

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 6 2010, 6:00 p.m.
VACO, LLC

ATTENDEES & QUORUM STATUS

Voting: Susan Thomas, Joyce Glady, Mike Vozar, Sally Deering, Jim Robbins, Paul Gilbo, Jane Newell, John Lombardi, Robert Berlin, Debbie Corbet-Cooper - Quorum Present

AGENDA

Open Meeting:	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
Old Business:	Budget status from officers
	Status of website changes
	New badges
	Bank authorization for President
	Guest passes
New Business:	Discuss day/time of Monthly Board Meeting
	Plan budget review
Review Committee Reports:	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
Review Action Items:	
Adjourn Meeting	

ACTION ITEMS

Action Item	Resp	Deadline
Update Epiware calendar with the dates your team uses the conference line.	All Board members	ongoing
Report event scholarships to Joyce	Kristen/Susan & 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	ongoing
Determine consistent event code format for events listed in CCR	Beth, Kristen, Susan-lead , Paul, Mike	ongoing
Post past events in the PDU log	Beth	ongoing
Update events with event codes on website (where they are missing), and post the updated the PDU log	Jim	ongoing
Develop procedures on debit card usage	Joyce	ongoing
Review Web Conference tool	All	ongoing
Appoint Financial Oversight volunteer role	Paul / Debbie	ongoing
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	ongoing
Prepare to discuss website business continuity plan at January Board Meeting. Investigate backup options same-site vs different site.	Jim	ongoing
Additional sub-menu item links for confusing pages	Jim	2/3/10
Bring food for February Board meeting	John	2/3/10
Send DimDim information to the Board	Jim	2/3/10
Update budget on EpiWare	All	1/16/10
Board conference call Thursday Jan 28, 6:30 PM	All	1/28/10
Look at website and propose improvements, copy the board on observations	All	2/3/10
Jim to refine and repurpose 'special projects' in his budget	Jim	1/16/10
Email board on budget	Joyce	1/18/10
Jim to create obvious links to Event list/Calendar on front page	Jim	2/3/10
2 Slides showing new website and Calendar link	Jim	1/19/10
Jane and Jim to collaborate on member website login email	Jim / Jane	2/3/10

Jane and Jim to merge action items from transition meeting into board meeting action items	Jim / Jane	2/3/10
Jim to call Robert about electronic booking and payment of sponsorships	Jim	2/3/10
Complete end-of-year financial report for the membership to be posted on the website members-only area	Joyce	2/3/10

QUESTIONS / ISSUES

Question / Issue	Approach / Resolution

DECISIONS

Previous meeting minutes were approved. Meeting agenda with amendments were approved.
Board voted to move all 'special projects' budget items for each committee into the President's budget
Board voted 'special project funds', to be used only if budget is in the black, and the Board approves the request.

GENERAL TOPICS OF DISCUSSION

Old Business

1. Joyce distributed printouts of the 2009 budget and the proposed 2010 budget . Each member of the board to update their budget on EpiWare by the 16th. Board will vote to approve the new budget by 30 minute phone meeting Thursday 28th.
2. Some discussion of the new website, possible continuity plans, design considerations. Next major initiative is to create log-in accounts for pmi cvc members. Suggestions for the website included more obvious links to events and the calendar on the front page.
3. Robert took suggestions on the number and format of new BOD badges and business cards.
5. Jane distributed this year's allocation of guest passes, with instructions on their use.

New Business

1. Board decided to retain previous Board meeting schedule.
2. Discussion about financial oversight role, new person.

Committee Reports

Certification - none

Communications - none

Finance - End of year financial statement options

Marketing - Discussion of meeting sponsor interaction at meetings.

Membership - none

Professional Development - none

Programs - none

Volunteerism - none

Past President - none

President Elect - none

President - none

Corporate and Community Outreach - Registration for Charlottesville event will go through DC chapter. We'll post a notice to the event with link to DC registration.

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



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PMI Central Virginia Chapter Board of Directors Meeting Agenda

Wednesday, January 6, 2010 at 6:00 p.m.

OFFICER REPORT ADDENDUM

VP CERTIFICATION

- No committee meetings held during December
- Outgoing and incoming VP Certification attended transition meeting

Volunteers - list current volunteers/committees (if needed): Should I add the presenters next month?

- John Lombardi
- Tom White
- Betty Jane Hughes
- Cliff Vaught
- Nancy Ingalls
- Rick Kaerwer
- Pam Kida
- Sharon Robbins
- Melvin Washington
- Paul Procopio
- Tobie Hanekom
- Sudha Mudgade
- Betty Jane Hagan
- Dave Klein

Kristen Baker, PMP
VP, Certification

VP COMMUNICATIONS

- Website, registration, email support of Volunteer Recognition Meeting
- Added Advertising Logo for website and registration.
- Continuing website development
- Research into possible website features / procedures
- Limited access made available to new registration system for Programs support personnel.

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

- Chip Free
- Rick Kaerwer
- Robert Mead
- Chris Knott
- Sue Ward
- Jammy Leih-Cheng Li

Jim Robbins
VP, Communications



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VP FINANCE

-

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

- Betty Jane Hughes

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

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

- Robert Berlin/marketing

Ed Hellermann, PMP
VP, Marketing

VP MEMBERSHIP

- Held Retention Team status conference call
- Attended Annual Transition Meeting and recorded action items
- Presented Roberts Rules overview at Transition Meeting
- Completed 2010 budget (proposed) for Membership
- Sent standard monthly New Member and Non-renewal notices
- Attended Board Meeting

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 Rice, 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)
- Kathy Harper, Retention Program Lead (**NEW!**)

Jane Newell, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

- Attended 2010 Transition Meeting
- Received payment for Lee Lambert co-hosted events in 2009
- Working with Bonnie at the Sheraton South for 2010 professional development programs
- Working with Agile Richmond on event dates for 2010
- Working with Lee Lambert on event dates for 2010



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- Working with Bruce Falk on events 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
- Christine Kerkeslager, Anthem Event Coordinator

Bethany Bryans, PMP
VP, Professional Development

VP PROGRAMS

- Attended the Southside and West End chapter meetings
- Attended the Board meeting
- Conducted transition activities with Mike Vozar
- Conducted transition activities with Debbie Corbet-Cooper

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

- South Side
 - Sue O'Hara
 - Terri Hudgins
 - Regina Rice
 - Regina Hill
 - Niki Mason
- West End
 - Bill Fraker
 - Marie Crites
 - Mike Vozar
- Overall
 - Don Gray
 - Janet Beach

Paul Gilbo, PMP
VP, Programs

VP VOLUNTEERISM

- Attended Board meeting & Transition meeting
- Held Volunteer Recognition Committee meetings
- Finalized the volunteer list
- Letters were printed, signed and sent to volunteers
- Certificates were printed
- The brochure was finalized and printed
- The theme was selected, and gift purchased
- Enlisted additional volunteers for PMO LIG, VCU Alliance presenters and Volunteerism committee
- Attended PMO LIG Committee meeting



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- Set up PMO LIG webpage and PMO LIG event on the website
- Revised Volunteerism page with opportunities and changed to Sally as VP

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

- Volunteerism
Sally Deering
Linda Almeida
- PMO LIG
Nelly Romero Sheridan Layton
Ravi Vudu Andy Shulick
Dan Ramsey Jonathan Topp
Dan Galloway Susan Fitzgerald
Warren Seay Jonathan Topp
Bernie Hill Robert Berlin
- Volunteer Recognition
Sally Deering Christina Morgan
Linda Almeida Jane Newell
Linda Oliver Betty Jane Hughes
Kelly Evans Debbie Corbet-Cooper
Kirk Jeter

Sharon Robbins, PMP
VP, Volunteerism

PRESIDENT-ELECT & LIG PMO

- Conducted the 2010 Board Transition Meeting

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

- None

Paul Gilbo, PMP
President Elect

PAST PRESIDENT

- Attended and led December Board Meeting
- Sent \$3000 contribution to VCU Scholarship Fund
- Attended Transition Meeting, Dec. 5
- Invited Past Presidents to January Volunteer Dinner
- Purchased Orange Hat and made arrangements with embroidery lady for Jan
- Signed letters to invite Volunteers to January Dinner
- President turnover activities with Paul Gilbo

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

Christina Morgan, PMP
Past-President

PRESIDENT



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- Attended Board meeting, Southside and West End meetings, and Strategic Planning meeting
- Presented Leadership Recap at Southside 30 min manager
- Contacted VCU regarding scholarship contribution

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

- None

Debbie Corbet-Cooper, PMP
President

CORPORATE AND COMMUNITY OUTREACH

-

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

- Amanda Ingle

Robert Berlin, MBA, PMP

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, February 3 2010, 6:00 p.m.
VACO, LLC

ATTENDEES & QUORUM STATUS

Voting: Jane Newell, Bethany Bryans, Sally Deering, Mike Vozar, John Lombardi, Christine Herman, Debbie Corbet-Cooper, Jim Robbins, Paul Gilbo. On phone: Susan Thomas, Joyce Gladly , - Quorum Present

Robert Berlin visited.

AGENDA

Open Meeting:	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
Old Business:	Approve 2010 Budget
	Discuss adopting a quarterly rolling budget
	Organize for the completion of the strategic plan
	Status of action items marked as "on-going"
	Status of action items with a current or past deadline
	Discuss Volunteer Appreciation Certificate Problem
New Business:	Report on Region 5 Meeting
	Report on Charlottesville outreach meeting
	Charter Renewal
	Replacing the VP of Marketing
	Membership Surveys in 2010
Review Committee Reports:	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
Review Action Items:	
Adjourn Meeting	

ACTION ITEMS

Action Item	Resp	Deadline
Verify responsibility for membership survey with PMI Global	John	Friday
Determine consistent event code format for events listed in CCR Then document it	Beth, Kristen, Susan-lead , Paul, Mike	3/3
Jane and Jim to collaborate on member website login email	Jim / Jane	3/3
Scan and load all contracts to EpiWare	All 2009-2010 board with contracts	3/3 ongoing
Find golf pre-purchased assets from 2009 for 2010 budget plan reduction and 2010 use Inventory for possible raffling	Beth/Ed/ Robert	3/3
Marketing expense detail to be provided to new VP Marketing	Joyce	3/3
Procedures for handling approval of posted events in CCRS	John	3/3
Send Laptop benefits info to Mike and Jim	Sally	3/3
Follow up with Andy regarding PDU log	Beth	3/3
Send web conference tool info to board	Jim	3/3
Specifics on metrics req'd for transition plan	Debbie	3/3
Website business continuity plan on epiware - preliminary	Jim	3/3
Email correction for volunteer certificates	Sally / Jim	3/3
More details on logins requirement for website – make agenda item	Jim	3/3
Rezoning requirements from PMI for C'ville	John	3/3
Food for next Board mtg.	Jim	3/3

Discuss rolling budget process with R5 Leadership and report	Paul	3/3
Follow up with Amanda for Charlottesville survey report	Debbie	3/3
Convert epiware logins for officer-identifications	Jim	3/3
Outline PMI/CVC bylaws reconciliation process	John	3/3
Board business cards	Christine	3/3
Partnership /cooperative agreements – update the agreements and publicize them to our members	John	3/31
Policy and procedure around document/records management and other state/PMI regulations – research and update	John (advise from Sharon)	3/31
Determine who owns the cooperative partnership agreements and propose to board for approval.	John/Robert/board	3/31
Determine tax deductibility status of in-kind donations to CVC of goods or services.	Joyce	3/31
EpiWare training class at board meeting and guidance on good recordkeeping standards	Jim	Q1 Schedule by 3/31
Placemats – issue for 2010	Susan	Q1 3/31
Develop “average transaction finance cost” for registering with a credit card and communicate to the board so that Prof Dev, Certification, Programs and other event management can consider building into their event fees.	Joyce	3/31
Determine alternatives to program dinner meeting support outsourcing after January dinner meeting. Proposals from Programs.	Mike – proposal Board - decision	4/1
Update events with event codes on website (where they are missing), and post the updated the PDU log	Jim	4/7
Develop procedures on debit card usage	Joyce	4/30
Kinko’s CVC business contract rate? Research and engage (2009 used for Certification only)	Christine	Q1 4/30
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	6/30
Appoint Financial Oversight volunteer role	Paul / Debbie	ongoing
Look at website and propose improvements, copy the board on observations	All	ongoing
Jim to call Christine about electronic booking and payment of sponsorships	Jim	ongoing
Complete end-of-year financial report for the membership to be posted on the website members-only area	Joyce	Pending members-only area
First board meeting of each quarter – hold standing budget review	Paul – agenda Joyce-report	2010 quarterly START IN APRIL Ongoing

Marketing plan (formal) with professional help (or student help)	Christine	Q2
Annual membership survey- determine where it belongs and transition it	Christine/ Jane	Q1 ongoing
Reconsider timing of Annual Survey to make results useful for annual planning	Christine/ Jane	Agenda
Cancellation of event and return of registration fee – Research and plan how to handle as part of business continuity plan (BCP). [Risk response plan for CiviCRM.]	Jim/Joyce	Open / document
Plan for 15-year chapter anniversary in 2011. Determine which officer's team owns this.	John– owning officer Sally - Team formation	Q2
Determine non-member volunteer policy and take it up with the board. Adjust bylaws as necessary.	Sally-proposal Board – decision and possible bylaws change	Q2
Discuss Laptop benefits for dinner meetings	Mike / Jim	6/30

QUESTIONS / ISSUES

Question / Issue	Approach / Resolution

DECISIONS

Previous meeting minutes were approved. Meeting agenda with amendments were approved.
Christine Herman appointment for VP Marketing by Paul Gilbo approved.
2010 budget approved.
John will be Board member for PMOLIG

GENERAL TOPICS OF DISCUSSION

Old Business

1. Rolling budget discussed.
2. Organize for the completion of the strategic plan. Jane and John volunteer to compile the document.
3. Discussion of ‘On-going’ action items.

New Business

1. Discussion of R5 meeting
2. Charlottesville discussed as a possible branch of PMICVC, John will investigate rezoning.
3. Annual Membership survey ownership discussed.

Committee Reports

Certification - none

Communications - none

Finance - End of year financial statement options

Marketing - Discussion of meeting sponsor interaction at meetings.

Membership - none

Professional Development - none

Programs - none

Volunteerism - none

Past President - none

President Elect - none

President - none

Corporate and Community Outreach - Registration for Charlottesville event will go through DC chapter. We'll post a notice to the event with link to DC registration.

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



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PMI Central Virginia Chapter Board of Directors Meeting Agenda

Wednesday, February 3, 2010 at 6:00 p.m.

OFFICER REPORT ADDENDUM

VP CERTIFICATION

- One team call held
- Initial planning for workshop

Volunteers - list current volunteers/committees (if needed): Should I add the presenters next month?

- John Lombardi
- Tom White
- Betty Jane Hughes
- Cliff Vaught
- Nancy Ingalls
- Rick Kaerwer
- Pam Kida
- Sharon Robbins
- Melvin Washington
- Paul Procopio
- Tobie Hanekom
- Sudha Mudgade
- Betty Jane Hagan
- Dave Klein

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

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

- Chip Free
- Rick Kaerwer
- Robert Mead
- Chris Knott
- Sue Ward
- Jammy Leih-Cheng Li

Jim Robbins
VP, Communications



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VP FINANCE

- Attended Board Meeting and Budget Conference Call
- Attended January West End Meeting (Volunteer Celebration)
- Processed all expense reports and invoices
- Began year end preparations for reporting and taxes

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

- Recruited a replacement
- Purchased badges
- Attended Budget conference call

Volunteers - Current volunteers/committees (if needed):

- Robert Berlin/marketing

Robert Berlin, PMP
VP, Marketing

VP MEMBERSHIP

- Updated Membership Corner Displays for 2010
- Distributed 2010 Guest Passes to Board of Directors
- Updated 2009 Membership Report with end of year data
- Team volunteer pushed Job Blasts to distribution list
- Held Retention Team status conference call
- Sent standard monthly New Member and Non-renewal notices
- Attended Board Meeting and Budget Conference Call
- Attended January West End Meeting (Volunteer Celebration)
- Attended Volunteer Celebration conference calls

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

- Bernie Farkas, Membership Newsletter page
- Pia Guerin, Membership Corner WE
- Teresa Hudgins, Membership Corner SS
- Regina Mann Rice, Membership Corner SS
- Stephanie Wingate, Membership Corner WE
- C. Q. Young, Jobs Email Distribution Coordinator
- Blythe Heywood, Newcomer Orientation
- Kathy Harper, Retention Program Lead

Jane Newell, PMP
VP, Membership



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VP PROFESSIONAL DEVELOPMENT

- Signed contracts for programs through June 2010 with Bonnie at the Sheraton South for professional development programs
- Attended Volunteer Recognition Dinner in January
- Scheduled Scrum Certification Workshops for March and June 2010
- Working with John Steinbeck on follow up event to his speaking engagement in February 2010

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

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

Bethany Bryans, PMP
VP, Professional Development

VP PROGRAMS

- Attended January BoD meeting and Volunteer Recognition Dinner Mtg
- January Volunteer Recognition dinner mtg attendance - 141 (2009 attendance - 181)
- Sent monthly committee communication to Programs volunteers updating the Action List from the Kickoff mtg held on 1/09
- Revised Roles & Responsibilities document and Contact Info; sent to committee members
- Request for 30-min topics and speakers from BoD did not produce any bites....would ask Board members to consider putting together a 30-min presentation of some aspect of their committee
- 2 potential new Program volunteers; 1 has committed to working on WE team, the other has not responded to my follow-up yet

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

- South Side
 - Sue O'Hara
 - Terri Hudgins
 - Regina Rice
 - Niki Mason
 - Lynn Blankenship
- West End
 - Bill Fraker
 - Marie Crites
 - Cathie Brown
 - Clark Griffin
- Overall
 - Don Gray
 - Janet Beach



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Mike Vozar, PMP
VP, Programs

VP VOLUNTEERISM

- Attended 2010 Volunteer Recognition event held Jan. 21
- Volunteer Recognition - Lessons Learned meeting scheduled for Feb. 2
- Kicked off 2010 Volunteerism Committee Jan. 26; all committee meetings (conf. call and face to face) scheduled; assigned roles, and starting to use committee procedures
- Participated in PMO LIG planning session Jan. 13
- Attended PMO LIG meeting held Jan. 27
- Moved PMO-LIG oversight under President-Elect
- Participated in BoD budget call Jan. 28
- 5 new volunteers for chapter contacted in month of Jan.

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

- Volunteerism:
Sally Deering
Cordelia Starkes
Kelly Evans
Kirk Jeter
Linda Oliver
Sharon Robbins
- Volunteer Recognition :
Sally Deering Christina Morgan
Jane Newell Sharon Robbins
Linda Oliver Betty Jane Hughes
Kelly Evans Debbie Corbet-Cooper
Kirk Jeter

Sally Deering, PMP
VP, Volunteerism

PRESIDENT-ELECT & LIG PMO

- Contacted the local representative from National Association of Parliamentarians (NAP) to inquire about conducting a review of our bylaws
- Began annual review of Policies and Procedures and Bylaws

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

- None

John Lombardi
President Elect

- PMO LIG
Nelly Romero Sheridan Layton



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Ravi Vudu	Andy Shulick
Dan Ramsey	Jonathan Topp
Dan Galloway	Susan Fitzgerald
Warren Seay	Jonathan Topp
Bernie Hill	Robert Berlin
Sharon Robbins	

PAST PRESIDENT

- Presented the Volunteer Recognition Program at January 21 Chapter meeting
- Prepared script and slides for Recognition Program
- Attended Board meeting and West End meeting
- Reviewed and modified the Past President's budget for the 2010 budget review
- Attended teleconference with other board members to complete the 2010 chapter budget
- Volunteer Recognition - Lessons Learned meeting scheduled for Feb. 2
- Attended Volunteer Celebration committee conference calls
- Attended Charlottesville Meet and Greet on Jan 25

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

Deborah Corbet-Cooper, PMP
Past-President

PRESIDENT

- Attended Board meeting and West End meeting
- Attended the Region 5 meeting in Louisville, KY
- Reviewed and modified the President's budget for the 2010 budget review
- Chaired the teleconference with other board members to complete the 2010 chapter budget
- Prepared materials for the February board meeting
- Reviewed the requirements for the charter renewal

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

- None

Paul Gilbo, PMP
President

CORPORATE AND COMMUNITY OUTREACH

- Meet and Greet in Charlottesville a success
- PM Cville set up without permission from either PMI CVC or PMI WDC
- Awaiting follow up from PMI WDC
- Need an email site for interested parties to submit questions

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



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- Amanda Ingle
- Jeff Broom
-

Robert Berlin, MBA, PMP

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Meeting Minutes

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, March 3 2010, 6:00 p.m.
VACO, LLC

ATTENDEES & QUORUM STATUS

Voting: Jane Newell, Sally Deering, John Lombardi, Jim Robbins, Paul Gilbo. On phone: Susan Thomas, Debbie Corbet-Cooper, Joyce Gladly - Quorum Present

Robert Berlin visited.

AGENDA

Open Meeting:	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
Old Business:	Charlottesville Status
	Finance Oversight
New Business:	Chapter of the Year
	Chapter Renewal:
	Sponsorship:
	Website Enhancement:
Review Committee Reports:	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
Review Action Items:	

Adjourn Meeting	

ACTION ITEMS

Action Item	Resp	Deadline
create a clear message for Amanda, the newsletter, and the next meeting. The message will state that for now any PMI member should join the Central Virginia Chapter. They can change their membership to the Washington D.C. Chapter when the Charlottesville Branch is working and/or attend programs in Charlottesville. create a list of suggested items for the message	Paul, Jane	Asap
speak to Katherine Hammerstram to have the Washington D.C. Chapter send out a message about the Charlottesville Branch, which the Central Virginia Chapter will echo	Paul	Asap
contact Mary Jane Hughes about filling the financial oversight role.	Paul	4/7
Submit COY information to Debbie and Sharon by April 2	All	4/2
Document the in-kind donation guidelines, which will include when logos are to be posted on the website	Christine	4/7
Turn in expense reports to Joyce	All	Asap
Create a slide that tells members that they can put together a thirty-minute presentation at the dinner meetings and receive PDUs. The slide is to include sample topics	Jane	4/7
Eight white and eight orange 3x5 cards are to be placed at each table at the dinner meetings to solicit suggested thirty-minute topics. The orange card indicates that the member is willing to do the presentation.	Mike	4/7
Update the website's home page with a single question survey soliciting thirty-minute topic suggestions.	Jim	Asap
Recruit a volunteer to coordinate the thirty-minute presentations	Sally	4/7
Write a process document for membership surveys to complete the transfer of surveys from the Marketing to the Membership Committee	Jane	4/7
Send Jim the PMO LIG schedule to post on the website	John	Asap
Provide Debbie with the name of one or two people who are interested and qualified to be nominated for this year's open board seats by the next board meeting	All	4/7
Determine if the Chapter pre-paid for the Richtech Gala	Joyce	4/7

Cater the next board meeting	Paul	4/7
Distribute to board members or post on epiWare the CVCRM handout he distributed at this board meeting	Jim	Asap
Determine consistent event code format for events listed in CCR Then document it	Beth, Susan-lead, Paul, Mike	4/7
Scan and load all contracts to EpiWare	All 2009-2010 board with contracts	4/7 ongoing
Find golf pre-purchased assets from 2009 for 2010 budget plan reduction and 2010 use Inventory for possible raffling	Beth/Ed/ Robert	4/7
Marketing expense detail to be provided to new VP Marketing	Joyce	4/7
Procedures for handling approval of posted events in CCRS	John	4/7
Follow up with Andy regarding PDU log	Beth	4/7
Send web conference tool info to board	Jim	4/7
Website business continuity plan on epiware - preliminary	Jim	4/7
More details on logins requirement for website – make agenda item	Jim	4/7
Discuss rolling budget process with R5 Leadership and report	Paul	5/1
Follow up with Amanda for Charlottesville survey report	Debbie	4/7
Board business cards	Robert/ Christine	4/7
Partnership /cooperative agreements – update the agreements and publicize them to our members	John	3/31
Policy and procedure around document/records management and other state/PMI regulations – research and update	John (advise from Sharon)	3/31
Determine who owns the cooperative partnership agreements and propose to board for approval.	John/Robert/b oard	3/31
Determine tax deductibility status of in-kind donations to CVC of goods or services.	Joyce	3/31
EpiWare training class at board meeting and guidance on good recordkeeping standards	Jim	Q1 Schedule by 3/31
Placemats – issue for 2010	Susan	Q1 3/31
Develop “average transaction finance cost” for registering with a credit card and communicate to the board so that Prof Dev, Certification, Programs and other event management can consider building into their event fees.	Joyce	3/31
Determine alternatives to program dinner meeting support outsourcing after January dinner meeting. Proposals from Programs.	Mike – proposal Board - decision	4/1
Update events with event codes on website (where they are missing), and post the updated the PDU log	Jim	4/7

Develop procedures on debit card usage	Joyce	4/30
Kinko's CVC business contract rate? Research and engage (2009 used for Certification only)	Christine	Q1 4/30
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	6/30
Appoint Financial Oversight volunteer role	Paul / Debbie	ongoing
Look at website and propose improvements, copy the board on observations	All	ongoing
Jim to call Christine about electronic booking and payment of sponsorships	Jim	ongoing
Complete end-of-year financial report for the membership to be posted on the website members-only area	Joyce	Pending members-only area
First board meeting of each quarter – hold standing budget review	Paul – agenda Joyce-report	2010 quarterly START IN APRIL Ongoing
Marketing plan (formal) with professional help (or student help)	Christine	Q2
Reconsider timing of Annual Survey to make results useful for annual planning	Christine/ Jane	Agenda
Cancellation of event and return of registration fee – Research and plan how to handle as part of business continuity plan (BCP). [Risk response plan for CiviCRM.]	Mike/Jim/Joyce	Open / document
Plan for 15-year chapter anniversary in 2011. Determine which officer's team owns this.	John– owning officer Sally - Team formation	Q2
Determine non-member volunteer policy and take it up with the board. Adjust bylaws as necessary.	Sally-proposal Board – decision and possible bylaws change	Q2
Discuss Laptop benefits for dinner meetings	Mike / Jim	6/30

QUESTIONS / ISSUES

Question / Issue	Approach / Resolution

DECISIONS

Previous meeting minutes were approved. Meeting agenda with amendments were approved.

GENERAL TOPICS OF DISCUSSION

Old Business

1. Charlottesville Status: Paul reported that the Washington D.C. Chapter does not see a need to transfer the Charlottesville zip codes to the Central Virginia Chapter; they believe the issue is about providing program to the Charlottesville area and are not willing to discuss moving the area to the Central Virginia Chapter. Therefore, The Washington D.C. Chapter will establish a branch in Charlottesville. They are willing to provide resources, seed money, and prepare the necessary paperwork. The Washington D.C. chapter has given Katherine Hammerstram responsibility for setting up the Charlottesville branch; she is willing to coordinate with the Central Virginia Chapter. The Central Virginia Chapter has no commitment at this time. Per PMI policy: 1) PMI members can join any chapters they choose, e.g. Charlottesville members could join either/or the Washington D.C. or Central Virginia Chapter; and 2) all PMI members receive chapter rates for events; they do not have to be a chapter member. Per PMI policy: 1) PMI members can join any chapters they choose, e.g. Charlottesville members could join either/or the Washington D.C. or Central Virginia Chapter; and 2) all PMI members receive chapter rates for events; they do not have to be a chapter member.

New Business

1. Chapter of the Year: Debbie met with Sharon Robins to review the information needed for the Chapter of the Year application. They are missing metrics. A list of items needed will be provided to each board member by March 15

2. Chapter Renewal: Paul reported that the renewal has been submitted and that he has received confirmation of its receipt.

3. CVENT Shutdown: Jim announced that CVENT will be shutdown on June 1. He asked that each board member retrieve any information from CVENT prior to that date or let him know what data they would like the committee to retrieve for them. It was agreed by all present that only the data through calendar year 2009 is necessary; however, a board member may retrieve older data if needed.

4. Sponsorship: Jim stated that the website currently is displaying the Staff Focus logo because of Staff Focus's in-kind donation that supports the PMO LIG program. Jim asked if VACO's logo should also be placed on the website. He was directed to speak with Christine. The question was raised about the Chapter's guidelines for sponsorship. It was also stated that it is a better practice to use the term 'partnership' instead of 'sponsorship'

5. Website Enhancement: Jim announced a new website feature that is available to board members and selected members that will allow the retrieval of event rosters for current events. A handout was provided that showed the use of the feature. The handout was to be posted on epiWare. Board members were told to login to the website and to send Jim an e-mail after which he will provide them with permissions to use the feature

Committee Reports

Certification - none

Communications - Jim reported that the information for the newsletter is due immediately

Finance - Joyce reported that she is doing the year-end process for the Charter renewal. She is preparing to enter the 2010 budget into Quick Books. She is compiling paper work for the CPA to work on the taxes. There will be a rolling budget review in April. Joyce will provide board members with the budget by Saturday, March 4; it will be reviewed by exception at the next board meeting

Marketing - Discussion of meeting sponsor interaction at meetings.

Membership - none

Professional Development - none

Programs - none

Volunteerism - Sally stated that a volunteer should be reported as 'active' when they attend or call and/or do some activity for the committee. Sally reported that she is working on a chapter organization chart that board members can use during meeting so that they will know where the chapter currently has volunteer opportunities

Past President - none

President Elect - none

President - Paul announced that it is the responsibility of board members to update their committee's report every month. The Board Report is an official record of the activities of the Board. If a member missing a month, they are to update the missing report as soon as possible.

Corporate and Community Outreach - Registration for Charlottesville event will go through DC chapter. We'll post a notice to the event with link to DC registration.

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



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, March 3, 2010 at 6:00 p.m.

OFFICER REPORT ADDENDUM

VP CERTIFICATION

- Held call on Feb 16. 8 members attended; Mel Washington resigned. Those on the call signed up for activities to support the Spring workshop. During the month of February, we received the following new members: Bill Renninger, Dianne Lieb, Susan Fitzgerald, and Karen Lucci. Attendance is taken for each call.
- Calls are scheduled biweekly with the next call Mar 2.
- Registration opened March 1
- Nancy Ingalls is preparing the call for instructors and will send out this week. We are having people requesting a slot for teaching for the Spring workshop.

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

- April Dorton
- Betty Hagen
- Betty Jane Hughes
- Bill Renninger
- Chris Bobber
- Cliff Vaught
- Dianne Lieb
- John Lombardi
- Karen Lucci
- Kathryn Koeppe
- Kristen Baker
- Nancy Ingalls
- Paul Procopio
- Rick Kaerwer
- Rick Pellagrino
- Sudha Mudgade
- Suresh Ragu
- Susan Fitzgerald

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

Continuing website upgrades
Numerous events created for multiple chapter clients
Attended both February dinner meetings
Rick Kaerwer resigns from the committee
New website feature rollout

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

- Chip Free - Newsletter
- Bernie Farkas - Project PM



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- Robert Mead - investigations
- Chris Knott - investigations and website updates
- Sue Ward - investigations and technical writing
- Jammy Leih-Cheng Li - DB support

Jim Robbins
VP, Communications

VP FINANCE

- Attended Board Meeting
- Processed all expense reports and invoices
- Completed yearend financial data for Carter Renewal submission
- Began updating Finance process/procedures

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

- Recruited a replacement
- Purchased badges
- Attended Budget conference call

Volunteers - Current volunteers/committees (if needed):

- Robert Berlin/marketing

Christine Herman, PMP
VP, Marketing

VP MEMBERSHIP

- Distributed additional 2010 Guest Passes to Board of Directors
- Updated 2010 Membership Report with monthly data and posted
- Facilitated website Membership Login conference call with Communications and offered Membership Team volunteer as IT PM for new web feature deployment
- Provided example of chapter web job posting site content to Communications as a strawman for development of CVC site
- Team volunteer pushed Job Blasts to distribution list
- Held Retention Team status conference call
- Onboarded new member to Retention Team
- Sent invitations to newcomers for February orientation (cVent)
- Attended Newcomer Orientation at February SS Pre-meeting
- Sent standard monthly New Member and Non-renewal notices (cVent)
- Attended Board Meeting
- Attended February West End and Southside 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.

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

- Bernie Farkas, Membership Newsletter page
- Pia Guerin, Membership Corner WE
- Teresa Hudgins, Membership Corner SS
- Regina Mann Rice, Membership Corner SS
- Stephanie Wingate, Membership Corner WE
- C. Q. Young, Jobs Email Distribution Coordinator
- Blythe Heywood, Newcomer Orientation
- Kathy Harper, Retention Program Lead

Jane Newell, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

- Held intro to Agile Workshop at the Sheraton South on February 13, 2010
- Scheduled Bruce Falk event for May 2010.
- Working with John Steinbeck on follow up event to his speaking engagement in February 2010

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

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

Bethany Bryans, PMP
VP, Professional Development

VP PROGRAMS

- Attended February BoD meeting and both (SS & WE) Dinner Mtgs
- February SS attendance - 39 (43 in 2009) and WE attendance - 56 (86 in 2009)
- SS meeting, had one issue with room for 30-min pre-meeting not being set up, but site banquet manager helped secure a room in time.
- WE meeting, had one issue with no feedback forms pre-printed and distributed on tables. I take accountability for the gap as new volunteer not brought up to speed on responsibility for this activity.
- Had 1 volunteer resign (Terri Hudgins) from SS committee, but have 2 (potentially 3) new volunteers starting soon.
- Revising Roles and Responsibilities once new volunteers select the role that peaks their interest, and will be communicating such to the entire team
- Request for 30-min topics and speakers from BoD did not produce any bites....would ask Board members to consider putting together a 30-min presentation of some aspect of their committee

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

- South Side
 - Sue O'Hara



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- Regina Rice
- Niki Mason
- Lynn Blankenship
- West End
 - Bill Fraker
 - Marie Crites
 - Cathie Brown
 - Clark Griffin
 - Liz Kellinger (new)
 - Eric Hill (new)
- Overall
 - Don Gray
 - Janet Beach
 - Jerry Bohall (potential)

Mike Vozar, PMP
VP, Programs

VP VOLUNTEERISM

- Filled needed Programs & Membership roles
- Filled speaker for Hopewell Chamber of Commerce (July) and Goochland Rotary Club (May)
- Attended SS and WE meetings
- Attended New Member Orientation SS
- Held monthly Volunteer Committee call
- Held lessons learned call for Volunteer Recognition Event committee
- E-mail addressing corrections to 2009 Certificates went out to all 2009 Volunteers
- Drafted requirements for Volunteer Database - Jenefer Hughes held call on the topic
- Chris Odom added to Volunteerism committee to work on database with Jenefer.
- Drafted Org Chart for PMI-CVC volunteers for ultimate use by Board members for reference & use in future Volunteer Handbook

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

- Volunteerism:
 - Sally Deering
 - Kelly Evans
 - Kirk Jeter
 - Jenefer Hughes
 - Chris Odom
 - Linda Oliver
 - Sharon Robbins
 - Cordelia Starkes
- Volunteer Recognition (Not active in February):

Sally Deering	Christina Morgan
Jane Newell	Sharon Robbins
Linda Oliver	Betty Jane Hughes
Kelly Evans	Debbie Corbet-Cooper



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.

Kirk Jeter

Sally Deering, PMP
VP, Volunteerism

PRESIDENT-ELECT & LIG PMO

- Review of Chapters with Branches documentation for consideration of Charlottesville
- Reviewed Policies and Procedures regarding Membership Survey and conducted email vote to shift responsibility to Membership
- Continued review of Policies and Procedures and Bylaws
- Reviewed CCRS documentation from Bethany and began procedures document for the process
- need additional info from Paul

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

- None

John Lombardi
President Elect

- PMO LIG
Nelly Romero Ravi Vudu Andy Shulick
Dan Ramsey Jonathan Topp
Dan Galloway Susan Fitzgerald
Warren Seay Jonathan Topp
Bernie Hill Robert Berlin
Sharon Robbins

PAST PRESIDENT

- Attended Board meeting, South Side and West End meetings, New Member Orientation, PMO LIG meeting
- Reviewed potential speaker materials with Mike
- Met with Sharon Robbins regarding Component Award Application

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

Sharon Robbins

Deborah Corbet-Cooper, PMP
Past-President

PRESIDENT

- Attended Board meeting, South Side and West End meetings
- Prepared materials for the March board meeting
- Prepared slide decks for the February chapter meetings
- Reviewed the deadlines for the charter renewal with PMI
- Renewed the charter



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.

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

- None

Paul Gilbo, PMP
President

CORPORATE AND COMMUNITY OUTREACH

- Rick Pellegrino and Robert Berlin are serving on the Rich-Tech Gala committee
- An alias email has been established for Charlottesville
- Outreach sessions are scheduled for Hopewell/Prince George Chamber of Commerce and Goochland Rotary later this year

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

- C-ville Outreach
 - Amanda Ingle
 - Jeff Broom
- Rich-Tech Outreach
 - Rick Pellegrino
 -

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, April 7, 2010, 6:00 p.m.
VACO, LLC

ATTENDEES & QUORUM STATUS

Voting: Jane Newell, Sally Deering, John Lombardi, Jim Robbins, Paul Gilbo, Christine Herman, Joyce Glady, Mike Vozar, Susan Thomas. On phone: Debbie Corbet-Cooper - Quorum Present

Robert Berlin visited.

AGENDA

Open Meeting:	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
Old Business:	COY Application Status
	Strategic Plan Status
	2011 Election Status
New Business:	First Quarter Budget Review
	Monthly slide deck content review
	Monthly Dinner Mtg Format – change proposal
	Marketing Update
	Website members-only status
	PMO LIG Epiware Access
Review Committee Reports:	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
Review Action Items:	
Adjourn Meeting	

ACTION ITEMS

Action Item	Resp	Deadline
Remove Robert from Current BOD display on website	Jim	asap
Setup EpiWare folder for COY submissions from board	Debby	asap
Provide Debbie with the name of one or two people who are interested and qualified to be nominated for this year's open board seats by the next board meeting	All	4/9
Submit COY information to Debbie and Sharon by April 2	All	4/11
Upload COY material to Epiware	All	4/11
Follow up with individuals on COY material status	Debby	4/11
Partnership /cooperative agreements – update the agreements and publicize them to our members	John	4/14
Create a slide that tells members that they can put together a thirty-minute presentation at the dinner meetings and receive PDUs. The slide is to include sample topics	Jane	4/15
Eight white and eight orange 3x5 cards are to be placed at each table at the dinner meetings to solicit suggested thirty-minute topics. The orange card indicates that the member is willing to do the presentation.	Mike	4/15
Draft Strategic Plan	John, Jane	4/21
Refine website hits tracking	Jim	5/5
Send suggestions to Paul regarding pre-meeting slides	All	5/5
Draft website member benefit email	Jim, Jane	5/5
Debug President's letter showing in newsletter	Jim	5/5
Expand presentation of newsletter to include teasers	Jim, Chip	5/5

Talk to Chip about expanded help for newsletter	Sally	5/5
Make sure PMO LIG has area on Epiware	Jim	5/5
Resend email to board regarding event participants	Jim	5/5
Catering next BOD meeting	Jane	5/5
Dep training conference call with BOD members	Jane	5/5
Distribute to board members or post on epiWare the CVCRM handout he distributed at this board meeting	Jim	5/5
Find golf pre-purchased assets from 2009 for 2010 budget plan reduction and 2010 use Inventory for possible raffling	Christine, Beth	5/5
Marketing expense detail to be provided to new VP Marketing	Joyce	5/5
Procedures for handling approval of posted events in CCRS	John, Beth	5/5
Discuss rolling budget process with R5 Leadership and report	Paul	5/5
Follow up with Amanda for Charlottesville survey report	Debbie	5/5
Website business continuity plan on epiware - preliminary	Jim	5/5
Policy and procedure around document/records management and other state/PMI regulations – research and update	John (advise from Sharon)	5/5
Determine who owns the cooperative partnership agreements and propose to board for approval.	John/Robert/board	5/5
Determine tax deductibility status of in-kind donations to CVC of goods or services.	Joyce	5/5
Update events with event codes on website (where they are missing), and post the updated the PDU log	Jim	5/5
Develop procedures on debit card usage	Joyce	5/5
Kinko's CVC business contract rate? Research and engage (2009 used for Certification only)	Christine	5/5
Reconsider timing of Annual Survey to make results useful for annual planning	Christine/ Jane	Agenda 5/5
Document the in-kind donation guidelines, which will include when logos are to be posted on the website	Christine	6/2
Write a process document for membership surveys to complete the transfer of surveys from the Marketing to the Membership Committee	Jane	6/2
Determine consistent event code format for events listed in CCR Then document it	Beth, Susan-lead, Paul, Mike	6/2
Follow up with Andy regarding PDU log	Beth	6/2
Determine alternatives to program dinner meeting support outsourcing after January dinner meeting. Proposals from Programs.	Mike – proposal Board - decision	6/2
Coordinate new dinner meeting procedures – possible to have PC at the registration table and/or collect addresses and post attendance at	Mike / Jim	7/7

meetings (Jim will call Mike)		
Discuss Laptop benefits for dinner meetings	Mike / Jim	7/7
Develop "average transaction finance cost" for registering with a credit card and communicate to the board so that Prof Dev, Certification, Programs and other event management can consider building into their event fees.	Joyce	Q2
Marketing plan (formal) with professional help (or student help)	Christine	Q2
Plan for 15-year chapter anniversary in 2011. Determine which officer's team owns this.	John– owning officer Sally - Team formation	Q2
Determine non-member volunteer policy and take it up with the board. Adjust bylaws as necessary.	Sally-proposal Board – decision and possible bylaws change	Q2
Placemats – issue for 2010	Susan	Q3
Turn in expense reports to Joyce	All	Ongoing
Look at website and propose improvements, copy the board on observations	All	ongoing
Jim to call Christine about electronic booking and payment of sponsorships	Jim	ongoing
Complete end-of-year financial report for the membership to be posted on the website members-only area	Joyce	Pending members-only area
First board meeting of each quarter – hold standing budget review	Paul – agenda Joyce-report	Ongoing
Cancellation of event and return of registration fee – Research and plan how to handle as part of business continuity plan (BCP). [Risk response plan for CiviCRM.]	Mike/Jim/Joyce	Open / document

QUESTIONS / ISSUES

Question / Issue	Approach / Resolution

DECISIONS

Previous meeting minutes were approved. Meeting agenda with amendments were approved.

GENERAL TOPICS OF DISCUSSION

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



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 7, 2010 at 6:00 p.m.

OFFICER REPORT ADDENDUM

VP CERTIFICATION

- 14 registrations for spring workshop to date
- All instructors identified, most backups
- Binder assembly evening set for May 4, tentatively Anthem
- About 50% of the volunteer slots covered for the 3 days of the workshop

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

Members active during March:

Betty Jane Hughes
Bill Walters
Cliff Vaught
Dianna Lieb
John Lombardi
Karen Lucci
Kristen Backer
Nancy Ingalls
Rick Kaewer
Sudha Mudgade
Suresh Raga
Susan Fitzgerald
Tom White

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

- Attended Board meeting
- Sent Chapter newsletter
- Set up registration for Monthly Dinner meetings, PMOLIG, Cert Workshop, Prodev Event
- Question about 30-minute PM on website
- Attended 2 Dinner meetings
- Software update for website
- Epiware moved to website server
- Major issues for members-only website services solved
-

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

- Chip Free - Newsletter
- Bernie Farkas - Project PM
- Chris Knott - investigations and website updates
- Sue Ward - investigations and technical writing

Jim Robbins
VP, Communications



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VP FINANCE

- Attended Board Meeting
- Attended March West End Meeting
- Processed all expense reports, refund requests and invoices
- Updating Finance process/procedures
- **Gathering 2009 Financial info and paperwork for tax filing**
- **Reconciled QuickBooks**
- **Created 2010 Q1 Budget vs. Actuals Report to BoD**
- Updated 2010 Guest Pass Reconciliation Report, sent to VP of Membership
- Updated the monthly BoD Addendum

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

Christine Herman, PMP
VP, Marketing

- **Emails:** Solicited sponsorship to companies that sent emails to the VP.Marketing email box.
- **Sponsors:**
 - S3 will sponsor the May 20 West End meeting. Coordinating with VP Programs and VP Communications.
 - Beyond20 is inquiring about annual sponsorship. Will work on revamping sponsorship levels to include sustaining sponsors.
- **Members:** Recruiting additional volunteers.
 - LaToya Anderson and Robyn Young for Marketing Committee.
 - Samantha Bean for Corporate Outreach. Robert Berlin and I are meeting with Sam on Wednesday 4/14.
- **Other:**
 - Reserving table at RichTech Gala.

Volunteers - Current volunteers/committees (if needed):

- Robert Berlin/marketing

VP MEMBERSHIP

- Developed Membership Brochure
- Delivered Brochures to CVC member for Capital One PM Forum
- Team volunteer pushed Job Blasts to distribution list
- Held Retention Team status conference call
- Wrapping up Retention Team work
- Sent standard monthly New Member and Non-renewal notices (cVent)
- Attended Board Meeting
- Attended March West End and Southside 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.

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

- Bernie Farkas, Membership Newsletter and Website Liaison
- Pia Guerin, Membership Corner WE
- Regina Mann Rice, Membership Corner SS
- Stephanie Wingate, Membership Corner WE
- C. Q. Young, Jobs Email Distribution Coordinator
- Blythe Heywood, Newcomer Orientation
- Kathy Harper, Retention Program Lead
- Evangelos Ringas, Retention Team

Jane Newell, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

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

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

Bethany Bryans, PMP
VP, Professional Development

VP PROGRAMS

- Attended March both (SS & WE) Dinner Mtgs
- March SS attendance - 27 (39 in 2009) and WE attendance - 61 (67 in 2009)
- SS meeting, Rick Brenner's presentation kept going into sleep mode, which caused a distraction with the presentation....feedback given to Rick.
- WE meeting, no issues.
- 3 new volunteers have not been very responsive, so I will be reaching out to them again to determine their interest.
- Revising Roles and Responsibilities once new volunteers select the role that peaks their interest, and will be communicating such to the entire team
- Request for 30-min topics and speakers from BoD did not produce any bites....would ask Board members to consider putting together a 30-min presentation of some aspect of their committee
- Committee Planning Session being scheduled for May; topics for discussion are, 1) revise Speaker Welcome Kit, 2) develop Dinner Mtg Speaker Agreement, 3) update roles & responsibility doc, 4) new ideas for Dinner Mtgs (format, topics, etc., review feedback forms)

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

- South Side
 - Sue O'Hara
 - Regina Rice



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.

- Niki Mason
- Lynn Blankenship
- West End
 - Bill Fraker
 - Marie Crites
 - Cathie Brown
 - Clark Griffin
 - Liz Kellinger (new)
 - Eric Hill (new)
- Overall
 - Don Gray
 - Janet Beach
 - Jerry Bohall (potential)

Mike Vozar, PMP
VP, Programs

VP VOLUNTEERISM

- Committee Meeting held - planning for March dinner meetings
- Openings solicited and filled at March dinner meetings
- Draft of openings started for April

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

- Volunteerism:
 - Sally Deering
 - Kelly Evans
 - Kirk Jeter
 - Jenefer Hughes
 - Chris Odom
 - Linda Oliver
 - Sharon Robbins
 - Cordelia Starkes
- Volunteer Recognition (Not active in March):

Sally Deering	Christina Morgan
Jane Newell	Sharon Robbins
Linda Oliver	Betty Jane Hughes
Kelly Evans	Debbie Corbet-Cooper
Kirk Jeter	

Sally Deering, PMP
VP, Volunteerism

PRESIDENT-ELECT & LIG PMO

- Sent Bylaws to NAP representative for parliamentary review
- Need to meet with Bethany for CCRS review process



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.

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

- None

John Lombardi
President Elect

- PMO LIG
 - Nelly Romero
 - Dan Ramsey
 - Dan Galloway
 - Warren Seay
 - Bernie Hill
 - Sharon Robbins
 - Ravi Vudu
 - Jonathan Topp
 - Susan Fitzgerald
 - Jonathan Topp
 - Robert Berlin
 - Andy Shulick

PAST PRESIDENT

- Attended Board meeting, South Side and West End meetings, PMO LIG meeting
- Attended Scrum Master Certification Workshop
- Met with Sharon Robbins regarding Component Award Application
- Reviewed prior year's Nominating Committee processes, documentation, and lessons learned.
- Initiated Nominating Committee - Committee reviewed procedures, developed timeline, reviewed/revised materials

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

COYA - Sharon Robbins
Nominating Committee - Stacy Seltzer and Consuela Toye

Deborah Corbet-Cooper, PMP
Past-President

PRESIDENT

- Attended and presided over the monthly Board meeting
- Attended and presented chapter business segment of the South Side and West End meetings
- Prepared materials for the April board meeting
- Prepared slide decks for the March chapter meetings
- Met with Robert Berlin and Christine Herman to facilitate her transition to the VP of Marketing role
- Updated the monthly chapter meeting slide deck design
- Reviewed the budget in preparation for the quarterly review

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

- None

Paul Gilbo, PMP
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.

CORPORATE AND COMMUNITY OUTREACH

-

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

- C-ville Outreach
 - Amanda Ingle
 - Jeff Broom
- Rich-Tech Outreach
 - Rick Pellegrino
 -

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 5, 2010, 6:00 p.m.
VACO, LLC

ATTENDEES & QUORUM STATUS

Voting: Jane Newell, Sally Deering, John Lombardi, Jim Robbins, Paul Gilbo, Christine Herman, Joyce Gladly, Mike Vozar, Susan Thomas. On phone: Debbie Corbet-Cooper - Quorum Present

Robert Berlin visited.

AGENDA

Open Meeting:	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
Old Business:	COY Application Status
	Strategic Plan Status
	2011 Election Status
New Business:	Membership Questions – Volunteers and Membership
	Member Only Information on the Web site
	Marketing Event Representation and Volunteers
	Government LIG structure
	Website members-only status
Review Committee Reports:	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

Review Action Items:	
Adjourn Meeting	

ACTION ITEMS

Action Item	Resp	Deadline
1. Update multi-year goals document on Epiware	John	6/2
2. Review and comment on multi-year goals document	All	6/2
3. Number action items on minutes	Jim	6/2
4. Document CCRS system on Epiware	John	6/2
5. Partnership /cooperative agreements – update the agreements and publicize them to our members	John	6/2
6. Draft website member benefit email	Jim, Jane	6/2
7. Expand presentation of newsletter to include teasers	Jim, Chip	6/2
8. Talk to Chip about expanded help for newsletter	Sally	6/2
9. Resend email to board regarding event participants	Jim	6/2
10. Catering next BOD meeting	Mike	6/2
11. Marketing expense detail to be provided to new VP Marketing	Joyce	6/2
12. Website business continuity plan on epiware - preliminary	Jim	6/2
13. Policy and procedure around document/records management and other state/PMI regulations – research and update	John (advise from Sharon)	6/2
14. Determine who owns the cooperative partnership agreements and propose to board for approval.	John/Robert/board	6/2
15. Determine tax deductibility status of in-kind donations to CVC of goods or services.	Joyce	6/2
16. Update events with event codes on website (where they are missing), and post the updated the PDU log thru CiviCRM startup date	Jim	6/2

17. Develop procedures on debit card usage	Joyce	6/2
18. Document the in-kind donation guidelines, which will include when logos are to be posted on the website	Christine	6/2
19. Write a process document for membership surveys to complete the transfer of surveys from the Marketing to the Membership Committee	Jane	6/2
20. Determine consistent event code format for events listed in CCR 21. Then document it	Beth, Susan-lead, Paul, Mike	6/2
22. Follow up with Andy regarding PDU log	Beth	6/2
23. Determine alternatives to program dinner meeting support outsourcing after January dinner meeting. Proposals from Programs.	Mike – proposal Board - decision	6/2
24. Add Agenda Item to merge volunteer question with bylaws update	John	6/2
25. Assemble list of current and proposed members-only benefits for the website	Jim / Bernie	6/2
26. 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	7/7
27. Discuss Laptop benefits for dinner meetings	Mike / Jim	7/7
28. Develop “average transaction finance cost” for registering with a credit card and communicate to the board so that Prof Dev, Certification, Programs and other event management can consider building into their event fees.	Joyce	Q2
29. Marketing plan (formal) with professional help (or student help)	Christine	Q2
30. Plan for 15-year chapter anniversary in 2011. Determine which officer’s team owns this.	John– owning officer Sally - Team formation	Q2
31. Determine non-member volunteer policy and take it up with the board. Adjust bylaws as necessary.	Sally- proposal Board – decision and possible bylaws change	Q2
32. Discuss rolling budget process with R5 Leadership and report	Paul	Q3
33. Placemats – issue for 2010	Susan	Q3
34. Refine website hits tracking	Jim	ongoing
35. Keep COY records and Metrics updated on Epiware	All	Ongoing
36. Turn in expense reports to Joyce	All	Ongoing
37. Look at website and propose improvements, copy the board on observations	All	ongoing

38. Jim to call Christine about electronic booking and payment of sponsorships	Jim	ongoing
39. Complete end-of-year financial report for the membership to be posted on the website members-only area	Joyce	Pending members-only area
40. First board meeting of each quarter – hold standing budget review	Paul – agenda Joyce-report	Ongoing
41. Cancellation of event and return of registration fee – Research and plan how to handle as part of business continuity plan (BCP). [Risk response plan for CiviCRM.]	Mike/Jim/Joyce	Open / document

QUESTIONS / ISSUES

Question / Issue	Approach / Resolution

DECISIONS

Previous meeting minutes were approved. Meeting agenda with amendments were approved.

GENERAL TOPICS OF DISCUSSION

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



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, May 5, 2010 at 6:00 p.m.

OFFICER REPORT ADDENDUM

VP CERTIFICATION

- Conducted detailed planning for the spring workshop, including recruiting volunteers for all slots at the workshop, preparing for binder night, managing registration (with great help from Jim), working with hotel on space design and facilities.

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

Members active during March:

Betty Jane Hughes
Bill Walters
Dianna Lieb
Delores Floyd
John Lombardi
Karen Lucci
Kristen Backer
Michelle Monday
Nancy Ingalls
Paul Procopio
Rick Kaewer
Sudha Mudgade
Suresh Raga
Susan Fitzgerald
Tom White

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

- Developed and tested website forms and workflow procedures for the Nominations cmte.
- Walk-through procedures with Nominations cmte.
- Developed website Jobs forms and workflow for Membership cmte.
- Walk-through procedures for Membership cmte.
- Installed new software updates for website and CiviCRM
- Registration support for Programs, ProDev, PMO LIG, Certification.
- Emailed numerous reminders for various events.
-

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

- Chip Free - Newsletter
- Bernie Farkas - Project PM
- Chris Knott - investigations and website updates
- Sue Ward - investigations and technical writing

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

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

Christine Herman, PMP
VP, Marketing

- Current members:
 - Samantha Bean - Corporate/Community Outreach
 - LaToya Anderson - Sponsorship
 - Robyn Young - Events
- Marketing Committee met on April 27th.
- Next meeting on May 11th.
- Initial recommendations while we work on strategic planning:
 - Develop marketing materials (where are the templates?).
 - Host Marketing booth at PMI CVC events.
 - Develop ambassador program.
 - Re-design sponsorship packages.
 - Build marketing committee:
 - Members to man the booth at events.
 - Public Relations person to write press releases.
 - Members to act as hosts/hostesses at events.

Volunteers - Current volunteers/committees (if needed):

- Robert Berlin/marketing

VP MEMBERSHIP

- Researched PMI Local Interest Group organizational structure and developed straw man for Government LIG
- Tested website jobs management and posting functions
- Provided input for the Chapter award submission
- Contributed to the chapter strategic plan
- Provided members' company list for PMO LIG
- Provided board training on DEP download and member data usage
- Team volunteer pushed Job Blasts to distribution list
- Sent standard monthly New Member and Non-renewal notices (cVent)
- Attended Board Meeting
- Attended West End and Southside Meetings
- Updated standing Membership Report

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

- Bernie Farkas, Membership Newsletter and Website Liaison
- Pia Guerin, Membership Corner WE
- Regina Mann Rice, Membership Corner SS



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.

- Stephanie Wingate, Membership Corner WE
- C. Q. Young, Jobs Email Distribution Coordinator
- Blythe Heywood, Newcomer Orientation
- Kathy Harper, Retention Program Lead
- Evangelos Ringas, Retention Team

Jane Newell, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

- Attended Southside Dinner meeting in April as Guest Speaker
- Working on Re-scheduling Bruce Falk event for 2010
- Working with Tony Reed on a workshop for September 17th
- Had discussion with Lee Lambert on how to move forward with our partnership to continue to have planned events in August and November
- Sent information for June Scrum Master Certification Workshop to Jim Robbins to post on website

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

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

Bethany Bryans, PMP
VP, Professional Development

VP PROGRAMS

- Attended both April (SS & WE) Dinner Mtgs
- April SS attendance - 33 (32 in 2009) and WE attendance - 44 (60 in 2009)
- Low WE attendance due to Tax Day, first home game for Flying Squirrels, and Tea Party
- WE meeting - overall, speaker and presentation was very poor, feedback being collected and will be shared with Dave Davis, lost power during presentation and ran over by 15mins
- SS, no issues
- Audio/Visual lead volunteer for SS resigned late April, will be contacting Volunteerism committee for replacement
- 30min Pre-Meeting topics and speakers are wanted, please contact me or Cathie Brown at ctbrown@itg-solutions.net
- Committee Planning Session being planned for late May; topics for discussion are, 1) revise Speaker Welcome Kit, 2) develop Dinner Mtg Speaker Agreement, 3) update roles & responsibility doc, 4) new ideas for Dinner Mtgs (format, topics, etc., review feedback forms)

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

- South Side
 - Sue O'Hara
 - Regina Rice



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.

- Niki Mason
- West End
 - Bill Fraker
 - Marie Crites
 - Cathie Brown
 - Clark Griffin
 - Nancy Moore
 - Liz Kellinger (new)
 - Eric Hill (new)
- Overall
 - Don Gray
 - Janet Beach

Mike Vozar, PMP
VP, Programs

VP VOLUNTEERISM

- Held Committee Meeting - reviewed requirements for Volunteer Database
- Sent link to committee of database ideas and options for investigation
- Attended both April dinner meetings
- Recruited several new volunteers for various committees

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

- Volunteerism:
Sally Deering
Kelly Evans
Kirk Jeter
Hamza Mohammed (also active in March)
Linda Oliver
- Volunteer Recognition (Not active in April):
Sally Deering Christina Morgan
Jane Newell Sharon Robbins
Linda Oliver Betty Jane Hughes
Kelly Evans Debbie Corbet-Cooper
Kirk Jeter

Not Active in April:
Jenefer Hughes
Chris Odom
Cordelia Starkes
Sharon Robbins

Sally Deering, PMP
VP, Volunteerism

PRESIDENT-ELECT & LIG PMO



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.

- Worked with Jane to provide a multi-year plan to be reviewed at this board meeting.
- Compiled the list of partner agreements and found that we do not have an agreement on file (in Epiware) for RichTech. I will need to work with our new corporate outreach representative to get the documents updated and all on file. Still need to design a web display to provide this information to our membership.
- Worked with Jim and completed the setup of the PMO LIG Epiware library. Members were added and notified to login to complete the setup.

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

- None

John Lombardi
President Elect

- PMO LIG
Nelly Romero Ravi Vudu
Dan Ramsey Jonathan Topp
Dan Galloway Susan Fitzgerald
Warren Seay Jonathan Topp
Bernie Hill Robert Berlin
Sharon Robbins Andy Shulick

PAST PRESIDENT

- Completed Component of the Year Application
- Submitted on time and acknowledged by PMI
- Jim Robbins built an online Nomination form
- Created and epiware site for Nominating Committee access
- 1 Nominating form submitted for VP Professional Development
- Attended April Southside Monthly Meeting
- Conducted weekly Nominating Committee meetings

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

COYA - Sharon Robbins
Nominating Committee - Stacy Seltzer and Consuela Toye

Deborah Corbet-Cooper, PMP
Past-President

PRESIDENT

- Attended and presided over the monthly Board meeting
- Attended and presented chapter business segment of the South Side and West End meetings
- Prepared materials for the May board meeting
- Prepared slide decks for the April chapter meetings

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

- None

Paul Gilbo, PMP



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President

CORPORATE AND COMMUNITY OUTREACH

-

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

- C-ville Outreach
 - Amanda Ingle
 - Jeff Broom
- Rich-Tech Outreach
 - Rick Pellegrino
 -

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 2, 2010, 6:00 p.m.
VACO, LLC

ATTENDEES & QUORUM STATUS

Attending: Jane Newell, Paul Gilbo, Christine Herman, John Lombardi, Susan Thomas, Mike Vozar, Bethany Bryans

On Phone: Sally Deering, Jim Robbins, Joyce Gladly, Debbie Corbet-Cooper

- Quorum Present

AGENDA

Open Meeting:	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
Old Business:	COY Application Status
	Strategic Plan Status
	2011 Election Status
New Business:	Membership Questions – Volunteers and Membership
	Member Only Information on the Web site
	Marketing Event Representation and Volunteers
	Government LIG structure
	Website members-only status
Review Committee Reports:	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
Review Action Items:	
Adjourn Meeting	

ACTION ITEMS

Action Item	Resp	Deadline
1. Agenda Item: Membership requirement	John / Sally	7/7
2. Calendar for membership surveys	Jane	7/7
3. Send member-only access ideas to Jim	All	7/7
4. Remove Robert Berlin from Agenda	Paul	7/7
5. Do a vote test	All	asap
6. Catering for next board meeting	Sally	7/7
7. Budget prepared for next meeting	Joyce	7/7
8. Document CCRS system on Epiware	John	7/7
9. Draft website member benefit email	Jim, Jane	7/7
10. Expand presentation of newsletter to include teasers	Jim, Chip	7/7
11. Talk to Chip about expanded help for newsletter	Sally	7/7
12. Marketing expense detail to be provided to new VP Marketing	Joyce	7/7
13. Website business continuity plan on epiware - preliminary	Jim	7/7
14. Determine who owns the cooperative partnership agreements and propose to board for approval.	John/Robert/board	7/7
15. Determine tax deductibility status of in-kind donations to CVC of goods or services.	Joyce	7/7
16. Develop procedures on debit card usage	Joyce	7/7

17. Follow up with Andy regarding PDU log	Beth	7/7
18. Assemble list of current and proposed members-only benefits for the website	Jim / Bernie	7/7
19. 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	7/7
20. Discuss Laptop benefits for dinner meetings	Mike / Jim	7/7
21. Policy and procedure around document/records management and other state/PMI regulations – research and update	John (advise from Sharon)	8/4
22. Determine alternatives to program dinner meeting support outsourcing after January dinner meeting. Proposals from Programs.	Mike – proposal Board - decision	8/4
23. Develop “average transaction finance cost” for registering with a credit card and communicate to the board so that Prof Dev, Certification, Programs and other event management can consider building into their event fees.	Joyce	Q2
24. Marketing plan (formal) with professional help (or student help)	Christine	Q2
25. Plan for 15-year chapter anniversary in 2011. Determine which officer’s team owns this.	John– owning officer Sally - Team formation	Q2
26. Determine non-member volunteer policy and take it up with the board. Adjust bylaws as necessary.	Sally-proposal Board – decision and possible bylaws change	Q2
27. Discuss rolling budget process with R5 Leadership and report	Paul	Q3
28. Placemats – issue for 2010	Susan	Q3
29. Refine website hits tracking	Jim	ongoing
30. Keep COY records and Metrics updated on Epiware	All	Ongoing
31. Turn in expense reports to Joyce	All	Ongoing
32. Look at website and propose improvements, copy the board on observations	All	ongoing
33. Jim to call Christine about electronic booking and payment of sponsorships	Jim	ongoing
34. Complete end-of-year financial report for the membership to be posted on the website members-only area	Joyce	Pending members-only area
35. First board meeting of each quarter – hold standing budget review	Paul – agenda Joyce-report	Ongoing

36. Cancellation of event and return of registration fee – Research and plan how to handle as part of business continuity plan (BCP). [Risk response plan for CiviCRM.]	Mike/Jim/Joyce	Open / document		
QUESTIONS / ISSUES				
Question / Issue		Approach / Resolution		
DECISIONS				
Previous meeting minutes were approved. Meeting agenda with amendments were approved.				
GENERAL TOPICS OF DISCUSSION				
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		



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, June 6, 2010 at 6:00 p.m.

OFFICER REPORT ADDENDUM

VP CERTIFICATION

- A total of 36 people registered for the course; one no-show
- One instructor (Robert Berlin) cancelled at last minute and backup (Rick Pellegrino) refused to present; Nancy recruited John Sheldon to teach Risk; Carl Gouaux, back up for Procurement, taught Procurement and John served as backup for that module.
- A few glitches with hotel - primarily short staffed but very responsive
- Participants commented about noise from other functions for the mornings of two of the sessions but overall participants were satisfied with venue
- Will gather feedback from volunteers and presenters about venue
- Working with Christine to explore sponsors for fall workshop
- Tentative falls dates are Oct 16, 23, and 30; venue still open pending evaluation and exploration of alternatives
- Betty Jane Hughes has resigned as keeper of the presenter files and updates; replacement being sought
- Plan for auditions in late summer if sufficient interest; email to be sent to all PMPs in near future

Volunteers - list current volunteers:

Members active during May - Binder evening and workshop:

Betty Jane Hughes - ensured all presenters had the updated presentations

Bill Walters - volunteered half day May 22

Dianna Liebenow - volunteered half day May 22

Delores Floyd - volunteered 6 hours May 8

John Lombardi - Binder evening, all day each workshop day

Karen Lucci - volunteered 6 hours May 22

Kristen Baker - Binder evening, all day May 15

Linda Oliver - volunteered 4 hours May 8

Michelle Monday - volunteered 4 hours May 8

Nancy Ingalls - identified instructors including last minute cancellation

Paul Procopio - Binder night

Rick Kaewer - Binder night, most of all 3 workshop days

Sudha Mudgade - Binder night, served as registrar for workshop; 3 hours each May 8 and 15

Suresh Raga - Binder night host

Susan Fitzgerald - volunteered 4 hours May 8

Tom White - Binder night, ordered books

Susan Thomas, PMP

VP, Certification

VP COMMUNICATIONS

- Supported Dinner meeting and PMOLIG meeting registrations and associated emails.
- Continuing development of website infrastructure.
-

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



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.

- Chip Free - Newsletter
- Bernie Farkas - Project PM
- Sue Ward - investigations and technical writing

Jim Robbins
VP, Communications

VP FINANCE

-

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

Christine Herman, PMP
VP, Marketing

-

Volunteers - Current volunteers/committees (if needed):

- Robert Berlin/marketing

VP MEMBERSHIP

- Appointed new Jobs Program Manager (Kathy Harper) and tested website jobs management and posting functions
- Appointed new Member Survey Program Manager (Evangelos Ringas)
- Created Survey folder in EpiWare for Board Participation and outlined schedule for periodic surveys
- Conducted Newcomer Orientation at West End meeting
- Sent invitations to Newcomers Orientation
- Followed up with the **Virginia Workforce Career Transition Center** about their program that includes PMI membership, training and certification exam
- Sent standard monthly New Member and Non-renewal notices (cVent)
- Attended Board Meeting
- Attended West End and Southside Meetings
- Updated standing Membership Report

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

- Bernie Farkas, Membership Newsletter and Website Liaison
- Pia Guerin, Membership Corner WE
- Regina Mann Rice, Membership Corner SS
- Stephanie Wingate, Membership Corner WE
- C. Q. Young, Jobs Email Distribution Coordinator (outgoing)
- Blythe Heywood, Newcomer Orientation
- Kathy Harper, Jobs Program Manager



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.

- Evangelos Ringas, Member Survey Program Manager

Jane Newell, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

- Sent Contract to Andy Reed for Event in September 17, 2010
- Re-scheduled Bruce Falk event for June 18, 2010 and sent updated information to Communication VP
- Worked with Lee Lambert to repair relationship and get on track for the rest of 2010 Lambert events
- Sent Lambert events to Communication VP to post on website
- Worked with Sheraton to reschedule Falk event and to schedule Reed event in September

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

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

Bethany Bryans, PMP
VP, Professional Development

VP PROGRAMS

- Attended both May (SS & WE) Dinner Mtgs
- May SS attendance - 27 (23 in 2009) and WE attendance - 60 (66 in 2009)
- SS, no issues. Received 22 feedback forms that indicated overall satisfaction with facilities (3.25 rating out of a 1-4 scale, SD-D-A-SA) and overall satisfaction with topic/speaker (3.70 rating out of 1-4 scale).
- WE, mix up with microphone system. Received 23 feedback forms that indicated overall satisfaction with facilities (3.5 rating out of a 1-4 scale) and overall satisfaction with topic/speaker (3.65 rating out of 1-4 scale).
- WE Pre-Meeting "New Member Orientation" received an overall rating of 3.84!! Great job Jane and the other Board members for showing up and talking up the Chapter.
- Lots of good written feedback on main meeting topic and especially speaker. I will plan on having Dr. James Brown speak next year (also in written feedback) and have him do a seminar in conjunction with his topic.
- Open positions in Programs Committee: A/V lead and backup for SS; A/V backup for WE; Registration Coordinator for WE; Meeting Flyer Prep for both sites
- 30min Pre-Meeting topics and speakers are wanted, please contact me or Cathie Brown at ctbrown@itg-solutions.net
- Committee Planning Session STILL being planned, potentially to be held in late June; topics for discussion are, 1) revise Speaker Welcome Kit, 2) develop Dinner Mtg Speaker Agreement, 3) update roles & responsibility doc, 4) new ideas for Dinner Mtgs (format, topics, etc., review feedback forms)



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.

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

- South Side
 - Sue O'Hara
 - Regina Rice
 - Niki Mason
- West End
 - Bill Fraker
 - Marie Crites
 - Cathie Brown
 - Clark Griffin
 - Suresh Raju
 - Nancy Moore
 - Liz Kellinger
- Overall
 - Don Gray
 - Janet Beach

Mike Vozar, PMP
VP, Programs

VP VOLUNTEERISM

- Held committee meeting
- Ambassadors attended dinner meetings
- 3 new volunteers recruited for marketing and membership committees
- Recruited nominee for President-Elect 2011

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

- Volunteerism:
Sally Deering
Kelly Evans
Kirk Jeter
Hamza Mohammed
Linda Oliver
Sharon Robbins
- Volunteer Recognition (Not active in May):
Sally Deering Christina Morgan
Jane Newell Sharon Robbins
Linda Oliver Betty Jane Hughes
Kelly Evans Debbie Corbet-Cooper
Kirk Jeter

Not Active in May:
Jenefer Hughes
Chris Odom
Cordelia Starkes



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.

Sally Deering, PMP
VP, Volunteerism

PRESIDENT-ELECT & LIG PMO

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

- None

John Lombardi
President Elect

- PMO LIG
 - Nelly Romero
 - Dan Ramsey
 - Dan Galloway
 - Warren Seay
 - Bernie Hill
 - Sharon Robbins
 - Ravi Vudu
 - Jonathan Topp
 - Susan Fitzgerald
 - Jonathan Topp
 - Robert Berlin
 - Andy Shulick

PAST PRESIDENT

- Attended May Board meeting
- Attended South Side and West End meetings
- Nominating Committee met weekly
- Nominating Committee distributed materials at South Side and West End meetings soliciting nominations.
- Nominating Committee met attendees and mingled at South Side and West End meetings soliciting nominations.
- Nominations closed on Friday, May 28, 11:59 pm
- Finalized Slate of Candidates:
 - Kelly Evans, PMP President-Elect
 - Nancy Ingalls, PMP President-Elect
 - Bernie Farkas, PMP Communications
 - Joyce Gladly, PMP Finance
 - Barbara Nichols, PMP, CSM Membership
 - Wes Robertson, PMP Membership
 - Linda Oliver, PMP Prof Devel
 - Jonathan Topp Prof Devel
- Currently, finalizing the nomination forms for publishing on the web.

Volunteers - list current volunteers/committees (if needed):
Nominating Committee - Stacy Seltzer and Consuela Toye

Deborah Corbet-Cooper, PMP, CSM
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

- Attended and presided over the monthly Board meeting
- Attended and presented chapter business segment of the South Side and West End meetings
- Prepared materials for the June board meeting
- Prepared slide decks for the May chapter meetings

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

- None

Paul Gilbo, PMP
President

CORPORATE AND COMMUNITY OUTREACH

-

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

- C-ville Outreach
 - Amanda Ingle
 - Jeff Broom
- Rich-Tech Outreach
 - Rick Pellegrino
 -

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, July 7, 2010, 6:00 p.m.
VACO, LLC

ATTENDEES & QUORUM STATUS

Attending: John Lombardi, Jane Newell, Christine Herman, Paul Gilbo, Mike Vozar, Sally Deering,
On Phone: Jim Robbins, Debbie Corbet-Cooper
- Quorum Present

AGENDA

Open Meeting:	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
Old Business:	Q2 Budget Review
	Plan for 2010 Leadership Conference
	BOD Election Update
New Business:	Chapter Goals and initiatives
	Student Attendance decision
Review Committee Reports:	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
Review Action Items:	
Adjourn Meeting	

ACTION ITEMS

Action Item	Resp	Deadline
1. Agenda Item: Membership requirement	John / Sally	8/4
2. Send member-only access ideas to Jim	All	8/4
3. Catering for next board meeting	Sally	8/4
4. Document CCRS system on Epiware	John	8/4
5. Draft website member benefit email	Jim	8/4
6. Talk to Chip about expanded help for newsletter	Sally	8/4
7. Website business continuity plan on epiware - preliminary	Jim	8/4
8. Determine who owns the cooperative partnership agreements and propose to board for approval.	John/Robert/board	8/4
9. Determine tax deductibility status of in-kind donations to CVC of goods or services.	Joyce	8/4
10. Develop procedures on debit card usage	Joyce	8/4
11. Follow up with Andy regarding PDU log	Beth	8/4
12. 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) Discuss Laptop benefits for dinner meetings	Mike / Jim	8/4
13. Policy and procedure around document/records management and other state/PMI regulations – research and update	John (advise from Sharon)	8/4
14. Determine alternatives to program dinner meeting support outsourcing after January dinner meeting. Proposals from Programs.	Mike – proposal Board - decision	8/4
15. Develop “average transaction finance cost” for registering with a credit card and communicate to the board so that Prof Dev, Certification, Programs and other event management can consider building into their event fees.	Joyce	8/4
16. Email John RJEC contact info	Jim	8/4
17. Explain details of RJEC revenue and expense entries on budget	Joyce	8/4
18. What is the breakdown of Cert workshop expense line item	Joyce	8/4
19. Complete June Officer reports	Jim Susan Bethany Joyce	8/4
20. Agenda Item for next meeting: Discuss Volunteer membership requirements and vote	All	8/4

21. Update Multi-year goals on Epiware	John	8/4
22. Discuss rolling budget process with R5 Leadership and report	Paul	Q3
23. Assemble list of current and proposed members-only benefits for the website	Jim / Bernie	Q3 - ongoing
24. Placemats – issue for 2010	Susan	Q3
25. Refine website hits tracking	Jim	ongoing
26. Keep COY records and Metrics updated on Epiware	All	Ongoing
27. Turn in expense reports to Joyce	All	Ongoing
28. Look at website and propose improvements, copy the board on observations	All	ongoing
29. Jim to call Christine about electronic booking and payment of sponsorships	Jim	ongoing
30. Complete end-of-year financial report for the membership to be posted on the website members-only area	Joyce	Pending members-only area
31. First board meeting of each quarter – hold standing budget review	Paul – agenda Joyce-report	Ongoing
32. Cancellation of event and return of registration fee – Research and plan how to handle as part of business continuity plan (BCP). [Risk response plan for CiviCRM.]	Mike/Jim/Joyce	Open / document

QUESTIONS / ISSUES

Question / Issue	Approach / Resolution

DECISIONS

Previous meeting minutes were approved. Meeting agenda with amendments were approved.

GENERAL TOPICS OF DISCUSSION

We are ahead of revenue projections. Each present officer discussed current budget values.

RJEC Income expense and income noted as service handling for banquet registration.

Leadership conference attendance discussed, new board members to be notified and asked about plans to attend. Auto transportation to be discussed later.

We confirmed student meeting attendees will pay member rates, no less.

We talked about some lower-cost possibilities for monthly meetings.

New PMI marketing portal opens this month.

We need to review Bylaws change for August meeting.

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



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 7, 2010 at 6:00 p.m.

OFFICER REPORT ADDENDUM

VP CERTIFICATION

- Explored venues for Fall workshop - Capital One and Wingate Hotel
- Selected Wingate Hotel for Workshop sessions scheduled for Oct 16, 23, and 30

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

- Supported Dinner meeting and PMOLIG meeting registrations and associated emails.
- Continuing development of website infrastructure.
- Implemented Members-only and Jobs-list website functions.

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

- Chip Free - Newsletter
- Bernie Farkas - Project PM
- Sue Ward - investigations and technical writing

Jim Robbins
VP, Communications

VP FINANCE

- Processed submitted expense reports
- Processed vendor invoices as received.
- Reconcile bank accounts

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

Christine Herman, PMP
VP, Marketing

- PR committee to meet on Friday, July 9th.
- PMI currently hosting brand webinars. Marketing committee members will attend as schedules allow.
- Need to recruit additional sponsorship volunteers.

Volunteers - Current volunteers/committees (if needed):

Name	Committee/Role
Christine Herman	VP Marketing
Samantha Bean	Corporate Outreach
Alexa Beavers	Public Relations



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Jamie Belitz	Public Relations
Stacy Seltzer	Public Relations
September Reemtsen	Public Relations
Delores Floyd	Public Relations
Tammara Kidd	Public Relations
Robyn Young	Marketing
Robert Berlin	Marketing
Tom White	Marketing

VP MEMBERSHIP

JUNE REPORT (July 2010 Board Meeting)

- Outreach - Developed and presented ***Project Management and You*** to the Hopewell-Prince George's Chamber of Commerce on July 1
- Followed up with the Greater Richmond Partnership rep for the Career Transition Center's "Meet the PMP" event scheduled for July 15.
- Had additional order of 200 **Membership Brochures** printed
- Tested and set up initial job opportunities (with Jobs Program Manager, Kathy Harper) the new **Jobs Program site** on the CVC website.
 - Sent communications to former email blast employers/recruiters to notify them of the new format
 - Sent communications to former job e-mail distribution list to notify them of the new format
- Sent standard monthly New Member and Non-renewal notices using **new CiviCRM tools** for the first time!
- Developed **survey** schedule with Board
- Attended Board Meeting
- Held Membership Team Conference Call
- Attended West End and Southside Meetings
- Updated standing Membership Report

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

- Bernie Farkas, Membership Newsletter and Website Liaison
- Pia Guerin, Membership Corner WE
- Regina Mann Rice, Membership Corner SS
- Stephanie Wingate, Membership Corner WE
- Blythe Heywood, Newcomer Orientation
- Kathy Harper, Jobs Program Manager
- Evangelos Ringas, Member Survey Program Manager
- **Jesse Wilkinson, Membership Corner SS (NEW)**

Jane Newell, PMP
VP, Membership

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.

- Held Risk Management Seminar in June
- Held Scrum Master Certification Workshop in June
- Working with Anthony Reed on Event for September
- Volunteered at Lee Lambert event on June 29th
- Working with Lee Lambert on event for August

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

- Barry Cromuel, Team Lead for Professional Development
- Kim Davis, Event Coordinator
- Christine Kerkeslager, Event Coordinator
- Ramesh Balakrishnan, Event Coordinator

Bethany Bryans, PMP
VP, Professional Development

VP PROGRAMS

- Attended both June (SS & WE) Dinner Mtgs
- June SS attendance - 19 (34 in 2009) and WE attendance - 37 (47 in 2009). There was a noticeable dip in attendance for WE last year for the June mtg.
- SS, no issues. Received 15 feedback forms that indicated overall satisfaction with facilities (3.31 rating out of a 1-4 scale, SD-D-A-SA) and overall satisfaction with topic/speaker (3.18 rating out of 1-4 scale).
- WE, mix up with microphone system. Received 25 feedback forms that indicated overall satisfaction with facilities (3.20 rating out of a 1-4 scale) and overall satisfaction with topic/speaker (3.40 rating out of 1-4 scale).
- Written feedback mainly commented on how fast paced this presentation was....all thought it was an interesting topic, but not enough time to cover all the info being presented. (this was a warning I provided Mr. Brennan when he sent me his deck, but he assured he had done this with many dinner mtgs in the past)
- Open positions in Programs Committee: A/V lead and backup for SS; A/V backup for WE; Registration Coordinator for WE; Meeting Flyer Prep for both sites
- 30min Pre-Meeting topics and speakers are wanted, please contact me or Cathie Brown at ctbrown@itg-solutions.net
- Committee Planning Session STILL being planned, potentially to be held in late August; topics for discussion are, 1) revise Speaker Welcome Kit, 2) develop Dinner Mtg Speaker Agreement, 3) update roles & responsibility doc, 4) new ideas for Dinner Mtgs (format, topics, etc., review feedback forms)

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

- South Side
 - Sue O'Hara
 - Regina Rice
 - Niki Mason
- West End
 - Bill Fraker
 - Marie Crites
 - Cathie Brown



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.

- Clark Griffin
- Suresh Raju
- Nancy Moore
- Liz Kellinger
- Overall
 - Don Gray
 - Janet Beach

Mike Vozar, PMP
VP, Programs

VP VOLUNTEERISM

- Attended WE dinner meeting - recruited for 15-year anniversary planning committee; add'l volunteer interest in membership and professional development
- Held monthly Volunteerism Committee meeting - will be reaching out to other BoD members to participate in one or more of their upcoming committee meetings to assess volunteer needs
- Initial reach-out done to Washington D.C. to assess volunteer needs for Leadership meeting in October

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

- Volunteerism:
Sally Deering
Kelly Evans
Kirk Jeter
Hamza Mohammed
Linda Oliver
Sharon Robbins

Sally Deering, PMP
VP, Volunteerism

PRESIDENT-ELECT & LIG PMO

- Worked on Revisions for Bylaws based on feedback at last board meeting, will be sent to board before the July meeting (albeit right before)
- Worked on CCRS Process, should be ready for review by board next week
- Discussed Partner agreements for RichTec and RJEC - some progress being made. Expect more action over the next month
- Started working on the 15 year anniversary plans. Two volunteers have stepped forward to help (see below).
- Discussed email list with PMO LIG, may have some alternatives to their request for a dump of all members and who they work for. Need to do a little more research on this.

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

- Anniversary Committee



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Niki Mason
Michelle Monday

John Lombardi
President Elect

- PMO LIG
 - Nelly Romero
 - Dan Ramsey
 - Dan Galloway
 - Warren Seay
 - Bernie Hill
 - Sharon Robbins
 - Ravi Vudu
 - Jonathan Topp
 - Susan Fitzgerald
 - Jonathan Topp
 - Robert Berlin
 - Andy Shulick

PAST PRESIDENT

- Attended monthly Board meeting
- Attended South Side and West End meetings
- Coordinated with Vote Now to conduct on line voting
- Polls opened Monday, June 21
- Emails sent to members on June 21, June 28, July 6 & July 9 by Vote Now
- Post cards sent to members week of July 28 by Vote Now
- Monitor voting on Vote Now's web site

Volunteers - list current volunteers/committees (if needed):
Nominating Committee - Stacy Seltzer and Consuela Toye

Deborah Corbet-Cooper, PMP, CSM
Past-President

PRESIDENT

- Attended and presided over the monthly Board meeting
- Attended and presented chapter business segment of the South Side and West End meetings
- Prepared materials for the July board meeting
- Prepared slide decks for the June chapter meetings

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

- None

Paul Gilbo, PMP
President

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, 2010, 6:00 p.m.
VACO, LLC

ATTENDEES & QUORUM STATUS

Attending: John Lombardi, Jane Newell, Christine Herman, Paul Gilbo, Mike Vozar, Sally Deering, Bethany Bryans, Susan Thomas, Joyce Glady, Jim Robbins
Also Present: Bernie Farkas, Barbara Nichols, Linda Oliver, Kelly Evans
- Quorum Present

AGENDA

Open Meeting:	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
Old Business:	Region 5 Recap
	New Board Member welcome, communications, and NDA
	PMI Brand Rollout
	Review of old action items
New Business:	Component award announcements
	2010 Leadership Meeting – Attendees, Expense Procedures
	January Speaker Candidate
	Sponsorship Package Approval
	Monthly Program Structure – new ideas
Review Committee Reports:	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
Review Action Items:	
Adjourn Meeting	

ACTION ITEMS

Action Item	Resp	Deadline
1. Agenda Item – PMOLIG (fee vs. paid)		9/1
2. Review PR Portfolio and provide input to Christine	All	8/11
3. Update and email expense procedure for LIM including 4-night stay	Joyce	asap
4. Work with Christine to develop the Volunteer Mtg sponsorship for January	Beth	9/1
5. Cleanup and email to board sponsorship proposal for email vote	Christine	8/11
6. Refine alternative Chapter meeting proposals	Mike	Asap
7. Review meeting format proposals from Mike and send feedback	All	9/1
8. Clarify meeting rules for board members	John	9/1
9. Send email regarding 15 th Anniversary Mtg.	John	asap
10. Review and feedback re John's email	All	9/1
11. Agenda Item: Membership requirement	John / Sally	9/1
12. Send member-only access ideas to Jim	All	9/1
13. Catering for next board meeting	John	9/1
14. Talk to Chip about expanded help for newsletter	Sally	9/1
15. Website business continuity plan on epiware - preliminary	Jim	9/1
16. Determine tax deductibility status of in-kind donations to CVC of goods or services.	Joyce	9/1
17. Develop procedures on debit card usage	Joyce	9/1
18. 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) Discuss Laptop benefits for dinner meetings	Mike / Jim	9/1
19. Policy and procedure around document/records management and other state/PMI regulations – research and update	John (advise from Sharon)	9/1

20. Develop "average transaction finance cost" for registering with a credit card and communicate to the board so that Prof Dev, Certification, Programs and other event management can consider building into their event fees.	Joyce	9/1
21. Develop Calendar for Strategic Plan and Transition mtgs	John	9/1
22. Discuss rolling budget process with R5 Leadership and report	Paul	Q3
23. Assemble list of current and proposed members-only benefits for the website	Jim / Bernie	Q3 - ongoing
24. Placemats – issue for 2010	Susan	Q3
25. Refine website hits tracking	Jim	ongoing
26. Keep COY records and Metrics updated on Epiware	All	Ongoing
27. Turn in expense reports to Joyce	All	Ongoing
28. Look at website and propose improvements, copy the board on observations	All	ongoing
29. Jim to call Christine about electronic booking and payment of sponsorships	Jim	ongoing
30. Complete end-of-year financial report for the membership to be posted on the website members-only area	Joyce	Pending members-only area
31. First board meeting of each quarter – hold standing budget review	Paul – agenda Joyce-report	Ongoing
32. Cancellation of event and return of registration fee – Research and plan how to handle as part of business continuity plan (BCP). [Risk response plan for CiviCRM.]	Mike/Jim/Joyce	Open / document

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QUESTIONS / ISSUES

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Question / Issue	Approach / Resolution

DECISIONS

Previous meeting minutes were approved. Meeting agenda with amendments were approved. Without a formal vote, we agreed to an email vote regarding Christine's Sponsorship proposals once amended during the week.

GENERAL TOPICS OF DISCUSSION

R5 Recap - PMICVC is holding it's own regarding membership losses and gains. R5 leadership has modified it's Regional conference to accommodate our Volunteer Recognition Dinner which historically has conflicted.

New Board member introductions - All new board members attended, all but one of our current board attended. Introductions were made all around, and the new BOD members were alerted to the upcoming Transition meeting and Strategic Planning meetings.

Christine presented a draft proposal for extended sponsorship offerings. The Board suggested modifications, and Christine will seek an email vote on the revised proposal this week.

PMI Awards - we've won more awards from PMI this year - details will be posted after the official presentations at the LIM in October.

2010 Leadership meeting logistics and expense procedures were discussed. