membership drive to non PMI CVC members to promote chapter
- New Responsibility for President: meet one on one with each board member
- Lessons learned from the volunteer recognition dinner: errors with identifying volunteers and how these errors and other issues can be mitigated for future events.
- Lessons learned from the Region 5 Leadership Conference in Cary, NC
- Explore the possibility of a job fair for the PMI CVC members in Oct, 2008. Promote the idea for feedback and volunteers during the February dinners
- VCU student participation: Inform registration desk of procedure for students and payment amount. VP Finance to account for it. VP of Finance will attend the next programs committee meeting
- Suggestions for new members that attend meetings: board of directors meet and welcome new members; have new members table with one or two board members seated there
- Possible collaboration with Southwest PMI chapter to share best practices

## ACTIVE SUBCOMMITTEES

| Charter                        | Members |
|--------------------------------|---------|
| 2009 BOD Nominations committee | TBD     |
|                                |         |

## Meeting Minutes

### PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, March 5, 2008, 6:00 p.m.

Genworth – Building 1

### ATTENDEES & QUORUM STATUS

Voting: Sharon Robbins, Christina Morgan, Rula Saba, Betty Jane Hughes, Marshall Shelton, Paul Gilbo, Kristen Baker, Ed Hellermann, Bethany Bryans – Quorum Present

### AGENDA

**Open Meeting** Review & Approve Meeting Agenda and previous Meeting Minutes

**New Business**

- PMI Global Education Foundation Proposal
- Charter Renewal Completed and Approved
- Component Award Application
- President-Elect Transition Plan
- Report Issues with CVent
- GRTC's Awards Gala
- Congratulations Professional Development!!!

**Old Business**

- PMI Non-CVC Mailing / Communications
- Meeting Attendance for Board Members (Southside, Innsbrook, PMO LIG)
- Business Continuity Planning
- Policies and Procedures
- Region 5 Symposium Status
- Job Fair and Professional Development Day Planning Update
- Volunteer Database Review

### Officer Reports

#### Review Key Upcoming Dates

#### MARCH 2008

- Wednesday, March 5, 2008 – Board Meeting
- Wednesday, March 19, 2008 – Southside 30-Minute Pre-Meeting (Professional Development – PDU Reporting)
- Wednesday, March 19, 2008 – Southside Chapter Dinner Meeting
- Thursday, March 20, 2008 – West End Chapter Meeting
- Monday, March 24, 2008 – PMO LIG Meeting

#### APRIL 2008

- Wednesday, April 2, 2008 – Board Meeting
- Wednesday, April 2-5, 2008 – Region 5 Symposium in Baltimore, MD
- Saturday, April 12, 2008 – Session 1 PMP Certification Workshop
- Wednesday, April 16, 2008 – Southside 30-Minute Pre-Meeting (Membership – New Member Orientation)
- Wednesday, April 16, 2008 – Southside Chapter Dinner Meeting
- Thursday, April 17, 2008 – West End Chapter Meeting
- Saturday, April 19, 2008 – Session 2 PMP Certification Workshop

- Saturday, April 26, 2008 – Session 3 PMP Certification Workshop
- Monday, April 28, 2008 – PMO LIG Meeting

## Adjourn Meeting

### ACTION ITEMS

| Action Item   | Responsible Party                           | Deadline       |
|---|---|----------------|
| Make color copies of the membership drive flyers and bring to both dinner meetings and the GRTC meeting   | Ed  | 3/19/08        |
| Attend PMO LIG meeting on 3/24/08   | Marshal                                     | 3/24/08        |
| Attend Southside dinner meeting on 3/19/08  | Ed, Paul, Christina                         | 3/19/08        |
| Attend West End dinner meeting on 3/20/08   | All officers except Ed and Paul (voluntary) | 3/20/08        |
| Prepare Business Continuity planning documents. Refer to FMEA document on Share point.  | All officers                                | March/April 08 |
| Business Continuity planning deliverables. Refer to FMEA document on Share point.   | All officers except for Kristen             | 4/30/8         |
| Business Continuity planning deliverables. Refer to FMEA document on Share point.   | Kristen                                     | 5/31/8         |
| Plan job fair kickoff meeting   | Christina                                   | TBD            |
| Send 2007 items to Betty Jane for the PMI component of the year award application. Refer to 'what I need from board members' list that Betty Jane handed out. | All officers                                | 3/31/08        |
| Post Cvent user guide on Share Point  | Rula  | 3/15/08        |
| Prepare schedule for the President-elect special election   | Sharon                                      | 3/5/08         |
| Prepare announcement regarding President Elect position to be done during the March dinners and prepare verbiage for member email                             | Christina                                   | 3/19/08        |
| Food for Next Board Meeting   | Rula  | 4/2/08         |

### 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:

1. The board voted on new member gifts and selected the clock keychain

## GENERAL TOPICS OF DISCUSSION

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

- Attendance by board members for February dinners
- Business continuity planning: Failure Mode and Effect Analysis (FMEA) docs reviewed by Sharon. Do we have plans in place to mitigate our risks, minimize damage, or recover? The risk analysis sheet was reviewed and reasonable time frames for creating a FMEA were discussed and brain stormed with committee members

Officers were asked to fill out current situation side of FEMA (from process step thru first RPN, but can complete the whole thing if desired) – complete by end of April, 2008 (with exception of certification committee) and put on share point under officer area.

The mitigation plan and documentation to be completed by the beginning of Q4, 2008 and everyone trained by end of year 2008

Add Business Continuity planning as a role under the past president to review on an annual basis

- Region 5 symposium: attendance is at 105
- Job fair: five volunteers thus far; suggest sending an email blast to seek volunteers.
- Volunteer database: missing information from membership and certification committees
- Chapter Renewal: completed and approved, which means we can apply for the chapter component award. The PMI component of the year award application was reviewed. Officers to prepare 2007 items to be added to the 'information needed' document and provide an idea about they belong in the PMI matrix (provide grid numbers, same item can go in more than one grid#)
- President-elect transition plan: will hold special election using Survey Monkey. Begin planning the special election to be held in May, 2008
- Awards Gala: Project of the year award tied to the GRTC gala sponsored by PMI CVC. The current Gala is up for nominations; awards form available for nominating. More information at [WWW.richtech.com](http://WWW.richtech.com)
- Congratulations professional development committee: 100 people at the last PDUS for Pennies seminars
- Lynchburg Chapter meetings: PMI CVC needs to support them –help with speakers, registration, etc.

## ACTIVE SUBCOMMITTEES

| Charter                        | Members |
|--------------------------------|---------|
| 2009 BOD Nominations committee | TBD     |
|                                |         |

## Meeting Minutes

### PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, April 2, 2008, 6:00 p.m.

Vaco, LLC

### ATTENDEES & QUORUM STATUS

Voting: Christina Morgan, Rula Saba, Betty Jane Hughes, Jennifer Perrin, Paul Gilbo, Kristen Baker, Ed Hellermann, Bethany Bryans – Quorum Present

### AGENDA

- |                     |   |
|---------------------|---|
| <b>Open Meeting</b> | Review & Approve Meeting Agenda<br>Review & Approve Prior BoD Meeting Minutes   |
| <b>New Business</b> | Dinner Meeting Slides<br>Time and Cost Savings in Programs<br>SharePoint – Document Repository  |
| <b>Old Business</b> | PMI Non-CVC Mailing / Communications<br>Meeting Attendance for Board Members (Southside, Innsbrook, PMO LIG)<br>Business Continuity Planning (FEMA Updates)<br>Policies and Procedures<br>Volunteer Database Review<br>Component Award Application<br>President-Elect Election Plan |

