

**CVC Mission:** To serve the professional interests of chapter members by enhancing expertise through project management education and training, supporting PMI certifications, and promoting association with other project management



**Meeting Minutes**

**PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS**

Wednesday, January 7, 2009, 6:00 p.m.  
Vaco, LLC

**ATTENDEES & QUORUM STATUS**

Voting: Christina Morgan, Debbie Corbet-Cooper, Bernie Hill, Robert Berlin, Sharon Robins, Steve Mathes, Jim Dedie, Paul Gilbo, Jane Newell, Kristen Baker – Quorum Present

**AGENDA**

<b>Open Meeting:</b>	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
<b>Old Business:</b>	Appoint VP Volunteerism
	Transition Meeting Action Items
	2009 Budget Review
	Volunteer Recognition Meeting Planning
	Region 5 Leadership Conference Meeting in Silver Spring, MD
	Communications Transition – email addresses, passwords, etc
	Seminar at Sea Planning
	PMI Member Survey Results & CVC Member Survey Results
<b>New Business:</b>	30 minute pre-meetings options
	Student options
<b>Review Committee Reports:</b>	1. Certification
	2. Communications
	3. Finance
	4. Marketing
	5. Membership
	6. Professional Development
	7. Programs
	8. Volunteerism
	9. Past-President
	10. President-Elect

<b>Review Action Items:</b>	
<b>Review Key Upcoming Dates</b>	
<b>Jan-09</b>	Wednesday, January 7, 2009 – Board Meeting
	Thursday, January 15, 2009 – West End Chapter Dinner Meeting – Volunteer Recognition Meeting
	Friday-Saturday, January 30-31, 2009 - Region 5 Leadership Meeting in Silver Spring, MD
	Monday, January 26, 2009 – PMO LIG Meeting
<b>Feb-09</b>	Wednesday, February 4, 2009 – Board Meeting
	Wednesday, February 18, 2009 – Southside 30-Minute Pre-Meeting (?)
	Wednesday, February 18, 2009 – Southside Chapter Dinner Meeting
	Thursday, February 19, 2009 – West End Chapter Meeting
	Monday, February 23, 2009 – PMO LIG Meeting
<b>Mar-09</b>	Wednesday, March 4, 2009 – Board Meeting
	Wednesday, March 18, 2009 – Southside 30-Minute Pre-Meeting (?)
	Wednesday, March 18, 2009 – Southside Chapter Dinner Meeting
	Thursday, March 19, 2009 – West End Chapter Meeting
	Thursday, March 26, 2009 – Lee Lambert’s PDUs for Pennies Seminar
	Monday, March 30, 2009 – PMO LIG Meeting
<b>Adjourn Meeting</b>	

**ACTION ITEMS**

Action Item	Resp	Deadline		
Update sharepoint calendar with the dates your team uses the conference line.	All Board members	ongoing		
Update passwords for Sharepoint, CVent, etc. for the new Board members. Send out emails asking who wants what changed.	Steve	1/31/09		
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	12/16/2008		
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	12/20/2008		

Print business cards for the 2009 Board	Ed	2/4/2009		
Form a special member service sub-committee to spearhead setting goals and drive committees to reach goals	Sharon	1/31/2009		
Update pictures and contact info for the new Board members on the Website as the updates become available	Christina	1/31/09		
Provide access to QBOL for Jim Dedie	Joyce	2/2/2009		
Food for Next Board Meeting	Kristen	2/4/2009		
Review PMI CVC Mission and Vision Statements to align with PMI Global Mission (advocate clause) –	Christina	June '09		
Read PMI CVC By Laws (SharePoint, Shared Documents, PMI Documentation folder) and PMI CVC Guidelines, Policies, and Procedures version 7.1 (SharePoint, Policy and Procedures folder) –	All new board members	1/31/2009		
Revisit monthly chapter meeting rolling presentation and announcements – suggestions for changes in how we will use in 2009 and review for current information –	All board members	1/14/2009		
Pursue Cooperative Agreement with ISCAA–	Robert	Q1 09		
Determine Board needs for Cvent – develop requirements and determine future plans / use. Look at other chapters agreements with CVENT	Steve/Christina	??		
Ensure we are verifying membership when people register for Certification and Prof Development events	Kristen, Bethany	ongoing		
Badges for 2009 Board Members –	Ed	1/15/2009		
Do we give any PMI member a discount on CVC sponsored events – review policy.	Jane	2/4/2009		
Revisit budget and be ready to discuss and approve	All	2/4/09		
Develop a communications email blast rhythm	Steve	2/15/2009		
resend (for approval) the updated “Student options” document for approval.	Debbie	1/9/09		
Investigate changing bank to Wachovia – they accept Amex, impacts to other systems or processes – CVENT?	Joyce	??		
add jim dede and robert berlin to board email distribution list - need their emails	Steve	1/31/2009		

QUESTIONS / ISSUES	
Should the chapter buy another CD - Jim and Joyce to discuss.	
Question / Issue	Approach / Resolution
DECISIONS	
<p>Previous meeting minutes approved. Meeting agenda for this meeting approved.</p> <p>Sharon Robbins was approved as the V.P. of volunteerism</p> <p>When officers sign up for second dinner meeting they should do so as guest of the president.</p> <p>Volunteer recognition for the Jan meeting will start when dinner starts.</p>	
GENERAL TOPICS OF DISCUSSION	
<p>Budget - Debbie stressed that the budget should not reflect operating in the “red”.</p> <p>Guest pass process - get Jane updated on use and need for more. Registration desk needs to accurately record and report to Jane each months activity.</p> <p>New meeting venues for both west end and south side effective January - we now have facilities for 30 minute meetings at both sites.</p>	
ACTIVE SUBCOMMITTEES	
Charter	Members



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## PMI Central Virginia Chapter Board of Directors Meeting Agenda

Wednesday, January 7, 2009 at 6:00 p.m.

### OFFICER REPORT ADDENDUM

#### VP CERTIFICATION

- Created documents for Spring 2009 PMP Prep Workshop.
- Sent documents to communications to get workshop set up for March 7, 14, and 21, 2009.
- Sent letters to new PMP's through December 1, 2008.
- Set up kick off meeting with the Certification Committee
- Communicated with students about spring 2009 PMP workshop.
- Created 2009 budget.

Kristen Baker, PMP  
VP, Certification

#### VP COMMUNICATIONS

- Transition meeting with Christina
- Created a master list of regular activities, projects, and to-do's
- Reached out to potential communication committee members
- Updated 2009 budget

Steve Mathes, PMP  
VP, Communications

#### VP FINANCE

- Transition from Betty Jane to Joyce In Process, expect completion after January Membership Meeting
- Created 2009 Proposed Budget, each VP to update their area
- Opened New Wachovia Checking Account
- Received New Wachovia Checking Account Debit Cards for Joyce and Debbie
- Opened New Wachovia Money Market Fund Account
- Need to open a Wachovia Merchant account for PayPal/Cvent credit card processing.
- Begin transition to New debit card for all monthly deposits and charges
- Charter Renewal status? Due 02/28/09

Joyce M. Glady, PMP  
VP, Finance

#### VP MARKETING



**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.

- Attended Dec. BoD and Transition meeting
- Reviewed 2008 CVC annual survey results for 2009 initiatives
- Reviewed proposed 2009 budget
- Planning to work closer with GRTC and Richmond AITP, setting up Jan. 2009 meetings
- Coordinated Feb. 2009 ITIL Training paid advertisement by B2B Solutions
- Supported joint CVC and Hampton's "Seminar at Sea" project team meetings, as marketing lead.

Ed Hellermann, PMP  
VP, Marketing

#### VP MEMBERSHIP

- Transition briefing Bethany Bryans to Jane Newell
- Established 2009 quarterly schedule for Newcomer Orientations. [Southside in February and July. West End in May and November] Schedule posted on team site calendar.
- Verified continuation of Membership committee and identified gaps.
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Jane Newell, PMP  
VP, Membership

#### VP PROFESSIONAL DEVELOPMENT

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Bethany Bryans, PMP  
VP, Professional Development

#### VP PROGRAMS

- Conducted the monthly conference call with the committee teams.
- Contracted with 2 new hotels to host our monthly chapter dinner meetings: The Marriott Richmond West and the Sheraton Park
- Contracted with a meeting management company (PMI) to outsource our meeting registration duties
- Purchased projector lamps for the site LCD devices as part of our FMEA response program
- Planned a transition meeting for both committees to the PMI group set for January 17. This meeting will also begin the process of our committee plans for new programs in 2009. It will be held at the Marriott Richmond West.
- Reviewed the budget submitted in December and no changes were made.
- Continued contacting speaker candidates for 2009.
- Updated the FMEA

Paul Gilbo, PMP  
VP, Programs



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## VP VOLUNTEERISM

- Attended BOD and Transition meetings
- Got “orange hat” prepared and ordered Volunteer of the Year plaque
- Continued researching prior Seminar at Sea events, got additional documentation
- Attended Seminar at Sea calls
- Pulled together list of former PMI CVC Presidents and e-mails; sent to Christina
- Reviewed the budget for Volunteerism; no changes
- Modified Past President procedures to a generic election timeline, so that we can change our election timeframe if decided
- Finalized R5 Scholarship allocations with Nealand.

Sharon Robbins, PMP  
VP, Volunteerism

## PRESIDENT-ELECT

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Bernie Hill, PMP  
President Elect

## PAST PRESIDENT

- Had several meeting for the Seminar at Sea event
- Developed initial Marketing Plan for the Seminar at Sea event
- Developed roles and responsibilities for project team for the Seminar at Sea event
- Developed marketing slides for the Seminar at Sea event
- Developed tri-fold brochure for the Seminar at Sea event
- Signed and stuffed volunteer letters for mailing
- Participated in Communications Committee meetings
- Communicated several transition items to the incoming President
- Emailed former chapter presidents to invite them to the January dinner meeting
- Began creating script for Volunteer Recognition meeting
- Provided PMI GOC with information needed for our chapter insurance
- Signed deposit for new southside dinner meeting location
- Spoke to member about Wipro and Capital One sponsorship with the chapter and passed information on to Robert for Corporate Outreach
- Attended chapter transition meeting

Christina Morgan, PMP  
Past-President

## PRESIDENT

- Conducted transition meeting
- Wrote President’s Letter for the January-February newsletter
- Prepared for January Board Meeting
- Reviewed 2009 Proposed Budget



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Deborah Corbet-Cooper, PMP  
President

#### CORPORATE AND COMMUNITY OUTREACH

- Contacted parties in Lynchburg regarding a Satellite Branch - PMI SWVA is establishing this
- One party in Charlottesville will be available after January 2009; need to contact Amanda Ingle
- Planning to work closer with GRTC and set up a meeting with Chip Farmer in January 2009

Robert Berlin, MBA, PMP



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**Meeting Minutes**

**PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS**

Wednesday, February 4, 2009, 6:00 p.m.  
Vaco, LLC

**ATTENDEES & QUORUM STATUS**

Voting: Christina Morgan, Debbie Corbet-Cooper, Bernie Hill, Sharon Robins, Steve Mathes, Jim Dedie, Paul Gilbo, Jane Newell, Kristen Baker – Quorum Present

**AGENDA**

<b>Open Meeting:</b>	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
<b>Old Business:</b>	2009 Budget Review – 20 min
	Seminar at Sea Planning
	Volunteer Recognition Meeting Recap / Lessons Learned
	Report on Region 5 Leadership Conference Meeting in Silver Spring, MD
<b>New Business:</b>	Robert’s Rules on One Page
<b>Review Committee Reports:</b>	1. Certification
	2. Communications
	3. Finance
	4. Marketing
	5. Membership
	6. Professional Development
	7. Programs
	8. Volunteerism
	9. Past-President
	10. President-Elect
	11. President
<b>Review Action Items:</b>	
<b>Review Key Upcoming Dates</b>	
<b>Feb-09</b>	Wednesday, February 4, 2009 – Board Meeting

	Wednesday, February 18, 2009 – Southside 30-Minute Pre-Meeting
	Wednesday, February 18, 2009 – Southside Chapter Dinner Meeting
	Thursday, February 19, 2009 – West End Chapter Meeting
	Monday, February 23, 2009 – PMO LIG Meeting
<b>Mar-09</b>	Wednesday, March 4, 2009 – Board Meeting
	Saturday, March 7 <sup>th</sup> – PMP certification workshop –Session 1
	Saturday, March 14 <sup>th</sup> – PMP certification workshop –Session 2
	Wednesday, March 18, 2009 – Southside 30-Minute Pre-Meeting
	Wednesday, March 18, 2009 – Southside Chapter Dinner Meeting
	Thursday, March 19, 2009 – West End Chapter Meeting
	Saturday, March 21 <sup>st</sup> – PMP certification workshop –Session 3
	Thursday, March 26, 2009 – Lee Lambert’s PDUs for Pennies Seminar
	Monday, March 30, 2009 – PMO LIG Meeting
<b>Adjourn Meeting</b>	

**ACTION ITEMS**

<b>Action Item</b>	<b>Resp</b>	<b>Deadline</b>		
Update SharePoint calendar with the dates your team uses the conference line.	All Board members	ongoing		
Update passwords for SharePoint, Cvent, etc. for the new Board members. Send out emails asking who wants what changed.	Steve	1/31/09		
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	12/16/2008		
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	12/20/2008		
Print business cards for the 2009 Board	Ed	2/4/2009		

Form a special member service sub-committee to spearhead setting goals and drive committees to reach goals	Sharon	1/31/2009		
Update pictures and contact info for the new Board members on the Website as the updates become available	Christina	1/31/09		
Provide access to QBOL for Jim Dedie	Joyce	2/2/2009		
Food for Next Board Meeting	Paul	3/4/09		
Review PMI CVC Mission and Vision Statements to align with PMI Global Mission (advocate clause) –	Christina	June '09		
Read PMI CVC By Laws (SharePoint, Shared Documents, PMI Documentation folder) and PMI CVC Guidelines, Policies, and Procedures version 7.1 (SharePoint, Policy and Procedures folder) –	All new board members	1/31/2009		
Revisit monthly chapter meeting rolling presentation and announcements – suggestions for changes in how we will use in 2009 and review for current information –	All board members	1/14/2009		
Pursue Cooperative Agreement with ISCAA–	Robert	Q1 09		
Determine Board needs for Cvent – develop requirements and determine future plans / use. Look at other chapters agreements with CVENT	Steve/Christina	??		
Ensure we are verifying membership when people register for Certification and Prof Development events	Kristen, Bethany	ongoing		
Badges for 2009 Board Members –	Ed	1/15/2009		
Do we give any PMI member a discount on CVC sponsored events – review policy?	Jane	2/4/2009		
Revisit budget and be ready to discuss and approve	All	2/4/09		
Develop a communications email blast rhythm	Steve	2/15/2009		
Resend (for approval) the updated “Student options” document for approval.	Debbie	1/9/09		
Discuss logistics of job related email blasts	Steve, Jane, Ed	3/4/09		
Investigate changing bank to Wachovia – they accept Amex, impacts to other systems or processes – CVENT?	Joyce	??		
Follow up with vcu on Elizabeth Murray scholarship.	Beth	3/4/09		

**QUESTIONS / ISSUES**

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Question / Issue	Approach / Resolution
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**DECISIONS**

All action items from the January meeting will be discussed in the March meeting as we ran out of time due to the budget discussion.

Any other business was also postponed due the budget taking the entire 2 hours.

It was agreed that the board will review the budget at mid year to see where we are based on January projections. Jim and Joyce will monitor until then and bring any issues to the board.

The budget was accepted as modified during the board meeting. It will be split out into investments and operational later.

Board agreed to drop \$50 fee for job related email blasts.

Tell Ed we reduced the golf tournament related scholarship to \$1000 as a part of getting to a “positive budget”.

**GENERAL TOPICS OF DISCUSSION**

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**ACTIVE SUBCOMMITTEES**

Charter	Members
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## PMI Central Virginia Chapter Board of Directors Meeting Agenda

Wednesday, February 2, 2009 at 6:00 p.m.

### OFFICER REPORT ADDENDUM

#### VP CERTIFICATION

- Attended Region 5 Leadership conference in Silversprings, MD; facilitated a breakout session at the conference.
- Sold 35 placemats
- Communicated with potential workshop students
- Coordinated with communications to get workshop set up
- Set up workshop with PMI and registered for insurance
- Attended the January Recognition dinner.
- Held kickoff meeting and bi weekly meetings for the spring 2009 workshop.

Kristen Baker, PMP  
VP, Certification

#### VP COMMUNICATIONS

- Created the following with an event, email blast, and/or website entry
  - Jan and Feb chapter dinner meetings
  - PMP certification workshop
  - Saturday Seminar- agile
  - RJEC banquet
  - B2B seminar
- Created and distributed Jan/Feb chapter newsletter
- Ongoing discussions with CVENT and sharepoint vendor
- Created and distributed Jan BoD minutes
- Led one communications committee status call
- Reviewed and responded to over 200 emails

Steve Mathes, PMP  
VP, Communications

#### VP FINANCE

- Maintained/Balanced 2 checking and 1 money market fund account.
- Betty Jane will continue on the Finance Committee as a volunteer until we close out the First Market Bank account. We did not put my name on that account since we plan to close it within the next 60 days.
- CD @ First Market Bank maturing on 02/12/09; Betty Jane and I will transfer to Wachovia CD. *In Process*
- Gave Jim Dedie access to QuickBooksOnline for Financial Oversight.
- Paid all Bills/Invoices/Statements and BoD Expense Reports received.
- Working with Elavon to get new Merchant Card Processor Account opened. Issues with Cvent are causing delays. *In Process*
- Removed eCommerce service from Earthlink account, chapter is no longer using this functionality, \$39.95 per month.



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- Updated Via Networks Who Is Domain Name contact information and Billing contact information:
  - Registrant Contact: Debbie
  - Administrative Contact: Joyce (billing contact as well)
  - Technical Contact: Steve
- Updated Cvent Billing contact information and set up automated payments
- Updated Affordable Conference Calls Billing contact information and automated payment information
- Updated Marriott West Billing contact information and set up automated payments
- Updated QuickBooksOnline automatic payment information
- Reconciled January Chapter meeting finances (Cvent, Paypal Mgr, CTS holdings, Checking Account), volunteers and member attendance.
- Reconciled January Chapter meeting Guest Pass Usage, created report for VP of Membership.
- Started Financial section of the Annual Component Charter Renewal - Due to PMI 02/28/09
- Reconciled and researched all accounts to determine what we are being charged.
  - Still researching who charges us the \$99 annual fee Betty Jane mentioned. *In Process*
  - Cancelling one Merchant Card Processor account (Nova/Elavon), where we have been billed \$34 each month for 4 ½ years and we do not use this account. *In Process*
- Working with Cvent to get “Board Member who invited you to this meeting:” section updated with current slate of BoD members. *In Process*
- Working on updating all Financial Policies and Procedures to reflect banking modifications made in 2009. *In Process*
- Working on updating the Sheraton Park South Billing contact information and set up automated payments. *In Process*
- Validated 2009 Proposed Budget to ensure all data was correct for February BoD meeting line item review.

Joyce M. Glady, PMP  
VP, Finance

## VP MARKETING

- Attended Jan. BoD and Volunteer Recognition meetings.
- Met with GRTC Exec. Director, Chip Farmer, and Robert Berlin to review marketing and outreach opportunities.
- Attended Jan. GRTC breakfast meeting and met with to promote PMI CVC.
- Reviewed proposed 2009 budget
- Coordinated ordering 2009 BoD name badges and business cards.
- Met with multiple businesses to solicit sponsorship of upcoming golf tournament and “Seminar at Sea”
- Supported joint CVC and Hampton’s “Seminar at Sea” project team meetings and communications, as marketing lead.

Ed Hellermann, PMP  
VP, Marketing

## VP MEMBERSHIP



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- Recruited the volunteer for Newcomer Event Project Manager (Sally Deering) and initiated planning for quarterly new member orientations
- Completed transition handoff related to cVent use
- Sent New Member and Non-Renewal blast emails based on December 2008 data
- Updated pre-meeting and meeting slides for January meeting
- Obtained quotes for new member gifts
- Attended January BoD and Volunteer event
- Attended Region 5 Conference
- Researched dinner meeting fee structure treatment of non-chapter PMI members
- Produced Prospect Analysis of December 2008 member data

Jane Newell, PMP  
VP, Membership

#### VP PROFESSIONAL DEVELOPMENT

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Bethany Bryans, PMP  
VP, Professional Development

#### VP PROGRAMS

- Conducted all meeting logistics and attended the Volunteer Appreciation meeting
- Held a transition meeting to transition the chapter's meeting logistics to an outsourced vendor.
- Created a liaison to the VP of Marketing's team to assist with sponsorships for meetings
- Filled out the speaker schedule to October 2009
- Prepared Flyers for the next meeting.
- Made new assignments and roles on the committee.
- Attended the monthly board meeting.

Paul Gilbo, PMP  
VP, Programs

#### VP VOLUNTEERISM

- Attended Board meeting
- Picked up Volunteer of the Year plaque and orange hat; handed off to Debbie for the January Volunteerism meeting
- Participated in Seminar at Sea conference calls; talked with Dr. Randy Sleeth about being a presenter on the cruise
- Worked with Nealand Lewis to finalize the scholarships for the Region 5 Leadership conference
- Developed Volunteerism Plan
- Attended Region 5 Leadership Conference in Silver Spring, MD, January 30-31



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Sharon Robbins, PMP  
VP, Volunteerism

#### PRESIDENT-ELECT & LIG PMO

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Bernie Hill, PMP  
President Elect

#### PAST PRESIDENT

- 

Christina Morgan, PMP  
Past-President

#### PRESIDENT

- Attended January Chapter Meeting & Volunteer Recognition Dinner, January 15; received Orange Hat
- Led Board of Directors Meeting on January 7
- Revised Student Policies based on Jan BOD meeting discussion, distributed and received majority approval from Board via email. Revisions effective 1/11/2009
- Met VP Finance at Wachovia Bank and signed Signature Cards for Chapter account
- Attended LIG PMO Meeting, January 26
- Scheduled Anthem Conference Center for Professional Development Seminar on February 28
- Began gathering information for Chapter Renewal.
- Attended Region 5 Leadership Conference in Silver Spring, MD, January 30-31

Deborah Corbet-Cooper, PMP  
President

#### CORPORATE AND COMMUNITY OUTREACH

- Initial meeting with BDPA to discuss cooperative agreement; follow up meeting to answer coop agreement questions and to discuss training opportunities
- Met with GRTC to discuss joint Open House in C'ville to benefit both of our groups
- Researched sites and potential attendees for C'ville Open House; identified 40+ members in the area
- Attended two GRTC resulting in four meetings with potential advertisers and presenters

Robert Berlin, MBA, PMP





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

Wednesday, March 4, 2009 at 6:00 p.m.

Vaco LLC

3901 Westerre Parkway, Suite 120, Richmond, Virginia 23233

**866-414-2828 Leadership Code: 061497 / Participant Code: 601600**

<b>Open Meeting - 6:00pm</b>	<ol style="list-style-type: none"> <li>1. Review &amp; Approve Meeting Agenda</li> <li>2. Review &amp; Approve Prior BoD Meeting Minutes</li> </ol>	<p>Deborah Corbet-Cooper, PMP</p> <p>Deborah Corbet-Cooper, PMP</p>
<b>Old Business - 6:05 pm</b>	<ol style="list-style-type: none"> <li>1. 2009 Budget in QuickBooks</li> <li>2. 2009 Investment Budget</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> </ol>	<p>Joyce Gladly</p> <p>?</p>
<b>Note: 5 min per topic, unless noted</b>		
<b>New Business - 6:15 pm</b>	<ol style="list-style-type: none"> <li>1. Robert's Rules on One Page</li> <li>3. WellPoint Hold Harmless Agreement and Insurance Certificate</li> <li>4. Joint Professional Employment Workshop Proposal</li> <li>5. Cobra email blasts (if time permits)</li> <li>6. Moton Museum (if time permits)</li> <li>7.</li> <li>8.</li> </ol>	<p>Jane Newell, PMP</p> <p>Deborah Corbet-Cooper, PMP</p> <p>Jane Newell, PMP</p> <p>Bernie Hill, PMP</p> <p>Ed Hellermann, PMP</p>
2. Note: 10 min per topic		
<b>Committee Reports - 6:45 pm</b>	<ol style="list-style-type: none"> <li>1. Certification</li> <li>2. Communications</li> <li>3. Finance</li> <li>4. Marketing</li> <li>5. Membership</li> <li>6. Professional Development</li> <li>7. Programs</li> <li>8. Volunteerism</li> <li>9. Past-President</li> <li>10. President-Elect</li> <li>11. President</li> </ol>	<p>Kristen Baker, PMP</p> <p>Steve Mathes, PMP</p> <p>Joyce Gladly, PMP</p> <p>Ed Hellermann, PMP</p> <p>Jane Newell, PMP</p> <p>Bethany Bryans, PMP</p> <p>Paul Gilbo, PMP</p> <p>Bethany Bryans, PMP</p> <p>Christina Morgan, PMP</p> <p>Bernie Hill, PMP</p> <p>Deborah Corbet-Cooper, PMP</p>
<b>Note: Exception Basis / Decision Necessary</b> <b>Normal content will be posted in Meeting Addendum</b>		
<b>Review Action Items - 7:40</b>	Steve Mathes, PMP	
<b>Last Month's Action Items and New Action Items</b>		

**Review Key Upcoming Dates**

**MARCH 2009**

- Wednesday, March 4, 2009 - Board Meeting
- Saturday, March 7, 14, and 21 - PMP Preparation Workshop
- Wednesday, March 18, 2009 - Southside 30-Minute Pre-Meeting (?)
- Wednesday, March 18, 2009 - Southside Chapter Dinner Meeting
- Thursday, March 19, 2009 - West End Chapter Meeting
- Thursday, March 26, 2009 - Lee Lambert's PDUs for Pennies Seminar
- Monday, March 30, 2009 - PMO LIG Meeting



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#### APRIL 2009

- Wednesday, April 1, 2009 - Board Meeting
- Saturday, April ?, 2009 - Session 1 PMP Certification Workshop
- Wednesday, April 15, 2009 - Southside 30-Minute Pre-Meeting (?)
- Wednesday, April 15, 2009 - Southside Chapter Dinner Meeting
- Thursday, April 16, 2009 - West End Chapter Meeting
- Saturday, April ?, 2009 - Session 2 PMP Certification Workshop
- Saturday, April ?, 2009 - Session 3 PMP Certification Workshop
- Monday, April 27, 2009 - PMO LIG Meeting

#### MAY 2009

- Wednesday, May 6, 2009 - Board Meeting
- Tuesday, May 12, 2009 - 5th Annual Elizabeth Murray Scholarship Golf Tournament
- Thursday, May 21, 2009 - West End Chapter Meeting
- Wednesday, May 20, 2009 - Southside 30-Minute Pre-Meeting (?)
- Wednesday, May 20, 2009 - Southside Chapter Dinner Meeting
- Thursday, May 21, 2009 - West End Chapter Meeting
- Monday, May 25, 2009 - PMO LIG Meeting

#### JUNE 2009

- Wednesday, June 3, 2009 - Board Meeting
- Wednesday, June 17, 2009 - Southside 30-Minute Pre-Meeting (?)
- Wednesday, June 17, 2009 - Southside Chapter Dinner Meeting
- Thursday, June 18, 2009 - West End Chapter Meeting
- Monday, June 29, 2009 - PMO LIG Meeting

#### JULY 2009

- Wednesday, July 1, 2009 - Board Meeting
- Wednesday, July 15, 2009 - Southside 30-Minute Pre-Meeting (?)
- Wednesday, July 15, 2009 - Southside Chapter Dinner Meeting
- Thursday, July 16, 2009 - West End Chapter Meeting
- Monday July 27, 2009 - PMO LIG Meeting

#### AUGUST 2009

- Wednesday, August 5, 2009 - Board Meeting
- Monday, August 31, 2009 - PMO LIG Meeting

#### SEPTEMBER 2009

- Wednesday, September 2, 2009 - Board Meeting
- Wednesday, September 16, 2009 - Southside 30-Minute Pre-Meeting (?)
- Wednesday, September 16, 2009 - Southside Chapter Dinner Meeting
- Thursday, September 17, 2009 - West End Chapter Meeting
- Saturday, September ?, 2009 - Fall Certification Workshop - Session 1
- Monday, September 28, 2009 - PMO LIG Meeting
- Saturday, September ?, 2009 - Fall Certification Workshop - Session 2

#### OCTOBER 2009

- Wednesday, October 7, 2009 - Board Meeting
- Saturday, October ?, 2009 - Fall Certification Workshop - Session 3
- Thursday, October 15, 2009 - West End Chapter Meeting
- Wednesday, October 21, 2009 - Southside 30-Minute Pre-Meeting (?)
- Wednesday, October 21, 2009 - Southside Chapter Dinner Meeting
- Wednesday, October 7-10 2009 - Global Leadership Conference in Orlando, FL
- Monday, October 26, 2009 - PMO LIG Meeting

#### NOVEMBER 2009

- Wednesday, November 4, 2009 - Board Meeting
- Wednesday, November 18, 2009 - Southside 30-Minute Pre-Meeting (?)
- Wednesday, November 18, 2009 - Southside Chapter Dinner Meeting
- Thursday, November 19, 2009 - West End Chapter Meeting
- Monday, November 30, 2009 - PMO LIG Meeting

#### DECEMBER 2009

- Wednesday, December 2, 2009 - Board Meeting
- Saturday, December 5, 2009 - Board Transition Meeting

Adjourn Meeting - 7:55 pm

Deborah Corbet-Cooper, PMP



**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.

## ffPMI Central Virginia Chapter Board of Directors Meeting Agenda

Wednesday, , 2009 at 6:00 p.m.

### OFFICER REPORT ADDENDUM

#### VP CERTIFICATION

- Attended FEB Board Meeting
- Attended West End Dinner Meeting
- Held committee meetings
- Spoke with numerous potential students
- Monitored Workshops enrollment
- Ordered binders, certificates, dividers and name tents for the workshop
- Create administrative documents for the workshop
- Created presenter and back up presenter letters for the workshop.
- Worked with VP of Finance to get 2 manual registrations processed.
- Worked to get Scholarship winner enrolled.
- Contacted students via email as to what to expect
- Held a “binder” stuffing night and dinner
- Created new pmp letters

Kristen Baker, PMP  
VP, Certification

#### VP COMMUNICATIONS

- Collected and organized newsletter materials
  - *Generated March/April chapter Newsletter*
- *Conducted two team meetings including one social outing*
- *Ongoing contract negotiations with CVENT – current agreement expires 6/30*
- *Reviewed/responded to over 100 emails.*
- *Attended Feb SS & WE dinner meetings*
- *Attended Saturday seminar on Agile*

Steve Mathes, PMP  
VP, Communications

#### VP FINANCE

- 

Joyce M. Glady, PMP  
VP, Finance

#### VP MARKETING



**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.

- Attended Feb. BoD (via teleconf.) and SS & West End Chapter meetings.
- Coordinated Golf Committee kick-off meeting (2/24/09).
- Attended Feb GRTC meeting to promote PMI CVC activities (2/24/09).
- Reviewed proposed 2009 budget.
- Met with multiple businesses to solicit sponsorship of upcoming golf tournament and “Seminar at Sea”
- Supported joint CVC and Hampton’s “Seminar at Sea” project team meetings and communications, as marketing lead.

Ed Hellermann, PMP  
VP, Marketing

#### VP MEMBERSHIP

- Held first quarterly Newcomer’s Orientation prior to SS meeting (team)
- Setup and sent first invitation to Newcomer’s Orientation to past three month’s new members
- Drafted volunteer job descriptions for all Membership Team positions
- Held first monthly Membership Team conference call (4<sup>th</sup> Wednesdays)
- Updated Membership Corner display content for both SS and WE
- Ordered new member gifts
- Documented plan including web-site changes for Job E-mail Program (now free to employers). Web changes in queue for March action by Communications team.
- Initiated strawman for member “career development in these economic times” with volunteer Harvey Summers
- Developed first draft of Membership requirements for CVC website services
- Attended February BoD and SS and WE dinner meetings
- Sent standard monthly New Member and Non-renewal notices
- Updated pre-meeting and meeting Membership slides
- Developed two-month Membership information for Newsletter (with team)
- 

Jane Newell, PMP  
VP, Membership

#### VP PROFESSIONAL DEVELOPMENT

- Held first Professional Development Seminar on 2/28.
- Generated profit of \$2900
- Planning workshops for the rest of the year
- Recruited Anthem volunteer to help with programs
- Need to recruit additional volunteers for events
- Reviewed 2009 budget

Bethany Bryans, PMP  
VP, Professional Development



**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 PROGRAMS

- Attended the monthly board meeting.
- Attended the South Side and West End chapter meetings
- Conducted the monthly committee conference call with the teams
- Mentored a new site lead for the South Side meeting from the committee
- Purchased and configured the two laptops for the chapter meeting sites.
- Added the projector spare lamps to the equipment kits.
- Mentored the new AV role for the WE.
- Delegated the remaining new roles for the committees for 2009

Paul Gilbo, PMP  
VP, Programs

## VP VOLUNTEERISM

- 

Sharon Robbins, PMP  
VP, Volunteerism

## PRESIDENT-ELECT & LIG PMO

- 

Bernie Hill, PMP  
President Elect

## PAST PRESIDENT

- 

Christina Morgan, PMP  
Past-President

## PRESIDENT

- Completed Chapter Renewal with PMI Global
- Led February Board of Directors Meeting
- Attended February Chapter Meetings - Southside & West End
- Arranged for Anthem representative to host PMO LIG February meeting
- Served as Anthem representative at February 28 Saturday Seminar
- Received approval from Manager of Facilities for Anthem Virginia for continued use of Facilities for PMI CVC functions, dependent upon signed Hold Harmless Agreement and copy of Certificate of Insurance.
- Secured Certificate of Insurance for PMO LIG meetings, Feb 28 Saturday Seminar, March PMP workshop.
- Attended R5 Quarterly President's call

Deborah Corbet-Cooper, PMP



**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.

President

## CORPORATE AND COMMUNITY OUTREACH

- BDPA is reviewing the Coop Agreement and should follow up sometime in March
- Charlottesville Business Innovation Council (CBIC) is deferring the coop agreement but has agreed to advertise our events in their newsletter and possibly on their site
- The Charlottesville Meet & Greet is scheduled for 3/24/2009 from 5-7PM at the CitySpace in Downtown Charlottesville. Flier and email should be received by VP-Communications today for addition to the PMI CVC website and to notify our members
- Amanda Ingle is a tremendous asset to the Charlottesville effort
- ISACA-VA has been contacted and I am awaiting a response from Mike Ford
- Met with several businesses and provided Ed's name for advertising opportunities

Robert Berlin, MBA, PMP



**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, April 1, 2009 at 6:00 p.m.

Vaco LLC

3901 Westerre Parkway, Suite 120, Richmond, Virginia 23233

**866-414-2828 Leadership Code: 061497 / Participant Code: 601600**

<b>Open Meeting - 6:00pm</b>	<ol style="list-style-type: none"> <li>1. Review &amp; Approve Meeting Agenda</li> <li>2. Review &amp; Approve Prior BoD Meeting Minutes</li> </ol>	<p>Deborah Corbet-Cooper, PMP</p> <p>Deborah Corbet-Cooper, PMP</p>
<b>Old Business - 6:05 pm</b>	<ol style="list-style-type: none"> <li>1. 2009 Investment Budget</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> </ol>	
		<p><b>Note: 5 min per topic, unless noted</b></p>
<b>New Business - 6:15 pm</b>	<ol style="list-style-type: none"> <li>1. Award Applications</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> </ol>	<p>Deborah Corbet-Cooper, PMP</p>
	<ol style="list-style-type: none"> <li>2. Note: 10 min per topic</li> </ol>	
<b>Committee Reports - 6:45 pm</b>	<ol style="list-style-type: none"> <li>1. Certification</li> <li>2. Communications</li> <li>3. Finance</li> <li>4. Marketing</li> <li>5. Membership</li> <li>6. Professional Development</li> <li>7. Programs</li> <li>8. Volunteerism</li> <li>9. Past-President</li> <li>10. President-Elect</li> <li>11. President</li> </ol>	<p>Kristen Baker, PMP</p> <p>Christina Morgan, PMP (acting)</p> <p>Joyce Gladly, PMP</p> <p>Ed Hellermann, PMP</p> <p>Jane Newell, PMP</p> <p>Bethany Bryans, PMP</p> <p>Paul Gilbo, PMP</p> <p>Bethany Bryans, PMP</p> <p>Christina Morgan, PMP</p> <p>Bernie Hill, PMP</p> <p>Deborah Corbet-Cooper, PMP</p>
		<p><b>Note: Exception Basis / Decision Necessary</b> <b>Normal content will be posted in Meeting Addendum</b></p>
<b>Review Action Items - 7:40</b>	<p>Christina Morgan, PMP</p>	
		<p><b>Last Month's Action Items and New Action Items</b></p>
<b>Adjourn Meeting - 7:55 pm</b>		<p>Deborah Corbet-Cooper, PMP</p>



**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.

## ffPMI Central Virginia Chapter Board of Directors Meeting Agenda

Wednesday, April 1, 2009 at 6:00 p.m.

### OFFICER REPORT ADDENDUM

#### VP CERTIFICATION

- 

Kristen Baker, PMP  
VP, Certification

#### VP COMMUNICATIONS

- 

Christina Morgan, PMP (acting)  
VP, Communications

#### VP FINANCE

- 

Joyce M. Glady, PMP  
VP, Finance

#### VP MARKETING

- 

Ed Hellermann, PMP  
VP, Marketing

#### VP MEMBERSHIP

- 

Jane Newell, PMP  
VP, Membership

#### VP PROFESSIONAL DEVELOPMENT

- 

Bethany Bryans, PMP  
VP, Professional Development

#### VP PROGRAMS

- 

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

- 

Sharon Robbins, PMP  
VP, Volunteerism

## PRESIDENT-ELECT & LIG PMO

- 

Bernie Hill, PMP  
President Elect

## PAST PRESIDENT

- 

Christina Morgan, PMP  
Past-President

## PRESIDENT

- Recreated Chapter Renewal with PMI Global
- Led March Board of Directors Meeting
- Attended March Chapter Meetings - Southside & West End
- Arranged for a second Anthem representative to host PMO LIG March meeting
- Attended PMO LIG March meeting
- Gave Welcome and volunteered at the March 7 PMP Prep Workshop
- Updated Certificate of Insurance for additional Saturday Seminars

Deborah Corbet-Cooper, PMP  
President

## CORPORATE AND COMMUNITY OUTREACH

- 

Robert Berlin, MBA, PMP

**CVC Mission:** To serve the professional interests of chapter members by enhancing expertise through project management education and training, supporting PMI certifications, and promoting association with other project management



**Meeting Minutes**

**PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS**

Wednesday, May 6, 2009, 6:00 p.m.  
Virtual meeting

**ATTENDEES & QUORUM STATUS**

Voting: Christina Morgan, Debbie Corbet-Cooper, Bernie Hill, Sharon Robbins, Jim Robbins, Jane Newell, Joyce Glady, Bethany Bryans – Quorum Present; also attending - Robert Berlin, Jim Dedie, Randy Sleeth

**AGENDA**

<b>Open Meeting:</b>	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
<b>Old Business:</b>	Award Application
	2010 Elections
<b>New Business:</b>	Joint Research Project VCU & PMI CVC
	Scholarship Endowment Update
	June Meeting venue
	Revisit date and time of regular Board meeting
	Charlottesville survey visibility
	Host migration timeframe
<b>Review Committee Reports:</b>	1. Certification
	2. Communications
	3. Finance
	4. Marketing
	5. Membership
	6. Professional Development
	7. Programs
	8. Volunteerism
	9. Past-President
	10. President-Elect
	11. President
<b>Review Action Items:</b>	

<b>Adjourn Meeting</b>	
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<b>ACTION ITEMS</b>
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Action Item	Resp	Deadline		
Update sharepoint calendar with the dates your team uses the conference line.	All Board members	ongoing		
Send list of people to call for election to Sharon and Debbie.	Christina	6/3/09		
Gain Board input to identify next steps for PMI CVC and VCU research effort.	Sharon	6/3/09		
Develop recommendation and cost for scholarship endowment. Present at Board meeting.	Ed & Joyce	6/3/09		
Confirm location of next Board meeting – Capital Ale in Innsbrook?	Debbie	5/25/09		
Put Charlottesville survey announcement on website in the highlights section. Robert to provide announcement to Communications committee.	Robert & Jim	6/3/09		
Implement Membership FAQ page on the website.	Jim	6/3/09		
Determine process to apply golf tournament cancellations	Ed & Joyce	6/3/09		
Send current volunteer list to Sharon	All Board	6/3/09		
Modify meeting addendum to accommodate volunteer tracking	Debbie & Sharon	6/3/09		
Provide job description for PMO LIG Chair to Sharon	Bernie	6/3/09		

<b>QUESTIONS / ISSUES</b>
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Question / Issue	Approach / Resolution
Should PMI CVC support VCU with research proposal?	Yes, as long as the support fits the “required criteria”. The Board was cautioned that it needs to act consistently for this type of support.
When can the PMI CVC website be migrated from Earthlink to BlueHost? It may require up to 3 days for the transfer to be completed.	It needs to be moved during a quiet time. The Board agreed upon early August.
When can Shaprepoint be migrated to Epiware?	Board indicated any time. It will require the use of a URL until the website is also migrated.

## DECISIONS

Previous meeting minutes were not available so were not approved, and will be addressed at the next Board meeting. Meeting agenda for this meeting approved.

Board approved pursuing the joint PMI CVC / VCU research project.

## GENERAL TOPICS OF DISCUSSION

Component of the Year Award was submitted last week. Sharon suggesting looking into the individual awards when the next Component Awards package is released to determine if PMI CVC has chapter members that should be submitted to those awards. Bernie recommended sending this request to the members to gain their input.

Emails were sent to volunteers to solicit nominations for the 2010 elections. So far Christina has received only 2 nominations (1 for VP Certification, 1 for VP Programs). Additional assistance is requested to solicit for more nominations - in committee meetings, calling potential volunteers.

Dr. Sleeth proposed a joint PMI CVC / VCU research project, needing about 200 chapter members to provide information. There are two possible ways to collect this information - (1) survey, (2) laboratory study. The Board had an extensive discussion regarding the use of surveys with our members, but voted to pursue the joint research project. Criteria must be established / met for these types of joint projects so that proposals presented to PMI CVC are evaluated equally.

The gold tournament has advertised profits will be provided to the Elizabeth Murray scholarship. Ed & Joyce will review whether we have followed through on our commitment, and will provide a recommendation at the next Board meeting. We also discussed that we will not donate funds to this scholarship in the future without further Board discussion.

The golf tournament may not meet the minimum requirements for the May event. Ed is looking into rescheduling for a fall event.

The Charlottesville meet and greet will be delayed. The outreach committee is currently surveying the members that live / work in the area to see their interests. Robert will also launch a calling campaign to contact members for additional information.

Migration from Earthlink to BlueHost may take up to 3 days to have the domain name replicated to all servers. This requires a "quiet period" where the website can be unavailable.

## ACTIVE SUBCOMMITTEES

Charter	Members
4 <sup>th</sup> Edition PMBOK Revisions Committee	Sharon Robbins, Kristen Baker, Betty Jane Hughes, and a lot of other people.
Nominations Committee	Christina Morgan, Debbie Corbet-Cooper, Sharon Robbins, Jim Dedie
Career Workshop Committee	Jane Newell, Suzanne Schimmel, Harvey Summers



**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.

## ffPMI Central Virginia Chapter Board of Directors Meeting Agenda

Wednesday, May 6, 2009 at 6:00 p.m.

### OFFICER REPORT ADDENDUM

#### VP CERTIFICATION

- 

Kristen Baker, PMP  
VP, Certification

#### VP COMMUNICATIONS

- Negotiated New Cvent contract
- Created Twitter account for PMICVC
- Import of Sharepoint files to EpiWare completed (excepting most recent files)
- Website updates
- Cvent Event creation
- Cvent Email blasts

Christina Morgan, PMP (acting)  
VP, Communications

#### VP FINANCE

- 

Joyce M. Glady, PMP  
VP, Finance

#### VP MARKETING

- Attended April BoD (via teleconf.) and SS Chapter meeting.
- Led Golf Committee team meetings.
- Met with multiple businesses to solicit sponsorship of upcoming golf tournament and "Seminar at Sea"
- Supported job opportunity reviews for CVC Website postings.
- Coordinated PhD survey email blast for Lori Lindbergh with VP Communications.

Ed Hellermann, PMP  
VP, Marketing

#### VP MEMBERSHIP

- Developed and submitted new Membership webpage in FAQ format
- Career Workshop Planning
  - Hosted three conference calls with CVC and other organization representatives
  - Introduced and transitioned new Project Leader (Suzanne Schimmel) for workshop planning and event(s)
  - Sent email introducing the career workshop survey to PMI CVC members to determine their needs (joint organization common survey)



**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.

- Researched new PMI Marketing Portal for material for Membership Corners
- Tested CiviCRM as possible replacement for cVent
- Held Membership Team conference call
- Sent standard monthly New Member and Non-renewal notices
- Updated Newcomer Orientation slide deck for May WE Orientation
- Attended April SS and WE meetings and BoD meeting

Jane Newell, PMP  
VP, Membership

#### VP PROFESSIONAL DEVELOPMENT

- 

Bethany Bryans, PMP  
VP, Professional Development

#### VP PROGRAMS

- Attended the monthly Board Meeting
- Attended the West End and South Side meetings
- Conducted the monthly team call with both committees
- Participated on a conference call with Jim Robbins to discuss CiviCRM
- Obtained commitments for 3 volunteers to assist with the transition to CiviCRM

Paul Gilbo, PMP  
VP, Programs

#### VP VOLUNTEERISM

- 

Sharon Robbins, PMP  
VP, Volunteerism

#### PRESIDENT-ELECT & LIG PMO

- 

Bernie Hill, PMP  
President Elect

#### PAST PRESIDENT

- 

Christina Morgan, PMP  
Past-President



**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.

## PRESIDENT

- Led the monthly April Board Meeting
- Attended the West End and South Side meetings
- Prepared for May Board Meeting
- Coordinated Anthem Rooms

Deborah Corbet-Cooper, PMP  
President

## CORPORATE AND COMMUNITY OUTREACH

- **Researched new Marketing Portal for Outreach Materials for Presentations**
- **Interested Vendors**
  - Solutions Cube Group - Elizabeth Murcock / workshop or seminar and dinner speakers
  - Kaplan University - Lynne Shadade / site advertising, seminar, and dinner speakers
- **Association Presentations**
  - 5/19/2009 - Capital Area Purchasing Association (CAPA) Luncheon
    - PMI Credentials
    - Using Project Management for Procurement Activities
  - 5/19/2009 - Institute of Management Accountants (IMA) - Dinner Meeting
    - PMI Credentials
    - Using Project Management with Management Accounting
  - 5/26/2009 - Black Data Processing Association (BDPA) - Dinner Meeting
    - PMI Credentials
    - Partnering with the PMI CVC for community activities
- **Charlottesville Outreach**
  - I recommend an announcement for the C'ville survey under the Highlights on the PMI CVC home page. Amanda and I will craft the announcement
  - I request an icon under the Cruise Ship picture that will link to the survey

Robert Berlin, MBA, PMP

**CVC Mission:** To serve the professional interests of chapter members by enhancing expertise through project management education and training, supporting PMI certifications, and promoting association with other project management



**Meeting Minutes**

**PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS**

Wednesday, June 3, 2009, 6:00 p.m.  
Capital Ale

**ATTENDEES & QUORUM STATUS**

Voting: Christina Morgan, Debbie Corbet-Cooper, Bernie Hill, Sharon Robbins, Jim Robbins, Jane Newell, Joyce Glady, Bethany Bryans, Paul Gilbo, Ed Hellermann – Quorum Present; also attending -Jim Dedie

**AGENDA**

<b>Open Meeting:</b>	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
<b>Old Business:</b>	2010 Elections
	Joint Research Project VCU & PMI CVC
	Seminar At Sea Cruise update
<b>New Business:</b>	R5 Leadership Conference Scholarship – request for increase funding
	Pay for dinner meetings for unemployed
	Mid-Year Budget Review – July Board Meeting
	Career Consortium Series
	Plans for PMI Leadership Institute Meeting in Orlando, Florida 8-10, 2009
	Spin relationship
<b>Review Committee Reports:</b>	1. Certification
	2. Communications
	3. Finance
	4. Marketing
	5. Membership
	6. Professional Development
	7. Programs
	8. Volunteerism
	9. Past-President
	10. President-Elect
	11. President
<b>Review Action Items:</b>	Last month's Action Items and New Action Items



<b>Adjourn Meeting</b>	
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<b>ACTION ITEMS</b>
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Action Item	Resp	Deadline		
Update sharepoint calendar with the dates your team uses the conference line.	All Board members	ongoing		
Inform Nealand that PMI CVC will contribute to the R5 Leadership Scholarship fund	Debbie	7/1/09		
Pay R5 Leadership Scholarship @ .15/member (\$195)	Joyce	7/1/09		
Have financials reviewed for Mid-Year Budget review at next Board meeting	All	7/1/09		
Look at cost-effective room rates so Board can book early	Beth	7/1/09		
Pay \$3000 to VCU Elizabeth Murray Scholarship fund for golf tournament profit 2007, 2008, 2009	Joyce	7/1/09		
Review Sharepoint / Epiware for files that can be deleted or archived	All	7/1/09		
Create an archive / remove files from Sharepoint / Epi	Jim	8/1/09		
Put files on Epi instead of using Sharepoint ( <a href="http://www.pmi-cvc.org/epi/">http://www.pmi-cvc.org/epi/</a> link to host site)	All	6/4/09		
Gain volunteers for continuance of PMO LIG	Sharon	7/1/09		
Projector "hand-off" to accommodate Steve Flannes Professional Development seminar	Beth & Paul	6/17/09		
Bring food to July 1 Board meeting	Joyce	7/1/09		
Bring food to the August 5 Board meeting	Jane	8/5/09		

<b>QUESTIONS / ISSUES</b>
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Question / Issue	Approach / Resolution

## DECISIONS

The Board approved the increased budget (\$65) for the R5 Scholarship. This year the request was increased from .10/member to .15/member. Only .10/member was budgeted.

The Board approved that unemployed Board members can attend both chapter meetings free of charge.

The Board approved presenting VCU with \$3000 addition to the Elizabeth Murray Scholarship fund from the proceeds of the golf tournament from 2007, 2008, 2009; and that VCU will not be the sole recipient of scholarship funds in the future. The Board also approved the use of the remaining proceeds from the 2007, 2008, 2009 golf tournaments to establish scholarship funds to attend PMI CVC Professional Development seminars.

## GENERAL TOPICS OF DISCUSSION

The election slate has been filled for the 2010 elections. The candidates are: Paul Gilbo - President 2010; John Lombardi - President Elect 2010; Susan Thomas, Thomas White, Crystal Kord - Certification 2010-2011; Christine Herman, Thomas White, Robert Berlin - Marketing 2010-2011; Mike Vozar - Programs 2010-2011; Sally Deering - Volunteerism 2010-2011.

Dr. Randy Sleeth has submitted a proposal to PMI to research how PMs influence without direct authority. The research will include a survey. The current proposal is to invite PMI CVC members to a workshop. This workshop would include (1) filling out the survey, (2) having an interpretation of the survey results for each participant, (3) training session on how to influence. This workshop would be conducted in Spring 2010.

The PMI CVC / Hampton Roads Seminar @ Sea has only 2 cabins booked to date. The team has put together a schedule with definitive go/no-go decision points to determine the next action steps. The cruise prices have dropped, and the team will communicate the urgency to members and other chapters to book the cruise now. The updated information is on the website. The Houston chapter offered an alternative cruise, but there was little/no advantage to changing to that cruise.

Nealand Lewis, the R5 Mentor, requested .15/member at the last President's call for the Region 5 leadership scholarship. The Board agreed to the increase.

The Board agreed that since Board members are expected to attend both chapter meetings each month, it is a hardship for unemployed Board members. The chapter will pay the cost of the both meetings.

Debbie asked the Board members to review budgets and be prepared to discuss at the Board meeting in July.

The membership career workshop has now become a multi-event series. Each participating group must agree to host a 1-2 hour workshop. The organizations that have committed so far are: PMI CVC, VCN, and ISSA. Jane expects that other organizations will join this effort. The details of this consortium and the workshops are still being worked out.

The Board members that have indicated they will attend the PMI Leadership meeting are: Debbie, Paul, Joyce, Jane, Jim, Beth, Mike Vozar. The other Board members elected in July, will be invited to attend.

The Board awarded VCU with \$3000 addition to the Elizabeth Murray Scholarship fund from the proceeds of the golf tournament from 2007, 2008, 2009. In past years, VCU has been the sole recipient of scholarship funds. The Board determined that VCU will not be the sole recipient of scholarship funds in the future. The Board determined the remaining proceeds from the 2007, 2008, 2009 golf tournaments will establish scholarship funds to attend PMI CVC Professional Development seminars. The Professional Development scholarships will adopt the same process used for the Certification workshop scholarship.

The Cvent contract is ready to be signed. The new agreement will be effective as of July 1, 2009. The contract is valid for 1 year with 500 registrations provided at \$3.00/registrant. If registrations exceed 500, the cost per registrant will be \$3.50.

[www.pmi-cvc.org](http://www.pmi-cvc.org) URL is now available to access the new host website. All Board members will start putting files on Epi instead of Sharepoint. Jim will transition any remaining files from Sharepoint to Epi, and Sharepoint will be shut down at the end of June.

The following Board members agreed to receiving e-mails as a test of the CiviCRM e-mail blast function: Joyce, Bernie, Debbie, Paul, Beth, Christina, Jane, and Sharon.

The PMO LIG is on hiatus until September. New volunteers are needed to move this venue forward.

Several Professional Development events are scheduled: Steve Flannes and the SCRUM Master workshop in June, Lee Lambert in August, Neal Whitten in Sept, and Doug deCarlo in Oct.

The 30 minute meetings have been set up for both the Southside and West End meetings for the remainder of the year. Paul has already booked the January 2010 speaker, and there are no open speaker slots remaining in 2009.

The next Board meeting will be held on July 1 6:00pm at VACO.

#### ACTIVE SUBCOMMITTEES

Charter	Members
4 <sup>th</sup> Edition PMBOK Revisions Committee	Sharon Robbins, Kristen Baker, Betty Jane Hughes, and a lot of other people.
Nominations Committee	Christina Morgan, Debbie Corbet-Cooper, Sharon Robbins, Jim Dedie
Career Workshop Committee	Jane Newell, Suzanne Schimmel, Harvey Summers

**CVC Mission:** To serve the professional interests of chapter members by enhancing expertise through project management education and training, supporting PMI certifications, and promoting association with other project management



**Meeting Minutes**

**PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS**

Wednesday, July 1, 2009, 6:00 p.m.  
Vaco LLC

**ATTENDEES & QUORUM STATUS**

Voting: Kristen Baker, Christina Morgan, Debbie Corbet-Cooper, Bernie Hill, Sharon Robbins, Jim Robbins, Paul Gilbo, Joyce Glady, Ed Hellermann – Quorum Present; also attending - Robert Berlin, Jim Dedie

**AGENDA**

<b>Open Meeting:</b>	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
<b>Old Business:</b>	2010 Elections
	Mid-Year Budget Review
	Seminar @ Sea Update
<b>New Business:</b>	
<b>Review Committee Reports:</b>	1. Certification
	2. Communications
	3. Finance
	4. Marketing
	5. Membership
	6. Professional Development
	7. Programs
	8. Volunteerism
	9. Past-President
	10. President-Elect
	11. President
<b>Review Action Items:</b>	
<b>Adjourn Meeting</b>	

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**ACTION ITEMS**

Action Item	Resp	Deadline
Update epiware calendar with the dates your team uses the conference line.	All Board members	ongoing
Pay R5 Leadership Scholarship @ .15/member (\$195)	Joyce	7/1/09
Pay \$3000 to VCU Elizabeth Murray Scholarship fund for golf tournament profit 2007, 2008, 2009	Joyce	7/1/09
Review Sharepoint / Epiware for files that can be deleted or archived	All	8/5/09
Gain volunteers for continuance of PMO LIG	Sharon	8/5/09
Bring food to the August 5 Board meeting	Jane	8/5/09
Give scholarship information to Joyce, so she can allocate expenses	All	Ongoing
Send revised budget report to all Board members	Joyce	8/5/09
Review revised budget report (from Joyce)	All	8/5/09
Review Sharepoint to confirm everything moved to Epiware; send an acknowledgement to Jim when completed	All	7/8/09
Confirm Robert set up on Epiware	Jim	8/5/09
Send payment processing information to Joyce (Civi)	Jim	8/5/09
Send step-by-step instructions on use of Epiware	Jim	8/5/09
Check out calendar in Epiware to see if works	All	8/5/09
Include phone number of expense voucher and if vendor, include vendor phone number	All	Ongoing
Review Programs policies and procedure revisions	Debbie	8/5/09
Contact WDC Chapter President to discuss Charlottesville members	Debbie	8/5/09
Check out the value / cost of 1099	Joyce	8/5/09

**QUESTIONS / ISSUES**

Question / Issue	Approach / Resolution

## DECISIONS

Previous meeting minutes were approved. Meeting agenda was approved.

## GENERAL TOPICS OF DISCUSSION

2010 Elections - election is currently underway. Last check there were approximately 180 members that have voted.

Seminar @ Sea - 9 cabins have been booked. 20 cabins are needed to host the cruise. 26 cabins are needed to have 3 speakers. Christina will be sending out another e-mail blast this week to ask people with interest to get signed up now.

### Mid-year Budget Review

Jim Dedie (Financial Oversight) - reviewed oversight responsibilities and his review with the Board. Provided recommendations to Joyce to enhance processes.

Ed Hellermann (Marketing) - deposits for Hunting Hawk and gifts will be retained as assets for next year's golf tournament. Marketing will not make its income goals this year due to cancellation of golf tournament.

BizLink event Sept 23, 2009 - will be co-sponsored by Marketing, Membership and Corporate Outreach.

Kristen Baker (Certification) - on target with budget. May need to raise the price on the workshop to cover the higher cost of copying materials or higher cost of books. Will evaluate and determine pricing.

Joyce Glady (Finance) - on target with budget. Need to close First Market account as soon as Sharepoint site closed.

Jane Newell (Membership) - sent e-mail with budget recommendations.

Debbie Corbet-Cooper (President) - BOD food budget is over, but additional costs approved by Board.

Christina Morgan (Past President) - costs are in-line with budget. Will have go/no-go decision on Seminar @ Sea by August 10<sup>th</sup>.

Bernie Hill (President Elect) - budget is Ok

Professional Development - Beth not present, but budget appears Ok. Has made more income than budgeted.

Paul Gilbo (Programs) - budget will end up even at the end of the year. Some items mis-classified, will work with Joyce to correct.

Sharon Robbins (Volunteerism) - budget is OK. May not need PDU tracking software, if available in Civi.

Jim Robbins (Communications) - budget is OK. Cvent contract signed and active starting July 1<sup>st</sup>.

Communications - For the new website: (1) Emailer works - Board should expect "test" e-mails. (2) Event processor works. Pilot will be the career workshop that Jane is planning.

Programs - the contracts with the Sheraton and Marriott are signed for 2010.

Corporate Outreach - WDC chapter owns the Charlottesville zip codes. Need to work with them to determine next steps. Received surveys from 35 out of 42 C'ville members. Robert working with additional groups to promote PMI / PM courses.

## ACTIVE SUBCOMMITTEES

Charter	Members
4 <sup>th</sup> Edition PMBOK Revisions Committee	Sharon Robbins, Kristen Baker, Betty Jane Hughes, and a lot of other people.
Career Workshop Committee	Jane Newell, Suzanne Schimmel, Harvey Summers



**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, July 1, 2009 at 6:00 p.m.

### OFFICER REPORT ADDENDUM

#### VP CERTIFICATION

- Logged into Epiware and created monthly report out
- Communicated with potential and past PMP workshop attendees
- Created report for New PMP letters—Letters will go out on 7/1/09
- Attended the June Chapter Meeting
- Reviewed the open board positions candidates
- Reviewed mid year budget
- Created a newsletter article for the Certification committee.

#### Volunteers - list current volunteers/committees (if needed):

- John Lombardi
- Tom White
- Betty Jane Hughes
- Cliff Vaught
- Nancy Ingalls
- Rick Kawer
- Pam Kida
- Sharon Robbins?
- Melvin Washington
- Paul Procopio
- Tobie Hanekom

1. *Do you want the names of the presenters as well?*
2. *Should I add the PMBOK 4 people to my list too?*

Kristen Baker, PMP  
VP, Certification

#### VP COMMUNICATIONS

- Volunteers Updated Website, Prepared Cvent events, Assembling Newsletter
- Work continues on the new website and associated software.
- Cvent contract finalized and renewed.

#### Volunteers - list current volunteers/committees (if needed):

- Chip Free
- Rick Kaerwer
- Mary Lou Leeder
- Alla Balabaeva
- Christina Morgan

Jim Robbins  
VP, Communications



**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 FINANCE

- Attended June BoD Meeting
- Attended June WE Chapter Meeting
- Submitted form for direct debit of Cvent bills
- Submitted form for deposit account change for CTS Holdings (old merchant card acct)
- Submitted form for 2010 Deposit to hold Sheraton South for Jan - Dec, excl. Aug and Dec
- Complete reconciliation of QBOL entries
- Prepared for mid-year Budget vs. Actuals Review
- Completed meeting reconciliations, including guest pass allocation
- Recalculated Golf Tournament expenses vs. income for 2007 - 2009
- Prepared 2008 documentation for CPA to complete tax submission
- Paid all Invoices and Expense Reports submitted

### **Volunteers - list current volunteers/committees (if needed):**

- Betty Jane Hughes

Joyce M. Glady, PMP  
VP, Finance

## VP MARKETING

- Attended June BoD and WE meetings
- Met with various business representatives to promote PMI CVC
- Corresponded with Robert Berlin and Jane Newell on BizLinc2009 PMI CVC booth support
- Sent June dinner meeting announcements and workshop notices to Richmond Times-Dispatch MetroBusiness and RichTech website postings
- Supported 'Seminar At Sea' marketing/advertising
- Reviewed midyear financials on Quickbooks
- Presented PMI CVC "PMP" coffee cups to new and existing PMPs at VDOT's IT Division
- Conducted Project Management course CIS471 instruction at ECPI - College of Technology

### **Volunteers - list current volunteers/committees (if needed):**

- Rebecca Reynolds/golf
- Pete McAteer/golf
- Keith Mangum/golf
- Christina Morgan/golf
- Bethany Bryans/golf
- Robert Berlin/marketing

Ed Hellermann, PMP  
VP, Marketing

## VP MEMBERSHIP

- Career Consortium Planning (lead by Suzanne Schimmel)
  - Two organizations have signed on (Virginia Career Network and ISSA)
  - Three workshops planned and speakers identified (Topics: networking, interviewing, using social networking for career transitions)





**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.

- First workshop either July 22 or Aug. 5 (still working on logistics)
- Job Opportunities (handled by C.Q. Young) - Eight opportunities distributed in May-June timeframe
- Guest Pass Program
  - Produced replacement passes for Prof Dev and Communications (yet to be distributed)
  - Summarized usage in 2<sup>nd</sup> Quarter
- Mid-year budget review for Membership Income and Expense
- Held monthly Membership Conference Call
- Sent standard monthly New Member and Non-renewal notices
- Attended May SS and WE meetings

**Volunteers - list current volunteers/committees (if needed):**

- Sally Deering, Newcomers Orientations
- Bernie Farkas, Membership Newsletter page
- Pia Guerin, Membership Corner WE
- Teresa Hudgins, Membership Corner SS
- Regina Mann, Membership Corner SS
- Suzanne Schimmel, Career Workshop Project Lead
- Stephanie Wingate, Membership Corner WE
- C. Q. Young, Jobs Email Distribution Coordinator
- Blythe Heywood (new this month - backup for Newcomer Orientation)

Jane Newell, PMP  
VP, Membership

## VP PROFESSIONAL DEVELOPMENT

- Attended Board Meeting
- Attended West End Chapter Meeting
- Hosted Recognizing and Resolving Conflict Event with Steve Flannes at the Hilton Garden Inn
- Hosted Scrum Master Certification Workshop at Anthem
- Send information for September and October events to Communication team.
- Met with Barry Cronuel to discuss logistics for event at the Hilton

**Volunteers - list current volunteers/committees (if needed):**

- Barry Cromuel, Team Lead for Professional Development
- Kim Davis, Anthem Event Coordinator
- Bowling Knowles, Anthem Event Coordinator

Bethany Bryans, PMP  
VP, Professional Development

## VP PROGRAMS

- Attended Board Meeting
- Attended Southside Chapter Meeting
- Attended West End Chapter Meeting
- Renewed the contract with the Marriott for 2010 West End meetings
- Renewed the contract with the Sheraton for 2010 South Side meetings



**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.

- Reserved the first Saturday in December for the Board Transition Meeting
- Made Reservations for the Fall 2009 Leadership Conference
- Performed the role of the South Side Site Lead due to the loss of the committee member who performed this role

**Volunteers - list current volunteers/committees (if needed):**

- South Side
  - Linda Almeida
  - Sue O'Hara
  - Terri Hudgins
  - Regina Mann
- West End
  - Elliott Friedman
  - Bill Fraker
  - Mike Vozar
  - Kay Thorson (not available for spring-summer 2009)
  - Marie Crites (not available for spring-summer 2009)
- Overall
  - Don Gray
  - Janet Beach
  - Terri Hefner

Paul Gilbo, PMP  
VP, Programs

**VP VOLUNTEERISM**

- Attended Board meeting, WE and SS meetings
- Solidified roles for volunteerism committee
- Talked with several individuals about volunteer positions / opportunities
- Sent / received updated info on the 4<sup>th</sup> Edition PMBOK materials
- Talked with several out-of-work PMs about volunteering, attending meetings, etc.
- Participated in Seminar @ Sea call; left message with Randy Sleeth to discuss cruise
- Voted!! (Thanks go to Christina!!)
- Reviewed finance expenditures

**Volunteers - list current volunteers/committees (if needed):**

- Volunteerism  
Sally Deering
- PMBOK 4<sup>th</sup> Edition (April-June)

Amanda Ingle	Amy Swartz
Andy Shulick	Betty Jane Hughes
Christina Morgan	John Festa
Kristen Baker	Pam Kida
Paul Procopio	Rahul Satyanarayan
Richard Martin	Rick Mandarino
Rick Pellegrino	Robert Berlin
Robert Young	Susan Thomas
Vicky Boardley	Wes Robertson



**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.

William Fraker

- Moton Museum
- John Festa
- Robert Berlin
- Sharon Robbins
- Regina Hill
- Robyn Young
- William Fraker

Sharon Robbins, PMP  
VP, Volunteerism

#### PRESIDENT-ELECT & LIG PMO

- 

**Volunteers - list current volunteers/committees (if needed):**

- 

Bernie Hill, PMP  
President Elect

#### PAST PRESIDENT

- 

**Volunteers - list current volunteers/committees (if needed):**

Christina Morgan, PMP  
Past-President

#### PRESIDENT

- Attended June 3 Board Meeting, Capital Ale House
- Attended 30 Minute PM, June 17
- Attended South Side Chapter Meeting, June 17
- Attended West End Chapter meeting, June 18

**Volunteers - list current volunteers/committees (if needed):**

- Jim Dedie - Financial Oversight

Deborah Corbet-Cooper, PMP  
President

#### CORPORATE AND COMMUNITY OUTREACH

- 

**Volunteers - list current volunteers/committees (if needed):**

- 

Robert Berlin, MBA, PMP

**CVC Mission:** To serve the professional interests of chapter members by enhancing expertise through project management education and training, supporting PMI certifications, and promoting association with other project management



**Meeting Minutes**

**PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS**

Wednesday, August 4, 2009, 6:00 p.m.

Anthem

**ATTENDEES & QUORUM STATUS**

Voting: Kristen Baker, Christina Morgan, Debbie Corbet-Cooper, Sharon Robbins, Jim Robbins, Paul Gilbo, Ed Hellermann, Beth Bryans– Quorum Present; also attending - Mike Vozar, Sally Deering, Robert Berlin

**AGENDA**

<b>Open Meeting:</b>	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
<b>Old Business:</b>	Welcome 2010 Officers
	- Confidentiality agreements
	Charlottesville Update
<b>New Business:</b>	New website
	Louisville KY – Region 5 meeting
	Explorers Virginia
<b>Review Committee Reports:</b>	1. Certification
	2. Communications
	3. Finance
	4. Marketing
	5. Membership
	6. Professional Development
	7. Programs
	8. Volunteerism
	9. Past-President
	10. President-Elect
	11. President
<b>Review Action Items:</b>	
<b>Adjourn Meeting</b>	

## ACTION ITEMS

Action Item	Resp	Deadline	
Update sharepoint calendar with the dates your team uses the conference line.	All Board members	ongoing	
Pay R5 Leadership Scholarship @ .15/member (\$195)	Joyce	7/1/09	
Pay \$3000 to VCU Elizabeth Murray Scholarship fund for golf tournament profit 2007, 2008, 2009	Joyce	7/1/09	
Bring food to the Sept Board meeting	Jane	9/2/09	
Give scholarship information to Joyce, so she can allocate expenses	All	Ongoing	
Send revised budget report to all Board members	Joyce	8/5/09	
Review revised budget report (from Joyce)	All	8/5/09	
Include phone number of expense voucher and if vendor, include vendor phone number	All	Ongoing	
Review Programs policies and procedure revisions	Debbie	8/5/09	
Check out the value / cost of 1099	Joyce	8/5/09	
Set up Epiware for 2010 Board members (once confidentiality signed)	Jim	9/2/09	
Set up Component Leaders website for 2010 Board members (once confidentiality signed)	Debbie	9/2/09	
Send e-mail to BOD about shutting down Sharepoint site; estimated shut down August 7 <sup>th</sup>	Jim	8/7/09	
Set up Certification workshop link on website	Jim	9/2/09	
Send Certification workshop scholarship form to Jane for Career Consortium meeting announcement	Kristen	8/5/09	
Send Certification workshop scholarship form to Jim to post on website	Kristen	9/2/09	
Coordinate speakers for 2010 – workshops & chapter meetings	Paul / Beth	9/2/09	
Review website roles – provide feedback; missing roles to Jim	All	9/2/09	

## QUESTIONS / ISSUES

Question / Issue	Approach / Resolution
Who can attend the Louisville Ky meeting?	Meeting conflicts with Volunteer Recognition; Debbie confirmed 2 attending; talk with her if interested (can be more than 2)

## DECISIONS

Previous meeting minutes were approved. Meeting agenda was approved.

## GENERAL TOPICS OF DISCUSSION

Confidentiality Agreements - provided agreements to 2009 / 2010 Board members to sign. Mike Vozar, Robert Berlin, Jim Robbins, and Sally Deering received agreement.

Charlottesville Update - meeting held with WDC chapter to discuss outreach for Charlottesville. Considering a "joint venture" similar to Quantico outreach where WDC and CVC chapter jointly support the outreach. The meetings are managed locally, with registration handled by either WDC or CVC chapter. Events are placed on both chapter websites. There is a meeting scheduled for next week to discuss having a "meet & greet" for Charlottesville area members to meet and discuss ideas and needs. Volunteers are: Robert Berlin (CVC), Amanda Ingle (CVC), James Potter (aka Potter) (PMI - not chapter member), Katherine Hamerstrom (WDC).

New PMI CVC website - the current website has been copied to the new server, and transition to the new host will occur this week. Events, registration and emails are operational on a test server. The next steps are: implement payment processing, port the existing content to the new structure, import member groups from Cvent. Jim provided a list of roles for the new website and requested feedback.

Louisville, KY - Region 5 meeting - Board members attend the Region 5 meeting each year. This year, the Volunteer Recognition meeting is the day before the Region 5 meeting which does not allow sufficient travel time. Debbie has confirmed 2 Board members will attend, but indicated that more can attend if interested. The budget will need to be developed for 2010 to support the cost of attending this event.

Explorers Virginia - Dave Harry called Robert Berlin with an opportunity to look into what can be done with the Boy Scout Explorers (ages 14-20). Robert has two volunteers interested in assisting (Dave Harry & Jan Beach) and will reach out to find out what types of programs they might be interested in.

Certification - The committee is gearing up for the Fall workshop. Some members have already signed up for the workshop. A scholarship will be offered, for this workshop. Information was sent out with the workshop announcement.

Marketing - BizLinc is September 23<sup>rd</sup>. There are two volunteers to assist. More volunteers would be helpful.

Membership - the Career Consortium events are coming together. 1<sup>st</sup> event is August 5<sup>th</sup>. 2<sup>nd</sup> event is August 13<sup>th</sup>. The 3<sup>rd</sup> event is not yet scheduled.

Professional Development - Here are the scheduled events: Lee Lambert in August, SCRUM Workshop for September (only those on the waiting list from the prior event were invited to this event), Neil Whitten in September, Doug DeCarlo in October, Lee Lambert in November.

Programs - Speakers are lined up through April 2010.

Volunteerism - There are 11 potential volunteers to assist with the PMO LIG. A meeting is being scheduled to discuss how to move forward.

Past President - 17 cabins are booked for the Seminar @ Sea. 3 more must be booked by August 10<sup>th</sup> to host this event. Sherry will reach out to members to provide refunds if the event is cancelled.

Corporate Outreach - Robert has not heard back from the Black Data Processing association that had expressed interest in a partnership.

## ACTIVE SUBCOMMITTEES

Charter	Members
Career Workshop Committee	Jane Newell, Suzanne Schimmel, Harvey Summers



**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

Tuesday, August 4, 2009 at 6:00 p.m.

### OFFICER REPORT ADDENDUM

#### VP CERTIFICATION

- 

#### Volunteers - list current volunteers/committees (if needed):

- John Lombardi
- Tom White
- Betty Jane Hughes
- Cliff Vaught
- Nancy Ingalls
- Rick Kawer
- Pam Kida
- Sharon Robbins?
- Melvin Washington
- Paul Procopio
- Tobie Hanekom

Kristen Baker, PMP  
VP, Certification

#### VP COMMUNICATIONS

- 

#### Volunteers - list current volunteers/committees (if needed):

- Chip Free
- Rick Kaerwer
- Mary Lou Leeder
- Alla Balabaeva
- Christina Morgan

Jim Robbins  
VP, Communications

#### VP FINANCE

- 

#### Volunteers - list current volunteers/committees (if needed):

- Betty Jane Hughes

Joyce M. Glady, PMP  
VP, Finance

#### VP MARKETING

- Attended BoD meeting



**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.

- Attended Southside meeting (social session only)
- Coordinated new VP Communications and Guest Speaker badges
- Met with various business representatives to promote PMI CVC
- Corresponded with Robert Berlin and Jane Newell on BizLinc2009 PMI CVC booth support
- Sent July dinner meeting announcements and workshop notices to Richmond Times-Dispatch MetroBusiness and RichTech website postings
- Conducted Project Management course CIS471 instruction at ECPI - College of Technology

**Volunteers - list current volunteers/committees (if needed):**

- Rebecca Reynolds/golf
- Pete McAteer/golf
- Keith Mangum/golf
- Christina Morgan/golf
- Bethany Bryans/golf
- Robert Berlin/marketing

Ed Hellermann, PMP  
VP, Marketing

**VP MEMBERSHIP**

- Career Consortium Planning (lead by volunteer Suzanne Schimmel)
  - Workshop I planning - August 5 event hosted by PMI CVC at the WE Marriott- Topic: Interview Preparation
  - Workshop II planning - August 13 event hosted by ISSA CVC at the Glen Allen Arts Center. Topic: Networking
  - Workshop III planning - Date TBD. Topic: Social Networking
- Career Workshop Preparation
  - Advertised at July SS and WE meetings
  - Members notified by direct email and registering through the new CiviCRM registration site
- Held 3<sup>rd</sup> quarterly Newcomers Orientation at SS meeting
- Set up Membership Team Collaboration site in EpiWare and added all team members
- Held monthly Membership Conference Call
- Sent standard monthly New Member and Non-renewal notices
- Attended May SS and WE meetings

**Volunteers - list current volunteers/committees (if needed):**

- Sally Deering, Newcomers Orientations
- Bernie Farkas, Membership Newsletter page
- Pia Guerin, Membership Corner WE
- Teresa Hudgins, Membership Corner SS
- Regina Mann, Membership Corner SS
- Suzanne Schimmel, Career Workshop Project Lead
- Stephanie Wingate, Membership Corner WE
- C. Q. Young, Jobs Email Distribution Coordinator
- Blythe Heywood (not active yet - backup for Newcomer Orientation)





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Jane Newell, PMP  
VP, Membership

#### VP PROFESSIONAL DEVELOPMENT

- Set up registration for second Scrum Master Certification Workshop in September
- Set up registration for Doug Decarlo event on October
- Sent fall events to Communications VP for posting on website
- Confirmed hotel for September event with Neal Whitten
- Began planning for 2010

#### **Volunteers - list current volunteers/committees (if needed):**

- Barry Cromuel, Team Lead for Professional Development
- Kim Davis, Anthem Event Coordinator
- Bowling Knowles, Anthem Event Coordinator

Bethany Bryans, PMP  
VP, Professional Development

#### VP PROGRAMS

- Attended the Board Meeting
- Attended the Southside and West End dinner meetings
- Corresponded with two speaker candidates for 2010
- Prepared and sent out the monthly committee report

#### **Volunteers - list current volunteers/committees (if needed):**

- South Side
  - Linda Almeida
  - Sue O'Hara
  - Terri Hudgins
  - Regina Mann
- West End
  - Elliott Friedman
  - Bill Fraker
  - Mike Vozar
  - Kay Thorson (not available for spring-summer 2009)
  - Marie Crites (not available for spring-summer 2009)
- Overall
  - Don Gray
  - Janet Beach
  - Terri Hefner

Paul Gilbo, PMP  
VP, Programs

#### VP VOLUNTEERISM



**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.

- Attended BOD meeting, Southside & West End meetings; Southside & West End 30 minute sessions
- Asked BOD members that had not posted to Meeting Addendum for lists of volunteers
- Solicited volunteers at both Southside & West End meetings
- Acquired new volunteers for Southside Programs Lead, BizLinc, Volunteerism, PMO LIG
- Sent out notice to potential PMO LIG volunteers (those that attended more than one PMO LIG meeting) to ask for interest in volunteering; Sent note today to identify best meeting date / time to discuss
- Initiated efforts to get PMI CVC volunteers in providing Project Management course for Richmond Ambulance Authority; turned over facilitation to Robert Berlin
- Asked for Certification Committee subgroup on Epiware
- Loaded all completed modules of 4<sup>th</sup> Edition PMBOK workshop to Epi (two modules are outstanding)
- Corresponded with 4<sup>th</sup> Edition PMBOK volunteers to remind them of module completion/review deadlines; corresponded on other questions, as they arose
- Reviewed & tweaked the reviewed 4<sup>th</sup> Edition modules, as needed, to ensure common look & feel
- Provided Dr. Sleeth as contact for the Moton Museum to have VCU class support Moton efforts; Dr. Sleeth has requested an RFP for support requested (will provide to MGMT 319 class)
- Received word back that VCU / PMI CVC proposal has made it through the first cut in the grant process
- Attended Seminar @ Sea conference calls; Spoke with Dr. Sleeth to let him know we cannot support 3 speakers for cruise with current registration levels (his presentation would be eliminated)
- Met with new volunteer (Linda) to outline her responsibilities
- Tested Career Consortium e-mail messages & registration (prior to general e-mail distribution)

**Volunteers - list current volunteers/committees (if needed):**

- Volunteerism  
Sally Deering  
Linda Almeida
- PMBOK 4<sup>th</sup> Edition (April-July)  
Amanda Ingle                      Amy Swartz  
Andy Shulick                      Betty Jane Hughes  
Christina Morgan                John Festa  
Kristen Baker                      Pam Kida  
Paul Procopio                      Rahul Satyanarayan  
Richard Martin                   Rick Mandarino  
Rick Pellegrino                   Robert Berlin  
Robert Young                      Susan Thomas  
Vicky Boardley                   Wes Robertson  
William Fraker
- Moton Museum  
John Festa                          Regina Hill  
Robert Berlin                      Robyn Young  
Sharon Robbins                   William Fraker  
Dornan Trainer                     Sharon Robinson



**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.

Sharon Robbins, PMP  
VP, Volunteerism

#### PRESIDENT-ELECT & LIG PMO

- 

**Volunteers - list current volunteers/committees (if needed):**

- 

Bernie Hill, PMP  
President Elect

#### PAST PRESIDENT

- 

**Volunteers - list current volunteers/committees (if needed):**

Christina Morgan, PMP  
Past-President

#### PRESIDENT

- Attended July 1 Board Meeting
- Attended New Member Orientation, July 15
- Attended SouthSide Chapter Meeting, July 15
- Attended WestEnd Chapter meeting, July 16
- Met with Linda Cantey, Catherine Hammerstrom, & Rich Marinucci of WDC, Amanda Ingle, Robert Berlin, and James Potter re: Charlottesville

**Volunteers - list current volunteers/committees (if needed):**

- None

Deborah Corbet-Cooper, PMP  
President

#### CORPORATE AND COMMUNITY OUTREACH

- 

**Volunteers - list current volunteers/committees (if needed):**

- Amanda Ingle

Robert Berlin, MBA, PMP

**CVC Mission:** To serve the professional interests of chapter members by enhancing expertise through project management education and training, supporting PMI certifications, and promoting association with other project management



**Meeting Minutes**

**PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS**

Wednesday, September 2, 2009, 6:00 p.m.

VACO LLC

3901 Westerre Parkway. Suite 120, Richmond, VA 23233

**ATTENDEES & QUORUM STATUS**

Voting: Debbie Corbet-Cooper, Sharon Robbins, Jim Robbins, Paul Gilbo, Joyce Gladly, Jane Newell, Kristen Baker, Ed Hellermann – Quorum Present; also attending -Sally Deering, Robert Berlin, John Lombardi, Susan Thomas

**AGENDA**

<b>Open Meeting:</b>	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
<b>Old Business:</b>	Budget request to attend QuickBooks training
	SAPR
	New CCR
	Virtual Merchant
<b>New Business:</b>	
<b>Review Committee Reports:</b>	1. Certification
	2. Communications
	3. Finance
	4. Marketing
	5. Membership
	6. Professional Development
	7. Programs
	8. Volunteerism
	9. Past-President
	10. President-Elect
	11. President
<b>Review Action Items:</b>	

<b>Adjourn Meeting</b>	

**ACTION ITEMS**

<b>Action Item</b>	<b>Resp</b>	<b>Deadline</b>		
Update epiware calendar with the dates your team uses the conference line.	All Board members	ongoing		
Give scholarship information to Joyce, so she can allocate expenses	All	Ongoing		
Include phone number of expense voucher and if vendor, include vendor phone number	All	Ongoing		
Coordinate speakers for 2010 – workshops & chapter meetings	Paul / Beth	On-going		
Review website roles – provide feedback; missing roles to Jim	All	9/2/09		
Pursue virtual merchant agreement costs – rental vs. purchase, cancellation costs	Joyce	9/30/09		
Complete analysis of retention for the Strategic Alignment Scorecard	Jane	9/30/09		
New questions are needed in the annual survey to support the Strategic Alignment Scorecard. Need to identify / refine survey.	Ed / Jane	9/30/09		
Post the PMI Business Plan template and SAPR catalog on epiware	Sharon	9/30/09		
Post the Strategic Alignment Scorecard on epiware (with adjustments)	Debbie	9/30/09		
Look at automatic PDU posting opportunities for members with new CCR system	Paul	9/30/09		
Coordinate new dinner meeting procedures (possible to have PC at registration table and/or collect attendees and post attendance at meetings)	Paul / Jim	11/4/09		

**QUESTIONS / ISSUES**

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<b>Question / Issue</b>	<b>Approach / Resolution</b>

## DECISIONS

Previous meeting minutes were approved. Meeting agenda was approved.  
 Moved \$300 from Programs budget to Finance for QuickBooks class for Finance.

## GENERAL TOPICS OF DISCUSSION

QuickBooks - 2 day course \$300; get funds for course from Programs budget.

Virtual Merchant - need middleware between CiviCrM and merchant account. Rental cost is \$30/month or \$800 for middleware. Rent now or purchase? Joyce to confirm costs.

Sharon presented the SAPR scores to the Board. The finalized scorecard will be sent to PMI and posted on the Epiware site. There are metrics that were not collected this year, but will need to be incorporated into our survey, data collection in the future. The metrics will be posted on epiware and submitted to PMI Global.

Marketing - Ed is supporting BizLinc. We will still need more volunteers for this event.

Finance - We have closed out our First Market accounts. CPA should be done with taxes next week, an extension was applied for. 8 people are confirmed for the PMI Leadership meeting.

Certification - Fall workshop is scheduled. 16 people registered so far. 3 people have applied for the scholarship. Lots of people auditioned to be presenters at the workshops.

Communications - Both the Sharepoint and Earthlink accounts are closed.

Membership - Career Consortium held 3 events. 70 people attended the first and second workshop. 90 people attended the third event. All events had great speakers and registration. The budget was spent.

Programs - spent time transitioning with new VP Programs.

Volunteerism - PMO LIG volunteers formed and met to discuss how to continue with these events. Decided to conduct a survey for PMO LIG members to see how they want to proceed. The next committee meeting is Sept 23<sup>rd</sup>.

Community / Corporate Outreach - Explorer VA has new person to work with. Richmond Ambulance Authority has been contacted. Robert is waiting for them to get back with PMI CVC. The Charlottesville Meet & Greet committee planning the events, still no date. No more contact with Black Data Processing Association. BIZLinc on Sept 23<sup>rd</sup>.

## ACTIVE SUBCOMMITTEES

Charter	Members
Career Workshop Committee	Jane Newell, Suzanne Schimmel, Harvey Summers
PMO LIG	Sharon Robbins, Andy Shulick, Dan Galloway, Jonathan Topp, Dan Ramsey, Susan Fitzgerald, Warren Seay, Nellie Romero, Ravi Vudu

**CVC Mission:** To serve the professional interests of chapter members by enhancing expertise through project management education and training, supporting PMI certifications, and promoting association with other project management



**Meeting Minutes**

**PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS**

Wednesday, September 30 2009, 6:00 p.m.

Virtual meeting

**ATTENDEES & QUORUM STATUS**

Voting: Kristen Baker, Christina Morgan, Debbie Corbet-Cooper, Sharon Robbins, Jim Robbins, Paul Gilbo, Jane Newell, – Quorum Present; also attending - John Lombardi, Susan Thomas, Jim Dedie

**AGENDA**

<b>Open Meeting:</b>	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
<b>Old Business:</b>	Final Plans – Leadership Conference
<b>New Business:</b>	Continuing Certification Requirements (CCR) System
	Program Slides Process
	Best Practices for Global Leadership meeting
	Annual Volunteer Recognition Event
	Transition Meeting
<b>Review Committee Reports:</b>	1. Certification
	2. Communications
	3. Finance
	4. Marketing
	5. Membership
	6. Professional Development
	7. Programs
	8. Volunteerism
	9. Past-President
	10. President-Elect
	11. President
	12. Corporate and Community Outreach
<b>Review Action Items:</b>	
<b>Adjourn Meeting</b>	

## ACTION ITEMS

Action Item	Resp	Deadline
Update sharepoint calendar with the dates your team uses the conference line.	All Board members	ongoing
Give scholarship information (e.g., Certification, Professional Development) to Joyce so she can allocate the expenses	Joyce	ongoing
Coordinate speakers for 2010 for workshops and chapter meetings	Mike / Beth	ongoing
Review website roles – provide feedback and missing roles to Jim	All	11/4/09
New questions are needed on the annual survey to support the Strategic Alignment Scorecard. Need to identify / refine the survey.	Ed / Jane	11/4/09
Look at automatic PDU posting opportunities (for 1-2 PDU events) for members with new CCR system	Paul	11/4/09
Coordinate new dinner meeting procedures – possible to have PC at the registration table and/or collect addresses and post attendance at meetings	Paul / Jim	2010
Create “how to post PDUs in the new CCR” slides for the chapter meeting	Paul	10/11/09
Create document to post on website – “how to post PDUs in the new CCR” document to post on the website;	Paul	11/4/09
Post the new CCR “how-to” document on the website	Jim	11/4/09
Determine consistent event code format for events listed in CCR	Beth, Kristen, Susan, Paul, Mike	11/4/09
Post past events in the PDU log	Beth	11/4/09
Update events with event codes (where they are missing), and post the updated the PDU log	Jim	11/4/09
Review Epiware procedures to be certain you know how to use the Epiware tool	All	11/4/09
Send a slide with your areas “best practices” to Debbie for the Global Leadership meeting	All	10/4/09
Send note to Sharon if you want to be included on the Volunteer Recognition Committee	All	11/4/09
(Jim) Create multi-payment event to test Virtual Merchant and send to Board for everyone to test; (All) Sign up for the event using credit cards for sufficient test	All	11/4/09
Send information on web conferencing tool to Board members	Jim	11/4/09
Develop procedures on debit card usage	Joyce	11/4/09
Send guest pass information to the Board	Joyce	11/4/09
Review registration process – get CC info, etc.	Joyce / Paul	11/4/09
Mail \$3000 check to VCU and let Joyce know when it is completed	Debbie	11/4/09
Plan participation in Region 5 event	Debbie / Paul	11/4/09



QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

## DECISIONS

Previous meeting minutes were approved. Meeting agenda was approved.

The new CCR system requires that someone on the Board approve an event before it can be a “registered” event. This approval is the responsibility of the President Elect.

The decision was made to move forward with the one-time purchase of Virtual Merchant for \$795 rather than the monthly contract - with the caveat, that testing of the tool concludes successfully.

## GENERAL TOPICS OF DISCUSSION

Final Plans - Leadership Meeting - 11 Board members are attending the PMI Global Leadership meeting. Debbie has sent an email to collect contact information. The Board will meet for dinner to determine who can attend which sessions, with the thought that most, if not all sessions are covered. The Board member is expected to take notes and communicate the meeting information to the Board. Debbie noted that she estimates the chapter will be \$1000 over budget for this event.

The decision was made that Paul will accept the Chapter of the Year award, and Sharon will accept the Volunteerism award.

Continuing Certification Requirements System - Paul reviewed details on how to register PDUs in this new system. He will write up instructions to post on the website for our members. There was discussion about format of event codes, and posting of event codes on the website. The action items (above) note who is assigned to those activities.

Program Slides Process - All areas will need to post updates to the chapter meeting slides by SUNDAY midnight to ensure the information is included. If the DEP is late, the VP Membership will call the President to grant an exception to allow late update of the slides. A process was devised to ensure version control of the slides:

- All Board members post updates to slides - by Sunday midnight
- President - complete the review of the slides - by Monday midnight; send an e-mail of the final slides to the VP Programs, and post a copy of the final slides to Epiware as “checked out”.

Best Practices for Leadership Meeting - Debbie will be leading the “best practices” session for the Region 5 meeting during the Global Leadership meeting. She would like to have “best practices” to share from the chapter.

Volunteer Recognition Committee - Sharon requested that Board members who wish to volunteer to assist with the Volunteer Recognition event, send her a note to show their interest.

Transition Meeting - The Transition meeting is scheduled for December 5<sup>th</sup> at the Marriott in the West End. The meeting will run from 8am (or 8:30am) until 5pm. Paul will send information as this gets closer.

### Committee Reports

Certification - 31 people registered for the workshop; and it is going well. Kristen is negotiating a refund on the copying, since the price was double what has been paid historically.

Communications - Testing has been proceeding on the Virtual Merchant tool. The next step is to have an end to end test. The Board is asked to participate in this testing. The Virtual Merchant tool decision is noted above. The Communications committee tested a free web conferencing tool. This information will be sent out to the Board.

Finance - The taxes have been filed, and submitted to PMI. Joyce is writing procedures and will present them at the next Board meeting.

Membership - 8 job postings have been sent in the past month. The Membership committee met face-to-face and started brainstorming for 2010. Jane provided the retention statistics to some Board members.

Programs - The Southside speaker has cancelled. The November West End speaker will fill the vacancy. Niki Mason did a great job at SS site lead this past month.

Volunteerism - The PMO LIG survey has been posted to the PMI CVC website, and will be communicated to the PMO LIG members shortly. The next PMO LIG committee meeting is next week. We got several new volunteers from the meetings last month - Communications, BizLinc, Programs, Volunteerism.

Past President - We have received about \$7000 from the Seminar at Sea, so far. The speakers travel and other expenses have not yet been paid, but we will make some money on the event. The net income will be split with the Hampton Roads chapter.

President - The SAPR has been submitted to PMI. Debbie has been meeting with Nealand, the Region 5 mentor, to take on some of the responsibilities for the Region 5 meeting at the Global Leadership meeting.

### ACTIVE SUBCOMMITTEES

Charter	Members
PMO LIG committee	Sharon Robbins, Robert Berlin, and many others
Charlottesville committee	Robert Berlin, Amanda Ingles
Volunteer Recognition committee	Sharon Robbins, Christina Morgan, Jane Newell, Sally Deering, Linda Oliver

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**Meeting Minutes**

**PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS**

Wednesday, November 4 2009, 6:00 p.m.  
VACO, LLC

**ATTENDEES & QUORUM STATUS**

Voting: Kristen Baker, Christina Morgan, Debbie Corbet-Cooper, Sharon Robbins, Jim Robbins, Paul Gilbo, Jane Newell, Ed Hellermann, Bethany Bryans – Quorum Present; also attending - John Lombardi, Susan Thomas, John Lombardi

**AGENDA**

<b>Open Meeting:</b>	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
<b>Old Business:</b>	Leadership Conference Report Out
	Planning and Transition Meetings
	Seminar At Sea Report Out
	January Volunteer Recognition Dinner
<b>New Business:</b>	Component Awards 2010
	December Board Meeting
<b>Review Committee Reports:</b>	1. Certification
	2. Communications
	3. Finance
	4. Marketing
	5. Membership
	6. Professional Development
	7. Programs
	8. Volunteerism
	9. Past-President
	10. President-Elect
	11. President
	12. Corporate and Community Outreach
<b>Review Action Items:</b>	

**ACTION ITEMS**

<b>Action Item</b>	<b>Resp</b>	<b>Deadline</b>		
Update sharepoint calendar with the dates your team uses the conference line.	All Board members	ongoing		
Give scholarship information (e.g., Certification, Professional Development) to Joyce so she can allocate the expenses	Joyce	ongoing		
Coordinate speakers for 2010 for workshops and chapter meetings	Mike / Beth	ongoing		
Jim send out website roles to the Board	Jim	11/11/09		
Review website roles – provide feedback and missing roles to Jim	All	12/2/09		
Coordinate new dinner meeting procedures – possible to have PC at the registration table and/or collect addresses and post attendance at meetings (Jim will call Paul)	Paul / Jim	2010		
Determine consistent event code format for events listed in CCR	Beth, Kristen, <b>Susan-lead</b> , Paul, Mike	12/2/09		
Post past events in the PDU log	Beth	12/2/09		
Update events with event codes (where they are missing), and post the updated the PDU log	Jim	12/2/09		
Develop procedures on debit card usage	Joyce	12/2/09		
Send guest pass information to the Board	Joyce	12/2/09		
Review registration process – get correct credit card info, etc.	Joyce / Paul	On-going		
Mail \$3000 check to VCU and let Joyce know when it is completed	Debbie	12/2/09		
Plan participation in Region 5 event	Debbie / Paul	12/2/09		
Post minutes on Epiware	Jim	12/2/09		
Identify metrics on website usage	Jim	12/2/09		
Ask your volunteers to arrive at the January meeting by 5PM	All	12/2/09		
Confirm that your volunteers are correctly identified on the master Volunteer list and what months they volunteered	All	11/15/09		
Bring food for December Board meeting	Joyce	12/2/09		
Submit all expenses to Joyce	All	12/10/09		
Review Web Conference tool	All	12/2/09		
Board members will register EARLY for the November event to test the registration process	All	11/8/09		
Appoint Financial Oversight volunteer role	Paul / Debbie	1/1/2010		

Identify accomplishments and metrics (ex: # people attended meetings, # PDUs offered, % increase, # events held) on the Transition plan with specifics to use for the Chapter of the Year Award	All	12/5/09			

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<b>QUESTIONS / ISSUES</b>
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Question / Issue	Approach / Resolution

## DECISIONS

Previous meeting minutes were approved. Meeting agenda was approved.

The Board selected the Volunteer of the Year. Award to be presented in the January 2010 meeting.

## GENERAL TOPICS OF DISCUSSION

PMI Global Leadership Meeting Reports - Debbie thanked everyone for sending in their reports. The meeting was well-received by the new "elect" Board members and provided a lot of good information that can be used to further the chapter.

Planning and Transition meeting - The Strategic Planning meeting is scheduled for November 7 from 11:30am to 5:00pm at VACO. Paul sent out tips on SWOT, which will be one of the main tools used in the meeting. The goals from the 2009 SAS will be used as a starting point. This meeting may result in some homework that will be used for slides in the Transition meeting. The Transition meeting is scheduled for December 5 from 8am to 5pm at the Marriott. Each Board member should look at the Transition slides from last year, posted on Epiware in the President Elect/Transition folder.

Seminar At Sea Event - The PMI CVC chapter received good feedback on the Seminar At Sea Event. People that attended indicated they would like for the chapter to do a Seminar At Sea event again. There were 30 attendees at the workshops. People from Ohio, North Carolina, and Virginia attended. There are some minor improvement to be made, but overall the event was well-received.

January Volunteer Recognition Dinner - Sharon wants each Board member to review the volunteer list carefully to ensure that we appropriately recognize each volunteer for the chapter. In past years we have missed volunteers. The Volunteer Recognition Task list includes items for some Board members. Board members will review the list for their tasks (posted on Epiware). The Board selected the Volunteer of the Year.

Component Awards 2010 - Sharon requested the Board to think about the 2009 activities, accomplishments, and metrics that can be submitted for the 2010 Component Award. These should be included in the Transition Plans so they can be pulled for the Component Award. The Component Award application has been posted on Epiware.

December 2 Board meeting - PMI CVC will hold a December Board meeting in addition to the Transition meeting and Strategic Planning meeting.

### Committee Reports

Marketing - There have been 97 responses to the survey so far. A reminder needs to be sent out to ask people to take the survey.

Communications - The Virtual Merchant account is up, live and tested. Live paid transactions are possible. This system will be used for the November chapter meeting registration.

Certification - 32 people attended for the workshop; and it went well. Kristen and Susan will consider using the Hilton Garden Inn for workshops in 2010.

Finance - Joyce signed up for the Virtual Merchant account. She has fallen behind in allocations.

Membership - A new retention program has been initiated to call members that have not renewed. Jane has a new volunteer to lead this program.

Programs - The flyers for the rest of the year have been posted. The January 2010 event is listed, it needs a flyer posted.

Volunteerism - Send changes in volunteers to Sharon. Sharon will send the current openings to Kristen to include with her PMP recognition letters.

Past President - The chapter will consider the next Seminar At Sea event once we determine if we made money on this event. The expenses and revenue have not been finalized.

President Elect - The Strategy Planning and Transition meetings are planned.

**ACTIVE SUBCOMMITTEES**

<b>Charter</b>	<b>Members</b>
PMO LIG committee	Jonathan Topp, Ravi Vudu, Dan Ramsey, Dan Galloway, Warren Seay, Susan Fitzgerald, Robert Berlin, Bernie Hill, Sheridan Layman, Nelly Romero
Charlottesville committee	Robert Berlin, Amanda Ingles
Volunteer Recognition committee	Sharon Robbins, Christina Morgan, Jane Newell, Sally Deering, Linda Oliver, Linda Almeida, Kirk Jeter, Kelly Evans, Betty Jane Hughes, Debbie Corbet-Cooper



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**Meeting Minutes**

**PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS**

Wednesday, December 2 2009, 6:00 p.m.

VACO, LLC

**ATTENDEES & QUORUM STATUS**

Voting: Kristen Baker, Debbie Corbet-Cooper, Sharon Robbins, Jim Robbins, Paul Gilbo, Jane Newell, Ed Hellermann, Joyce Glady -Quorum Present; also attending - John Lombardi, Susan Thomas, Robert Berlin, Mike Vozar, Sally Deering

**AGENDA**

<b>Open Meeting:</b>	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
<b>Old Business:</b>	Transition Meeting Status
	Strategic Plan
	January Volunteer Recognition Dinner
	Region 5 Plan
	Website Implementation
	Scholarship \$1000 or \$3000
<b>New Business:</b>	New Member Dinners – 2010 Budget Obligation
	Event Scholarships
<b>Review Committee Reports:</b>	1. Certification
	2. Communications
	3. Finance
	4. Marketing
	5. Membership
	6. Professional Development
	7. Programs
	8. Volunteerism
	9. Past-President
	10. President-Elect
	11. President
	12. Corporate and Community Outreach

<b>Review Action Items:</b>	
<b>Adjourn Meeting</b>	

### ACTION ITEMS

Action Item	Resp	Deadline		
Update sharepoint calendar with the dates your team uses the conference line.	All Board members	ongoing		
Give scholarship information (e.g., Certification, Professional Development) to Joyce so she can allocate the expenses	Joyce	ongoing		
Coordinate speakers for 2010 for workshops and chapter meetings	Mike / Beth	ongoing		
Coordinate new dinner meeting procedures – possible to have PC at the registration table and/or collect addresses and post attendance at meetings (Jim will call Mike)	Mike / Jim	2010		
Determine consistent event code format for events listed in CCR	Beth, Kristen, <b>Susan-lead</b> , Paul, Mike	12/2/09		
Post past events in the PDU log	Beth	12/2/09		
Update events with event codes on website (where they are missing), and post the updated the PDU log	Jim	12/2/09		
Develop procedures on debit card usage	Joyce	12/2/09		
Send guest pass information to Jane	Joyce	12/2/09		
Review registration process – get correct credit card info, etc.	Joyce / Paul	On-going		
Mail \$3000 check to VCU and let Joyce know when it is completed	Debbie	12/2/09		
Ask your volunteers to arrive at the January meeting by 5PM	All	12/2/09		
Submit all expenses to Joyce	All	12/10/09		
Review Web Conference tool	All	12/2/09		
Appoint Financial Oversight volunteer role	Paul / Debbie	1/1/2010		
Identify accomplishments and metrics (ex: # people attended meetings, # PDUs offered, % increase, # events held) on the Transition plan with specifics to use for the Chapter of the Year Award	All	12/5/09		
Add Roberts Rules of Order for Transition Meeting	Paul	12/5/09		
Put Volunteer List on Epiware for review	Sharon	12/2/09		
Review Volunteer List on Epiware	All	12/2/09		
Put up registration for the January Chapter Meeting Event	Jim	12/7/09		

Bring books for silent auction to Transition Meeting	All	12/5/09		
Send CVent Contract to Joyce	Jim	12/15/09		
Call Joyce regarding transfer of paid expenses	Jim	12/11/09		
Prepare to discuss website business continuity plan at January Board Meeting	Jim	1/6/10		
Estimate conference phone meeting use hours for budget	All	12/5/09		
Submit expense reports to Joyce	All	12/11/09		
Bring food for January Board meeting	Sally	1/6/10		
Bring food for February Board meeting	John	2/3/10		
Send DimDim information to the Board	Jim	1/6/10		
Report event scholarships to Joyce	Kristen/Susan & Beth	On-going		
Check on cost of conference calls	Joyce	12/5/09		

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<b>QUESTIONS / ISSUES</b>
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Question / Issue	Approach / Resolution

## DECISIONS

Previous meeting minutes were approved. Meeting agenda was approved.  
Board voted to send \$3000 scholarship to VCU.

## GENERAL TOPICS OF DISCUSSION

Transition Meeting Status - Paul requested the slides be prepared by 6pm Friday for collation into the desk for the Transition Meeting. All other preparations are completed.

Strategic Plan- Paul indicated we need to complete the Strategic Plan in first quarter 2010. A subset of the Board will be asked to assist.

January Volunteer Recognition Dinner - Sharon wants each Board member to review the volunteer list carefully to ensure that we appropriately recognize each volunteer for the chapter tonight. Current list will be posted on Epiware for review. The letters will be printed this week and signed by Debbie over the weekend. The expected mailing date is December 7<sup>th</sup>. The on-line registration will need to be ready in conjunction with the mailing.

Region 5 Plan - Paul, Sally and Robert will be attending the Region 5 event in January.

Website Implementation - Most content has been moved to the new website. Events registration, emails and payment processing are operational. The website can be deployed within the next week. The information from the Cvent system will be available until July 1, 2010.

VCU Scholarship - \$3000 will be sent to VCU.

New Member Dinners Budget Obligation - Jane informed the Board she has been issuing new member guest passes for members joining late in the year for redemption in 2010. The Board agreed with this practice, since many budgets span across yearend.

Event Scholarships - All events that provide scholarships must report the scholarships to the VP Finance.

### Committee Reports

Marketing - Marketing is starting to look for sponsorship opportunities. \$500 deposit is retained by Hunting Hawk from the 2009 golf tournament to be used for 2010 event scheduled May 12<sup>th</sup>.

Certification - Received refund from Kinkos of approximately \$1200 on printing.

Membership - Retention team is consolidating a reason list for nonrenewals. When the phone does not work, the team sends a personal email to the nonrenewal to gather the information.

Programs - Programs are scheduled through March 2010.

Finance - Requested expense submission be completed by December 11, 2009.

Volunteerism - Requested review of volunteer list ASAP. PMO LIG meeting is scheduled for January 27, 2010 at Staff Focus. The finances from the Seminar @ Sea are close to being finalized.

President Elect - Paul met with Robert to begin marketing planning for 2010.

Corporate and Community Outreach - Robert will have the link for the Charlottesville Meet & Greet soon. The date is January 25, 2010. Robert is coordinating with RichTech on strategic planning.

## ACTIVE SUBCOMMITTEES

Charter	Members
PMO LIG committee	Jonathan Topp, Ravi Vudu, Dan Ramsey, Dan Galloway, Warren Seay, Susan Fitzgerald, Robert Berlin, Bernie Hill, Sheridan Layman, Nelly Romero

Charlottesville committee	Robert Berlin, Amanda Ingles
Volunteer Recognition committee	Sharon Robbins, Christina Morgan, Jane Newell, Sally Deering, Linda Oliver, Linda Almeida, Kirk Jeter, Kelly Evans, Betty Jane Hughes, Debbie Corbet-Cooper