### Officer Reports

#### Review Key Upcoming Dates

##### APRIL 2008

- Wednesday, April 2, 2008 – Board Meeting
- Wednesday, April 2-5, 2008 – Region 5 Symposium in Baltimore, MD
- Saturday, April 12, 2008 – Session 1 PMP Certification Workshop
- Wednesday, April 16, 2008 – Southside 30-Minute Pre-Meeting (Membership – New Member Orientation)
- Wednesday, April 16, 2008 – Southside Chapter Dinner Meeting
- Thursday, April 17, 2008 – West End Chapter Meeting
- Saturday, April 19, 2008 – Session 2 PMP Certification Workshop
- Saturday, April 26, 2008 – Session 3 PMP Certification Workshop
- Monday, April 28, 2008 – PMO LIG Meeting

##### MAY 2008

- Wednesday, May 7, 2008 – Board Meeting
- Thursday, May 15, 2008 – West End Chapter Meeting
- Wednesday, May 21, 2008 – Southside 30-Minute Pre-Meeting (President Elect – Cooperative Agreements)
- Wednesday, May 21, 2008 – Southside Chapter Dinner Meeting
- Monday, May 26, 2008 – PMO LIG Meeting

### Adjourn Meeting

| ACTION ITEMS   |  |           |
|--|--|-----------|
| Action Item  | Responsible Party                              | Deadline  |
| Make color copies of the membership drive flyers and bring to both April dinner meetings. Discuss with president elect the possibility of sending the flyers via USPS mail | Ed   | 4/16/08   |
| Attend April PMO LIG meeting on 4/28/08  | Christina                                      | 4/28/08   |
| Attend April Southside dinner meeting on 4/16/08   | Luis, Paul, Sharon, Rula                       | 4/16/08   |
| Attend April West End dinner meeting on 4/17/08  | Ed, Bethany, Paul, Kristen, Sharon, Betty Jane | 4/17/08   |
| Business Continuity planning deliverables. Refer to FMEA document on Share point.  | All officers except for Kristen                | 4/30/08   |
| Business Continuity planning deliverables. Refer to FMEA document on Share point.  | Kristen  | 5/31/08   |
| Provide membership policies and procedures to Luis for approval  | Christina                                      | 4/30/08   |
| Provide updates to the Website volunteer pages to Rula   | Jennifer                                       | 4/30/08   |
| Buy gift cards for dinner speakers   | Betty Jane                                     | 4/04/08   |
| Redo dinner meeting slides to update volunteer slides  | Christina                                      | 4/16/08   |
| Document the role description and responsibilities for the Southside site lead and send to Jennifer  | Paul   | 4/20/08   |
| Create golf theme for the May chapter dinners  | Paul   | 4/30/08   |
| Provide VACO logo to Rula for posting on the Website   | Paul   | Completed |
| Food for Next Board Meeting  | Bethany  | 5/7/08    |
| 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:

None

## GENERAL TOPICS OF DISCUSSION

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

- Attendance by board members for April dinners and PMO LIG meeting
- Business continuity planning: board members are continuing to put the material together for delivery to Sharon by the end of April, 2008
- Region 5 symposium: Christina amended the meeting agenda to add the symposium update, and provided the board with an update from Sharon. The symposium had 400+ registrants and the CVC Chapter will recover its investment in the symposium but will not earn any additional revenue. Saturday only registration will be available and members can get a discount. The Chapter will send an email blast to the members regarding the Saturday only registration
- Southside dinner meeting: a site lead is needed. Paul will work with Jennifer on recruiting a new SS dinner meeting lead
- The PMI component of the year award application: Betty Jane continues to work on the application and has worked with Christina and Sharon on it as well. Betty Jane also contacted the PMI Component Relations Committee to reevaluate the Chapter's approach to the application. Worthy to note that the Chapter has offered opportunities to earn 74 PDUs in 2007
- President-elect transition plan: Planning continues and the search is still on for the candidate
- Dinner meeting slide: will be updated to remove extraneous slides/material
- Time and Cost savings effort: the Programs committee is looking for ways to save time and money during the dinner events
- SharePoint: we are still looking for a new hosting company
- Golf Tournament: Kick off meeting took place on 3/27/08. Leaders have been established for four primary tournament areas. Currently seeking sponsors and raffle prizes
- Chapter 2007 Tax returns are being worked on by the Chapter CPA and Betty Jane. Needs to be completed by 5/15/08
- The Chapter president, Christina, selected to be one of 15 people in the World to review the new PMI scheduling certification questions

## ACTIVE SUBCOMMITTEES

| Charter                        | Members |
|--------------------------------|---------|
| 2009 BOD Nominations committee | TBD     |
|                                |         |

## Meeting Minutes

### PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, May 7, 2008, 6:00 p.m.

VAOC, LLC

### ATTENDEES & QUORUM STATUS

Voting: Christina Morgan, Rula Saba, Betty Jane Hughes, Paul Gilbo, Kristen Baker, Ed Hellermann, Bethany Bryans, Sharon Robins

### AGENDA

#### Open Meeting

Review & Approve Meeting Agenda  
Review & Approve Prior BoD Meeting Minutes

#### New Business

President-Elect Transition Planning

#### Old Business

PMI Non-CVC Mailing / Communications  
Meeting Attendance for Board Members (Southside, Innsbrook, PMO LIG)  
Business Continuity Planning (FMEA Updates)  
Volunteer Database Review  
Component Award Application  
President-Elect Election Plan  
Programs Update (New slides, volunteer needs, etc.)  
Golf Tournament Planning Update  
SharePoint – Document Repository

#### Officer Reports

#### Review Key Upcoming Dates

##### MAY 2008

- Wednesday, May 7, 2008 – Board Meeting
- Thursday, May 15, 2008 – West End Chapter Meeting
- Wednesday, May 21, 2008 – Southside 30-Minute Pre-Meeting (President Elect – Cooperative Agreements)
- Wednesday, May 21, 2008 – Southside Chapter Dinner Meeting
- Tuesday, May 27, 2008 – PMO LIG Meeting

##### JUNE 2008

- Wednesday, June 4, 2008 – Board Meeting
- Wednesday, June 18, 2008 – Southside 30-Minute Pre-Meeting (Marketing/Membership – Mid-Year Report Out)
- Wednesday, June 18, 2008 – Southside Chapter Dinner Meeting
- Thursday, June 19, 2008 – West End Chapter Meeting
- Monday, June 23, 2008 – PMO LIG Meeting

##### JULY 2008

- Wednesday, July 2, 2008 – Board Meeting
- Wednesday, July 16, 2008 – Southside 30-Minute Pre-Meeting (Volunteerism – Open Opportunities for Volunteering with PMI CVC)
- Wednesday, July 16, 2008 – Southside Chapter Dinner Meeting
- Thursday, July 17, 2008 – West End Chapter Meeting
- Monday July 28, 2008 – PMO LIG Meeting

| Adjourn Meeting   |   |                          |
|---|---|--------------------------|
| ACTION ITEMS  |   |                          |
| Action Item   | Responsible Party   | Deadline                 |
| Attend May West End dinner meeting on 4/17/08   | Rula, Ed, Kristen, Bethany, Jennifer, Paul, Christina, Sharon | 5/15/08                  |
| Attend May Southside dinner meeting on 5/21/08  | Rula, Paul, Bethany, Christina, Sharon                        | 5/21/08                  |
| Lead the 30 minute PM session on the Southside  | Sharon  | 5/21/08                  |
| Attend May PMO LIG meeting on 5/27/08   | Marshall  | 5/27/08                  |
| Business Continuity planning deliverables. Refer to FMEA document on Share point.   | All officers who have not turned this in                      | 5/31/08                  |
| Business Continuity planning deliverables. Refer to FMEA document on Share point.   | Kristen   | 5/31/08                  |
| Enter/update the President elect information with PMI-component leader  | Christina   | 5/31/08                  |
| Provide updates to the Website volunteer pages to Rula  | Jennifer  | 5/31/08                  |
| Create golf theme for the May chapter dinners   | Paul  | Completed for WE meeting |
| Discuss with president elect the possibility of sending the non-PMICVC member flyers via USPS mail  | Ed  | 6/04/08                  |
| Food for Next Board Meeting   | Rula  | 6/4/08                   |
| 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:

None

## GENERAL TOPICS OF DISCUSSION

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

- There has been no activity on the non-PMI CVC mailings thus far, but this idea is still being discussed
- Attendance by board members for June dinners and PMO LIG meeting
- Business continuity planning: some board members delivered the FMEA material (programs, membership and communications). The remaining board members should plan to have their material completed and delivered to Sharon before the next Board meeting on 6/4/08
- The component award application was completed and submitted to PMI. Betty Jane Hughes was instrumental in the development of the application
- A leader for the Southside dinner meeting is still needed. A focus on volunteerism and the opportunities available will be done during the upcoming dinner meetings
- SharePoint: A new hosting company has not been selected
- Golf Tournament: a planning meeting took place on 4/30/08 to discuss volunteers, logistics, and sponsorships. Currently still seeking sponsors and raffle prizes. Cost of T-shirts for volunteers will be \$8.
- Vaco, LLC will be sponsoring the May dinners
- Sharon Robbins will begin the process of recruiting for 2009 board members and committee members
- Update on the 4/30/08 seminar: The seminar was a huge success with 56 attendees. A June, September (PDUs for Pennies), and October (Captech) seminars are being planned
- Vendor relationships: relationship with Brainstorm DC was discussed as well as a recent email from a member regarding a free seminar incident. PMI CVC will provide very detailed information on any restrictions and special terms and conditions for all offers by vendors with which we have agreements
- PMI CVC and the golf tournament will be spotlighted in the upcoming GRTC breakfast meeting
- PMP certification workshop: the workshop was a success with 34 attendees. Auditions for the fall shop will be held in July
- Chapter incorporation: the Chapter incorporation has been renewed. The Chapter CPA is working on 2007 taxes. All speakers must complete a 1099 form before any checks will be sent to them. The 1099s must be completed for any amount over \$600. Speakers who reside outside the U.S. do not have to complete a 1099
- VCU Students: VCU management class students would like to attend the Chapter June dinner in the West End and will pay the member fee. Ed will register all of them through Cvent. VCU is also looking for Project Management speakers for their Project Management class
- Chapter membership: the Chapter membership has dipped below 1300. Sharon discussed member retention strategies for PMI global which includes email reminders, outsourced telemarketing campaign, and regular mail notices
- Region 5 Symposium: Discussed PgMP certification and the possibility that the Chapter can offer a workshop but has to create all the material for the workshop. The Chapter will recoup the investment made to the symposium but will not make any profit.

## ACTIVE SUBCOMMITTEES

| Charter                        | Members |
|--------------------------------|---------|
| 2009 BOD Nominations committee | TBD     |
|                                |         |

## Meeting Minutes

### PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, June 4, 2008, 6:00 p.m.

VAOC, LLC

### ATTENDEES & QUORUM STATUS

Voting: Christina Morgan, Rula Saba, Betty Jane Hughes, Paul Gilbo, Debbie-Corbet Cooper, Sharon Robins, Jennifer Perrin, Marshall Shelton – Quorum Present

### AGENDA

|                     |  |
|---------------------|--|
| <b>Open Meeting</b> | Review & Approve Meeting Agenda<br>Review & Approve Prior BoD Meeting Minutes  |
| <b>New Business</b> | Candidate Qualifications<br>Board Election<br>Leadership Conference Speakers/Topics  |
| <b>Old Business</b> | Meeting Attendance for Board Members (Southside, Innsbrook, PMO LIG)<br>Business Continuity Planning (FMEA Updates)<br>Volunteer Database Review<br>SharePoint – Document Repository<br>Rula's Leave |

### Officer Reports

#### Review Key Upcoming Dates

##### JUNE 2008

- Wednesday, June 4, 2008 – Board Meeting
- Wednesday, June 18, 2008 – Southside 30-Minute Pre-Meeting (Marketing/Membership – Mid-Year Report Out)
- Wednesday, June 18, 2008 – Southside Chapter Dinner Meeting
- Thursday, June 19, 2008 – West End Chapter Meeting
- Monday, June 23, 2008 – PMO LIG Meeting

##### JULY 2008

- Wednesday, July 2, 2008 – Board Meeting
- Wednesday, July 16, 2008 – Southside 30-Minute Pre-Meeting (Volunteerism – Open Opportunities for Volunteering with PMI CVC)
- Wednesday, July 16, 2008 – Southside Chapter Dinner Meeting
- Thursday, July 17, 2008 – West End Chapter Meeting
- Monday July 28, 2008 – PMO LIG Meeting

##### AUGUST 2008

- Wednesday, August 5, 2008 – Board Meeting
- Monday, August 25, 2008 – PMO LIG Meeting

### Adjourn Meeting

### ACTION ITEMS

| Action Item | Responsible Party | Deadline |
|-------------|-------------------|----------|
|-------------|-------------------|----------|

|  |  |           |
|--|--|-----------|
| Attend the June West End dinner meeting on 6/19/08   | Paul, Sharon, Betty Jane, Christina, Kristen | 6/19/08   |
| Attend the June Southside dinner meeting on 6/18/08  | Paul, Debbie, Sharon, Christina, Bethany, Ed | 6/18/08   |
| Lead the 30 minute PM session on the Southside on 6/18/08  | Bethany                                      | 6/18/08   |
| Attend the June PMO LIG meeting on 6/23/08   | Jennifer, Debbie                             | 6/23/08   |
| Send potential dates for a Business Continuity planning special meeting  | Sharon                                       | Completed |
| Review the master copy of the FMEA on Share point and make changes and additions as needed   | All  | 6/20/08   |
| Send updates on your committee's volunteers to Jennifer for the volunteer database   | All  | 6/13/08   |
| Research tools for volunteer self reporting and feasibility and report to BoD by the next Board meeting  | Jennifer                                     | 7/2/08    |
| Incorporate a reminder to submit volunteer updates with the BoD meeting addendum reminder each month and request that each Board member submits the updates when submitting the addendum entries | Christina                                    | Ongoing   |
| Provide updates to the Website volunteer pages to Rula   | Jennifer                                     | 6/23/08   |
| Add a recurring action item for Board members to submit volunteer updates to Jennifer each month   | Rula   | Ongoing   |
| Send material for the July-August Chapter newsletter   | All  | 6/23/08   |
| Review the VP of Communications roles/responsibilities and qualifications/skills and revise as appropriate   | Rula, Christina                              | 6/25/08   |
| Complete and send the VP of Finance roles/responsibilities and qualifications/skills to Sharon   | Betty Jane                                   | 6/13/08   |
| Forward email regarding presentation proposals for the North America Leadership Institute Meeting to the Board   | Sharon                                       | Completed |
| Review the Policies and procedures for meeting slides development for areas of improvement so we can mitigate some of the issues experience recently   | Debbie                                       | 6/13/08   |
| Food for Next Board Meeting  | Paul   | 7/2/08    |

### 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:

None

## GENERAL TOPICS OF DISCUSSION

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

- Attendance by board members for the July dinners and PMO LIG meeting
- Business continuity planning: Most board members have already delivered the FMEA material which Sharon has complied in one master document and sorted by officer so they are easier to review. The Board will need to review the document for additions or changes after which the Board will hold a special meeting to review. The outcome of the review will be a determination of the highest risk items for which the Chapter will develop mitigation plans  
Board members should  
The FMEA should be reviewed once a year so the Chapter should establish a process for such a review
- SharePoint: A new hosting company has not been selected
- Golf Tournament: attendance is low. The possible reasons were discussed
- Rula will be not be available to do Chapter work between 6/10-6/23 and Christina will be her backup during that time
- Sharon created/compiled the roles and responsibilities, and the qualifications/skills descriptions for all Board positions that are up for reelection in 2008. The Board reviewed some of these and provided feedback. We will be using votenow.com as we did last year and Sharon is currently in negotiations with them on rate, contract, etc. We will post the information on the Website, send email blasts, and recruit potential candidates. The slate will be sent in the September newsletter as well as announced during the September meetings
- Volunteer Database: The database is still not updated. Each officer is expected to track his/her own committee volunteers. We should explore self reporting options so we can capture the volunteer information since this is also a requirement of PMI and is used for volunteer recognition
- Christina needs ideas on topics to cover for the 'membership benefits' segment of the dinner event. The last topic on volunteerism was a success and sparked interest in volunteerism
- Chapter taxes for 2007 were filed on time
- All but one slot has been filled for 2008 dinner speakers
- Issues with diner meeting slides: all changes and additions to the meetings slides are due the Monday of the dinner week. We need to review the policies and procedures around the meeting slides to ensure they are clear
- PMI Leadership conference: will be held in Denver, CO in October 2008 (10/15-18) PMI global has invited component leaders to present best practice topics. This needs to be submitted soon. Sharon presented our records management best practices. Potential ideas for this years presentations include: policies and procedures, finance, certification, and Volunteerism

## ACTIVE SUBCOMMITTEES

| Charter                        | Members |
|--------------------------------|---------|
| 2009 BOD Nominations committee | TBD     |
|                                |         |

## Meeting Minutes

### PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, July 2, 2008, 6:00 p.m.

VAOC, LLC

### ATTENDEES & QUORUM STATUS

Voting: Christina Morgan, Rula Saba, Betty Jane Hughes, Paul Gilbo, Debbie-Corbet Cooper, Sharon Robins, Kristen Baker – Quorum Present

### AGENDA

#### Open Meeting

Review & Approve Meeting Agenda  
Review & Approve Prior BoD Meeting Minutes

#### New Business

Mid-Year Budget Review  
Board Member Contractual Obligations Reminder  
Leadership Conference Travel Arrangements  
Region 5 January Leadership Conference

#### Old Business

Meeting Attendance for Board Members (Southside, Innsbrook, PMO LIG)  
Business Continuity Planning (FMEA Updates)  
Volunteer Database Review  
Region 5 Symposium Update  
Elections

#### Officer Reports

#### Review Key Upcoming Dates

##### JULY 2008

- Wednesday, July 2, 2008 – Board Meeting
- Wednesday, July 16, 2008 – Southside 30-Minute Pre-Meeting (Volunteerism – Open Opportunities for Volunteering with PMI CVC)
- Wednesday, July 16, 2008 – Southside Chapter Dinner Meeting
- Thursday, July 17, 2008 – West End Chapter Meeting
- Monday July 28, 2008 – PMO LIG Meeting

##### AUGUST 2008

- Wednesday, August 5, 2008 – Board Meeting
- Monday, August 25, 2008 – PMO LIG Meeting

##### SEPTEMBER 2008

- Wednesday, September 3, 2008 – Board Meeting
- Tuesday, September 11, 2008 – Lee Lambert's PDUs for Pennies Seminar
- Wednesday, September 17, 2008 – Southside 30-Minute Pre-Meeting (Marketing – Corporate Outreach Update)
- Wednesday, September 17, 2008 – Southside Chapter Dinner Meeting
- Thursday, September 18, 2008 – West End Chapter Meeting
- Saturday, September 20, 2008 – Fall Certification Workshop – Session 1
- Monday, September 22, 2008 – PMO LIG Meeting
- Saturday, September 27, 2008 – Fall Certification Workshop – Session 2

##### OCTOBER 2008



- Wednesday, October 1, 2008 – Board Meeting
- Saturday, October 4, 2008 – Fall Certification Workshop – Session 3
- Wednesday, October 15, 2008 – Southside 30-Minute Pre-Meeting (Professional Development – PDU Reporting)
- Wednesday, October 15, 2008 – Southside Chapter Dinner Meeting
- Wednesday, October 15-18, 2008 – Global Leadership Conference in Denver, CO
- Thursday, October 16, 2008 – West End Chapter Meeting
- Monday, October 27, 2008 – PMO LIG Meeting

#### **NOVEMBER 2008**

- Wednesday, November 5, 2008 – Board Meeting
- Wednesday, November 19, 2008 – Southside Chapter Dinner Meeting (President – Global Leadership Report Out)
- Thursday, November 20, 2008 – West End Chapter Meeting
- Monday, November 24, 2008 – PMO LIG Meeting

#### **DECEMBER 2008**

- Wednesday, December 3, 2008 – Board Meeting
- Saturday, December 6, 2008 – Board Transition Meeting

#### **Adjourn Meeting**

| ACTION ITEMS   |   |                                    |
|--|---|------------------------------------|
| Action Item  | Responsible Party                               | Deadline                           |
| Attend the July West End dinner meeting on 7/16/08   | Sharon, Betty Jane, Christina, Kristen, Bethany | 7/16/08                            |
| Attend the July Southside dinner meeting on 7/17/08  | Paul, Christina, Jennifer                       | 7/17/08                            |
| Lead the 30 minute PM session on the Southside on 7/17/08  | Jennifer  | 7/17/08                            |
| Attend the July PMO LIG meeting on 7/28/08   | Marshall  | 7/28/08                            |
| Schedule a follow-up meeting to continue reviewing the Business Continuity planning doc (FMEA)   | Sharon  | Completed                          |
| Send updates on your committee's volunteers to Jennifer for the volunteer database   | All   | Every month before the BoD meeting |
| Research tools for volunteer self reporting and feasibility and report to BoD by the next Board meeting  | Jennifer  | 8/5/08                             |
| Incorporate a reminder to submit volunteer updates with the BoD meeting addendum reminder each month and request that each Board member submits the updates when submitting the addendum entries | Christina                                       | Every month before the BoD meeting |
| Provide updates to the Website volunteer pages to Rula   | Jennifer  | 7/31/08                            |
| Review the Policies and procedures for meeting slides development for areas of improvement so we can mitigate some of the issues experience recently   | Debbie  | 7/31/08                            |
| Review the VP of Communications roles/responsibilities and qualifications/skills and revise as appropriate   | Rula, Christina                                 | 7/21/08                            |
| Send out mid year budget review material to the Board  | Betty Jane                                      | 7/21/08                            |
| Food for Next Board Meeting  | Sharon  | 8/5/08                             |

| 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:   |   |
| None   |   |
| GENERAL TOPICS OF DISCUSSION   |   |
| The following topics were discussed in the meeting for informational purposes:   |   |
| <ul style="list-style-type: none"> <li>Attendance by board members for the July chapter dinners and PMO LIG meeting</li> <li>Meeting surveys: Possibility of conducting these using Cvent following each meeting. Paper surveys are taking a long time to process.</li> <li>Business continuity planning: A conference call to review the FMEA document took place on 6/30, but the board is not done with the review so a follow-up call will be scheduled to complete the review.</li> <li>Region 5 Symposium: PMI CVC have not received any payments from R5 yet. The Chapter would like to recover the funds invested and may not be able to earn any additional revenue, but this yet to be determined.</li> <li>2009 Elections: Sharon has compiled a list of potential candidates and there is interest in each of the position. Sharon in the process of sending emails and inquiries to folks who might be interested in running.</li> <li>SharePoint: A new hosting company has not been selected, but the communications committee is targeting the end of July for selecting a new vendor and migrating Chapter documents.</li> <li>Mid year budget review: Betty Jane will send out the material which will be reviewed during the August Board meeting.</li> <li>Board member contractual obligation reminder and PMI CVC officer contract and confidentiality agreements: Everyone is reminded of their obligation to the Chapter and Fiduciary responsibilities. The Chapter's intellectual property and other information were discussed.</li> <li>PMI Leadership conference: will be held in Denver, CO in October 2008 (10/15-18). PMI global has invited component leaders to present best practice topics. This needs to be submitted soon. Sharon presented our records management best practices. Potential ideas for this years presentations include: policies and procedures, finance, certification, and Volunteerism. Board members should make the reservations soon, but keep the cost to below \$1000.</li> <li>Region 5 January Leadership Conference: will be held in Silver Springs, MD on January 3, 2009</li> <li>Fall PMP Prep workshop: preparation work is underway and auditions will begin soon.</li> <li>Chapter insurance premiums for 1/2008 - 12/2008 are due soon</li> </ul> |   |
| ACTIVE SUBCOMMITTEES   |   |
| Charter  | Members   |
| 2009 BOD Nominations committee   | Debbie Corbet-Cooper, Jim Dedie , Sharon Richardson |
|  |   |

## Meeting Minutes

### PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, August 6, 2008, 6:00 p.m.

Genworth Financial

### ATTENDEES & QUORUM STATUS

Voting: Christina Morgan, Rula Saba, Betty Jane Hughes, Debbie-Corbet Cooper, Sharon Robins, Kristen Baker, Ed Hellermann, Jennifer Perrin – Quorum Present

### AGENDA

**Open Meeting**      Review & Approve Meeting Agenda  
                              Review & Approve Prior BoD Meeting Minutes

**New Business**      Mid-Year Budget Review  
                              Leadership Conference Travel Arrangements

**Old Business**      Business Continuity Planning (FMEA Updates)  
                              Volunteer Database Review  
                              Elections

### Officer Reports

#### Review Key Upcoming Dates

#### SEPTEMBER 2008

- Wednesday, September 3, 2008 – Board Meeting
- Tuesday, September 11, 2008 – Lee Lambert's PDUs for Pennies Seminar
- Wednesday, September 17, 2008 – Southside 30-Minute Pre-Meeting (Marketing – Corporate Outreach Update)
- Wednesday, September 17, 2008 – Southside Chapter Dinner Meeting
- Thursday, September 18, 2008 – West End Chapter Meeting
- Saturday, September 20, 2008 – Fall Certification Workshop – Session 1
- Monday, September 22, 2008 – PMO LIG Meeting
- Saturday, September 27, 2008 – Fall Certification Workshop – Session 2

#### OCTOBER 2008

- Wednesday, October 1, 2008 – Board Meeting
- Saturday, October 4, 2008 – Fall Certification Workshop – Session 3
- Wednesday, October 15, 2008 – Southside 30-Minute Pre-Meeting (Professional Development – PDU Reporting)
- Wednesday, October 15, 2008 – Southside Chapter Dinner Meeting
- Wednesday, October 15-18, 2008 – Global Leadership Conference in Denver, CO
- Thursday, October 16, 2008 – West End Chapter Meeting
- Monday, October 27, 2008 – PMO LIG Meeting

#### NOVEMBER 2008

- Wednesday, November 5, 2008 – Board Meeting
- Wednesday, November 19, 2008 – Southside Chapter Dinner Meeting (President – Global Leadership Report Out)
- Thursday, November 20, 2008 – West End Chapter Meeting
- Monday, November 24, 2008 – PMO LIG Meeting

**DECEMBER 2008**

- Wednesday, December 3, 2008 – Board Meeting
- Saturday, December 6, 2008 – Board Transition Meeting

**Adjourn Meeting****ACTION ITEMS**

| Action Item  | Responsible Party | Deadline                           |
|--|-------------------|------------------------------------|
| Review Business Continuity planning doc (FMEA) for accuracy, completeness, and areas that overlap, especially in programs/meetings | All               | 8/30/08                            |
| Schedule a follow-up meeting for Business Continuity planning  | Sharon            | 8/30/08                            |
| Send updates on your committee's volunteers to Jennifer for the volunteer database   | All               | Every month before the BoD meeting |
| Research tools for volunteer self reporting and feasibility and report to BoD by the next Board meeting                            | Jennifer          | 8/30/08                            |
| Provide updates to the Website volunteer pages to Rula   | Jennifer          | 8/30/08                            |
| Send out a volunteer database audit email to the Board members so they can review for accuracy and completeness                    | Jennifer          | 8/30/08                            |
| Food for Next Board Meeting  | Betty Jane        | 9/3/08                             |

**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:

None

## GENERAL TOPICS OF DISCUSSION

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

- Business continuity planning: Sharon has updated the FMEA document and it is posted to SharePoint. The Board was asked to review the document for accuracy, completeness, and for any items that overlap or can be grouped together - focus on items that relate to meetings. Sharon will schedule a follow-up conference call for the Board to review these items and develop a common business continuity plan for items that overlap
- Region 5 Symposium: PMI CVC have not received any payments from R5 yet. The Chapter would like to recover the funds invested and may not be able to earn any additional revenue, but this yet to be determined. Payment has not been received due to PayPal issues
- 2009 Elections: the Board reviewed a list of candidates who have applied for the positions. Debbie and Sharon will begin a phone campaign to solicit more candidates. Sharon working with Vote Now on the online election process
- Mid year budget review: the Board reviewed the Chapter mid year budget
- PMI Leadership conference: Board members who have not made reservations should make them very soon
- Fall PMP Prep workshop: preparation work is underway and auditions have begun. There are 6 people who have registered thus far. Placemats will need revision when the new PMBOK comes out next Spring

## ACTIVE SUBCOMMITTEES

| Charter                        | Members  |
|--------------------------------|--|
| 2009 BOD Nominations committee | Debbie Corbet-Cooper, Jim Dedie, Sharon Richardson |
|                                |  |

## Meeting Minutes

### PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, September 3, 2008, 6:00 p.m.

Genworth Financial

### ATTENDEES & QUORUM STATUS

Voting: Christina Morgan, Rula Saba, Betty Jane Hughes, Debbie-Corbet Cooper, Sharon Robins, Kristen Baker, Bethany Bryans – Quorum Present

### AGENDA

|                     |   |
|---------------------|---|
| <b>Open Meeting</b> | Review & Approve Meeting Agenda<br>Review & Approve Prior BoD Meeting Minutes   |
| <b>New Business</b> | Component of the Year Award<br>VP Volunteerism Resignation & Transition Plan<br>Board Transition Planning Meeting<br>Annual Goal Review   |
| <b>Old Business</b> | Meeting Attendance for the Board (Southside, Innsbrook, PMO LIG)<br>Business Continuity Planning (FMEA Updates)<br>Volunteer Database Review<br>Elections<br>Region 5 Symposium Update<br>Leadership Conference (Leadership Showcase) |

### Officer Reports

#### Review Key Upcoming Dates

#### SEPTEMBER 2008

- Wednesday, September 3, 2008 – Board Meeting
- Tuesday, September 11, 2008 – Lee Lambert's PDUs for Pennies Seminar
- Wednesday, September 17, 2008 – Southside 30-Minute Pre-Meeting (Marketing – Corporate Outreach Update)
- Wednesday, September 17, 2008 – Southside Chapter Dinner Meeting
- Thursday, September 18, 2008 – West End Chapter Meeting
- Saturday, September 20, 2008 – Fall Certification Workshop – Session 1
- Monday, September 22, 2008 – PMO LIG Meeting
- Saturday, September 27, 2008 – Fall Certification Workshop – Session 2

#### OCTOBER 2008

- Wednesday, October 1, 2008 – Board Meeting
- Saturday, October 4, 2008 – Fall Certification Workshop – Session 3
- Wednesday, October 15, 2008 – Southside 30-Minute Pre-Meeting (Professional Development – PDU Reporting)
- Wednesday, October 15, 2008 – Southside Chapter Dinner Meeting
- Wednesday, October 15-18, 2008 – Global Leadership Conference in Denver, CO
- Thursday, October 16, 2008 – West End Chapter Meeting
- Monday, October 27, 2008 – PMO LIG Meeting

#### NOVEMBER 2008

- Wednesday, November 5, 2008 – Board Meeting
- Wednesday, November 19, 2008 – Southside Chapter Dinner Meeting (President – Global Leadership Report Out)
- Thursday, November 20, 2008 – West End Chapter Meeting
- Monday, November 24, 2008 – PMO LIG Meeting

#### **DECEMBER 2008**

- Wednesday, December 3, 2008 – Board Meeting
- Saturday, December 6, 2008 – Board Transition Meeting

#### **Adjourn Meeting**

| ACTION ITEMS  |   |          |
|---|---|----------|
| Action Item   | Responsible Party   | Deadline |
| Attend the Southside dinner meeting   | Rula, Sharon, Paul, Christina                                       | 9/17/08  |
| Attend the West End dinner meeting  | Ed, Bethany, Sharon, Christina, Paul, Kristen, Marshall, Betty Jane | 9/18/08  |
| Attend the PMO LIG meeting at Anthem  | Debbie  | 9/22/08  |
| Send updates on your committee's volunteers to Bethany for the volunteer database   | All   | 9/6/08   |
| Send the Corporate Outreach Website page info to Rula   | Sharon  | Done     |
| Prepare slides for the PMI leadership conference  | Betty Jane Debbie, Sharon, Kristen                                  | 9/20/08  |
| Send Steve Mathes contact info to Rula  | Sharon  | Done     |
| Schedule one on one meetings with Marshall, Kristen, and Paul to review the Business Continuity Plan to identify duplication and plan of attack | Sharon  | 9/20/08  |
| Send IIBA information to Debbie   | Sharon  | 9/15/08  |
| Food for Next Board Meeting   | Christina   | 10/1/08  |
| 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:

- Allow members and non-members partial attendance at the PMP workshop. This will assist those that are attending the 9/20 Saturday seminar who also would like to attend the workshop
- PMI CVC will not set up a booth during the PMI Leadership conference in CO in October

## GENERAL TOPICS OF DISCUSSION

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

- Business continuity planning: Sharon has updated the FMEA document and it is posted to SharePoint. The Board was asked to review the document for accuracy, completeness, and for any items that overlap or can be grouped together - focus on items that relate to meetings. Sharon will schedule one on one meetings with programs, professional development, and certifications VPs to identify duplicate items and plan of attack. Sharon will also distribute work and assign target dates
- VP of Volunteerism resignation: Bethany filling in until the end of the year. Debbie will decide what to do with this Board position next year. Bethany will be rebuilding the volunteer database with available info, but board members were asked to submit updates to Bethany within two days. The board also discussed the criteria for qualifying to each volunteer PDUs as well as the 2009 Volunteer Recognition event
- Region 5 Symposium: The Chapter should be paid soon
- 2009 Elections: the Board discussed the list of candidates who have applied for the positions. There is at least one candidate for each position. Elections will take place starting 9/21 and election post cards will be sent out soon
- Annual Goal Review: the Board reviewed the goals and objectives set during the 2008 Board transition meetings and each officer provided an update on the status of each goal
- 2009 Board Transition Planning Meeting: The meeting will take place at Anthem and will be led by Debbie. The officers should submit any ideas or suggestions to Debbie as soon as possible
- PMI Leadership conference: all board members have made reservations. The Chapter will submit certification workshop best practices b 10/3 to PMI global.

## ACTIVE SUBCOMMITTEES

| Charter                           | Members   |
|-----------------------------------|---|
| 2009 BOD Nominations committee    | Debbie Corbet-Cooper, Jim Dedie, Sharon Richardson      |
| 2009 Volunteer Recognition Dinner | Bethany, Betty Jane, Debbie, Sharon, Christina, Kristen |



## Meeting Minutes

### PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, October 1, 2008, 6:00 p.m.

Vaco, LLC

### ATTENDEES & QUORUM STATUS

Voting: Christina Morgan, Rula Saba, Betty Jane Hughes, Debbie-Corbet Cooper, Sharon Robins, Kristen Baker, Ed Hellermann – Quorum Present

### AGENDA

- |                     |   |
|---------------------|---|
| <b>Open Meeting</b> | Review & Approve Meeting Agenda<br>Review & Approve Prior BoD Meeting Minutes   |
| <b>New Business</b> | New Election Policy Review<br>Annual Survey Review<br>Betty Jane Hughes Volunteer of the Year Award   |
| <b>Old Business</b> | Meeting Attendance for the Board (Southside, Innsbrook, PMO LIG)<br>30-Minute Sessions for October and November<br>Business Continuity Planning (FMEA Updates)<br>Volunteer Database Review<br>Region 5 Symposium Update<br>Leadership Conference (Leadership Showcase & Awards Ceremony) |

### Officer Reports

#### Review Key Upcoming Dates

#### OCTOBER 2008

- Wednesday, October 1, 2008 – Board Meeting
- Saturday, October 4, 2008 – Fall Certification Workshop – Session 3
- Wednesday, October 15, 2008 – Southside 30-Minute Pre-Meeting (Professional Development – PDU Reporting)
- Wednesday, October 15, 2008 – Southside Chapter Dinner Meeting
- Wednesday, October 15-18, 2008 – Global Leadership Conference in Denver, CO
- Thursday, October 16, 2008 – West End Chapter Meeting
- Monday, October 27, 2008 – PMO LIG Meeting

#### NOVEMBER 2008

- Wednesday, November 5, 2008 – Board Meeting
- Wednesday, November 19, 2008 – Southside Chapter Dinner Meeting (President – Global Leadership Report Out)
- Thursday, November 20, 2008 – West End Chapter Meeting
- Monday, November 24, 2008 – PMO LIG Meeting

#### DECEMBER 2008

- Wednesday, December 3, 2008 – Board Meeting
- Saturday, December 6, 2008 – Board Transition Meeting

### Adjourn Meeting

| ACTION ITEMS  |                                       |          |
|---|---------------------------------------|----------|
| Action Item   | Responsible Party                     | Deadline |
| Attend the Southside dinner meeting   | Betty Jane                            | 10/15/08 |
| Attend the West End dinner meeting  | Ed                                    | 10/16/08 |
| Attend the PMO LIG meeting at Anthem  | Rula                                  | 10/27/08 |
| Prepare slides for the PMI leadership conference  | Betty Jane Debbie,<br>Sharon, Kristen | 10/15/08 |
| Schedule one on one meetings with Marshall, Kristen, and Paul to review the Business Continuity Plan to identify duplication and plan of attack | Sharon                                | 10/25/08 |
| Review the Chapter annual survey and provide feedback to Ed   | All                                   | 10/8/08  |
| Send an email write-up to Christina to nominate committee members for the Betty Jane Hughes Volunteer of the Year award                         | All                                   | 10/25/08 |
| Send volunteer info to Bethany for the volunteer recognition dinner   | All                                   | 10/15/08 |
| Discuss PMO CVC LIG issues with the LIG Chairman  | Debbie                                | 10/27/08 |
| Food for Next Board Meeting   | Debbie                                | 11/5/08  |
| 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:

None

## GENERAL TOPICS OF DISCUSSION

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

- Business continuity planning: There has been no progress made recently because of the Board elections
- Volunteer Database: The board should send up to date volunteer information to Bethany so planning activities for the annual volunteer recognition dinner can be underway
- Region 5 Symposium: PMI CVC has received the payment from region 5 and made a very small return on investment
- 2009 Elections: Voting is underway. Email reminders will be sent on 10/3 and voting will close on 10/10. The results will be announced during the October meetings
- PMI Leadership conference: the Board had a general discussion about the conference, who is attending, and the presentations the Chapter will be making there
- New election policy: the Board reviewed and approved changes to the 'past president procedure' – new steps (11, 15, 16, 17, 18) added and steps 13, 14 modified for the online voting procedures. Election official is Sharon Richardson who will certify the election. The Board agreed with the changes and they were approved by president elect
- Annual Survey Review: The Board will be reviewing the 2007 Chapter annual survey and provide suggestions to Ed on any changes or additions. The Board should focus on questions around the PgMP exam so that we can assess the level of interest from members on PgMP certification workshop. The annual survey is located on Sharepoint under 'Annual Surveys.' The PgMP certification workshop, if offered, will be taught by Ginger Levin using her existing PgMP certification material. The survey will be published on 10/15 and will remain open through 11/15.
- Sharon will be presenting the 30 min PM session in November
- Board members who have not registered to attend the award ceremony should send a note to Sharon
- Chapter cash flow problems are resolved and some of the funds will placed in a CD
- The Board should review their budget using QuickBooks online. The budget will be reviewed during the December BoD meeting
- We now have speakers arranged for all Chapter monthly dinners through March

## ACTIVE SUBCOMMITTEES

| Charter                           | Members   |
|-----------------------------------|---|
| 2009 BOD Nominations committee    | Debbie Corbet-Cooper, Jim Dedie, Sharon Richardson      |
| 2009 Volunteer Recognition Dinner | Bethany, Betty Jane, Debbie, Sharon, Christina, Kristen |

## Meeting Minutes

### PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, November 5, 2008, 6:00 p.m.

Vaco, LLC

### ATTENDEES & QUORUM STATUS

Voting: Christina Morgan, Rula Saba, Betty Jane Hughes, Debbie-Corbet Cooper, Bernie Hill, Robert Berlin, Sharon Robins, Kristen Baker, Bethany Bryan, Paul Gilbo, Joyce Gladys (phone) – Quorum Present

### AGENDA

|                     |  |
|---------------------|--|
| <b>Open Meeting</b> | Review & Approve Meeting Agenda<br>Review & Approve Prior BoD Meeting Minutes  |
| <b>New Business</b> | Betty Jane Hughes Volunteer of the Year Award<br>Solutions Cube Group<br>Leadership Conference – Special Items of Interest   |
| <b>Old Business</b> | Meeting Attendance for the Board (Southside, Innsbrook, PMO LIG)<br>Business Continuity Planning (FMEA Updates)<br>Volunteer Database Review<br>Transition Meeting |

### Officer Reports

#### Review Key Upcoming Dates

#### OCTOBER 2008

- Wednesday, October 1, 2008 – Board Meeting
- Saturday, October 4, 2008 – Fall Certification Workshop – Session 3
- Wednesday, October 15, 2008 – Southside 30-Minute Pre-Meeting (Professional Development – PDU Reporting)
- Wednesday, October 15, 2008 – Southside Chapter Dinner Meeting
- Wednesday, October 15-18, 2008 – Global Leadership Conference in Denver, CO
- Thursday, October 16, 2008 – West End Chapter Meeting
- Monday, October 27, 2008 – PMO LIG Meeting

#### NOVEMBER 2008

- Wednesday, November 5, 2008 – Board Meeting
- Wednesday, November 19, 2008 – Southside Chapter Dinner Meeting (President – Global Leadership Report Out)
- Thursday, November 20, 2008 – West End Chapter Meeting
- Monday, November 24, 2008 – PMO LIG Meeting

#### DECEMBER 2008

- Wednesday, December 3, 2008 – Board Meeting
- Saturday, December 6, 2008 – Board Transition Meeting

### Adjourn Meeting

| ACTION ITEMS  |  |          |
|---|--|----------|
| Action Item   | Responsible Party                          | Deadline |
| Attend the Southside dinner meeting   | Sharon, Debbie, Robert, Paul, Christina    | 11/19/08 |
| Attend the West End dinner meeting  | All other officers                         | 11/20/08 |
| Attend the PMO LIG meeting at Anthem  | Robert, Bernie                             | 11/17/08 |
| Present the 30 minutes PM on the Southside  | Sharon                                     | 11/19/08 |
| Review the Business Continuity document pertaining to your committee and provide feedback to Sharon, as well as send Sharon a current committee contact list and name a committee member who is your backup. Place updated documents and contact list in Sharepoint under each committee's 'policies and procedures' folder | All  | 11/21/08 |
| Send notes from the PMI leadership conference to Sharon   | All  | 11/10/08 |
| Complete transition presentations and send to Debbie  | All including Robert                       | 11/28/08 |
| Bring hard copies of the transition material to the transition meeting, if you'd like, since none will be provided  | All  | 12/6/08  |
| Plan on arriving early and staying late to help with setup and cleanup for the transition meeting   | Bethany, Robert, Christina, Sharon, Bernie | 12/6/08  |
| Print Volunteer Recognition dinner brochures  | Bethany                                    | 12/15/08 |
| Order gift cards for volunteer recognition  | Bethany                                    | 12/15/08 |
| Order plaque for the Volunteer of the year to be presented during the January Volunteer Recognition dinner  | Sharon                                     | 12/15/08 |
| Schedule a meeting regarding the January Volunteer Recognition dinner   | Bethany                                    | 11/16/08 |
| Print business card for the 2009 Board  | Ed   | 12/31/08 |
| Send email chain from Sam (interest in Lynchburg meeting) to Robert   | Sharon                                     | 11/14/08 |
| Send info on Chapter dinner outsourcing estimates to Paul   | Sharon                                     | 11/14/08 |
| Send contact info for Amanda Ingle to Robert  | Debbie                                     | 11/14/08 |
| Post info on the PMI award that the Chapter has received on the Website   | Rula                                       | 11/16/08 |
| Food for Next Board Meeting   | Sharon                                     | 12/3/08  |
| 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:

None

## GENERAL TOPICS OF DISCUSSION

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

- Business continuity planning: Sharon has emailed each Board member a copy of their committee's business continuity planning document and asked they review and provide feedback and updates no later than 11/21/08. Officers were also asked to provide Sharon with a current list of their committee contact info as well as the name of a committee member who can serve as their back-up. Any updates documents and contact information should be placed in Sharepoint under each committee's 'policies and procedures' folder
- Volunteer Recognition Dinner Brochure: The board reviewed the brochure and approved it. All were asked to ensure the list of the committee volunteers was accurate and complete. The theme of the dinner will be - volunteers make a world of difference
- Betty Jane Hughes Volunteer of the Year Award: Board members submitted their nominees for the award and the Board voted on the recipient of the 2009 award. Sharon will be ordering a plaque with the recipient's name on it. the nominees were:
  - Ned Bothe and Sue O'Hara from programs committee
  - John Lombardi from Certifications committee
  - Robin Hilp from professional development
- 2009 Board Transition Meeting: Christina gave an overview of the meeting to the newly elected Board members. The meeting will take place at Anthem on 12/6. The Board is asked to prepare a presentation for their respective committee and send to Debbie by 11/28/08
- PMI Leadership conference: Board members discussed leadership conference and shared thoughts on what they learned and experienced. The Board should send their notes from the conference to Sharon so she can post on Sharpoint
- Solutions Cube Group: Robert presented information on the Solutions Cube Group and a possible corporate partnership as well as contribution to the Chapter newsletter. There are three organizations that expressed interest in holding dinner meetings and seminars on behalf of the Chapter. The Board authorized Robert to make all necessary contacts with regards to these possible partnerships and activities
- PMBOK guide 4<sup>th</sup> Edition: The Board discussed the 4<sup>th</sup> edition PMBOK guide and the need to update the material for the PMP workshop. The last time the 3<sup>rd</sup> edition material will be used will be in the spring 2009 workshop (to be held in March) after which we will start using the 4<sup>th</sup> edition material. We may be able to get help with material revisions from some of the workshop presenters as well as the Metrolina PMI Chapter
- The Board briefly discussed the 2009 Region 5 leadership conference
- The Board briefly discussed the VP of Volunteerism post
- The Board briefly discussed changing the Chapter annual election time to earlier in the year

## ACTIVE SUBCOMMITTEES

| Charter                           | Members   |
|-----------------------------------|---|
| 2009 Volunteer Recognition Dinner | Bethany, Betty Jane, Debbie, Sharon, Christina, Kristen |

## Meeting Minutes

### PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, December 3, 2008, 6:00 p.m.

Vaco, LLC

### ATTENDEES & QUORUM STATUS

Voting: Christina Morgan, Rula Saba, Betty Jane Hughes, Debbie-Corbet Cooper, Bernie Hill, Robert Berlin, Sharon Robins, Steve Mathes, Bethany Bryan, Paul Gilbo, Jim Robbins, Jane Newell – Quorum Present

### AGENDA

#### Open Meeting

Review & Approve Meeting Agenda  
Review & Approve Prior BoD Meeting Minutes

#### New Business

Communications Transition – email addresses, passwords, etc.  
Seminar at Sea Planning  
Special Member Services in 2009  
Region 5 Leadership Conference Meeting in Silver Spring, MD  
Finance Oversight Proposal  
Chapter Promotion with PBS  
Epiware Concept and Demo

#### Old Business

Business Continuity Planning (FMEA Updates)  
Transition Meeting  
Volunteer Recognition Meeting Planning

#### Officer Reports

#### Review Key Upcoming Dates

##### OCTOBER 2008

- Wednesday, October 1, 2008 – Board Meeting
- Saturday, October 4, 2008 – Fall Certification Workshop – Session 3
- Wednesday, October 15, 2008 – Southside 30-Minute Pre-Meeting (Professional Development – PDU Reporting)
- Wednesday, October 15, 2008 – Southside Chapter Dinner Meeting
- Wednesday, October 15-18, 2008 – Global Leadership Conference in Denver, CO
- Thursday, October 16, 2008 – West End Chapter Meeting
- Monday, October 27, 2008 – PMO LIG Meeting

##### NOVEMBER 2008

- Wednesday, November 5, 2008 – Board Meeting
- Wednesday, November 19, 2008 – Southside Chapter Dinner Meeting (President – Global Leadership Report Out)
- Thursday, November 20, 2008 – West End Chapter Meeting
- Monday, November 24, 2008 – PMO LIG Meeting

##### DECEMBER 2008

- Wednesday, December 3, 2008 – Board Meeting
- Saturday, December 6, 2008 – Board Transition Meeting

## Adjourn Meeting

### ACTION ITEMS

| Action Item   | Responsible Party | Deadline |
|---|-------------------|----------|
| Secure additional tables for the volunteer recognition dinner   | Paul              | 1/15/09  |
| Get committee members together to decorate for January volunteer recognition meeting on 1/15/09   | Paul              | 1/15/08  |
| Schedule a meeting for the volunteer recognition sub-committee  | Bethany           | 12/16/08 |
| Update passwords for Sharepoint, CVent, etc. for the new Board members  | Steve             | 1/15/08  |
| Review the Business Continuity document pertaining to your committee and provide feedback to Sharon, as well as send Sharon a current committee contact list and name a committee member who is your backup. Place updated documents and contact list in Sharepoint under each committee's 'policies and procedures' folder | All               | 12/16/08 |
| Print Volunteer Recognition dinner brochures  | Bethany           | 12/20/08 |
| Schedule a meeting regarding the January Volunteer Recognition dinner   | Bethany           | 12/16/08 |
| Check with Dr. Randy Slaith and find out if VCU are still doing the Elizabeth Murray scholarship and about speakers for the winter semester for mgmt 350 course   | Bethany           | 12/20/08 |
| Print business cards for the 2009 Board   | Ed                | 12/31/08 |
| Form a special member service sub-committee to spearhead setting goals and drive committees to reach goals  | Sharon            | 1/31/09  |
| Provide access to Epiware for the Board members   | Jim               | Complete |
| Send volunteer address book list to Betty Jane  | Bethany           | 12/18/08 |
| Provide access to Sharepoint for Jim Dedie  | Rula              | 12/20/08 |
| Update pictures and contact info for the new Board members on the Website as the updates become available   | Rula/Steve        | TBD      |
| Provide access to QBOL for Jim Dedie  | Betty Jane        | 12/20/08 |
| Reserve meeting room for the PMO LIG meeting at Anthem for all of 2009  | Debbie            | 12/31/08 |
| Food for Next Board Meeting   | Robert            | 1/7/09   |

### 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:

None

## GENERAL TOPICS OF DISCUSSION

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

- Addition to New Business: Betty Jane requested an item added to new business - VCU scholarship
- 2009 Board Transition Meeting: The board discussed the upcoming Board transition meeting on 12/6 and quickly reviewed some details about the meeting
- Business Continuity Planning: The officers were reminded to review their committee's FMEA and business continuity plan and to also provide information on their committee volunteers and especially their main back-up person
- Volunteer Recognition Dinner: Planning activities are underway. The Volunteer recognition dinner subcommittee will be meeting soon to discuss preparation activities and other planning. Draft of the invitation letter to the volunteers is ready. The volunteer of the year award plaque has been ordered
- Communications Transition: The passwords for outgoing Board members need to be changed and new passwords issued to incoming Board members
- Seminar at Sea Planning: The Chapter is considering participating in a Seminar at Sea, a cruise that provides opportunities for PDUs while at sea. The cruise will depart from Norfolk, VA and is Co-sponsored by the Hampton Roads Chapter. The dates are October 26 – November 1, 2009 and is being offered by Travel Zone (out of TX). There is no commitment required from the Chapter and there is no way to lose money since we can cancel without penalty if we don't meet the desired number of participants. We will need to promote this in January, 2009 and it will be open to all members and the Board. Will have PDU session while on board and rest of days are spent on shore. Deposit due this month – we will use the special projects budget for a \$25 deposit per person we expect to participate
- Special Member Services in 2009: 2009 will be a special year for PMI CVC due to the economic situation. Planning should be centered on services provided to members especially those that are out of work. We need to provide job postings and maybe post member resumes on the site. Also, need to have special meeting for members looking for work and help members who are looking for work (at no cost). Need ongoing presence to provide benefits to members.
- Finance Oversight Proposal: The Board would like to appoint an individual to have oversight on the Chapter budget as well review things that need to be done each year such as:
  - Re-charter
  - Incorporation
  - Taxing
  - Yearly insurance

The individual will also review bank statements and reconcile against quickbooks. The president will appoint a person to be the finance oversight. This will be in addition to the CPA. Jim Dedie has volunteered and the president appointed for this post. Betty Jane (finance VP) created procedure and it was approved by Debbie (president elect).

- Epiware Concept and Demo: Jim Robbins provided an overview of Epiware, the proposed replacement for the Board Sharepoint site for collaboration and document repository. The pros and cons were discussed. Some of the benefits include:
  - No size limitations
  - We can manage our own users and their passwords
  - Robust email notification functionality
  - Search capability

Next steps were discussed which will include requirements gathering and analysis as well as migration plan

- VCU Scholarship: The Chapter has not sent our donations to the VCU scholarship this year. VCU sends info to professional development contact and invitation to annual scholarship dinners. How do we donate the money? The funds are about \$4000 from this year and last. We need to find out what is happening with the scholarship and the funds still available as well as we go about submitting the new funds
- The Board briefly discussed the 2009 Region 5 leadership conference
- The Board briefly discussed Chapter Promotion with PBS (Public Broadcasting System) and determined that the best time to volunteer for fund raising activities would be March, 2009
- The Board briefly discussed the annual membership survey, which will be discussed at length during the Board transition meeting on 12/6/08
- The Board briefly discussed the 2009 Region 5 leadership conference
- The Board briefly discussed the Programs committee researching outsourcing opportunities for the dinner meetings. Paul is working with professional mgmt inc. (PMI) to give proposal for managing meeting, registration, badges, etc.

#### ACTIVE SUBCOMMITTEES

| Charter                           | Members   |
|-----------------------------------|---|
| 2009 Volunteer Recognition Dinner | Bethany, Betty Jane, Debbie, Sharon, Christina, Kristen |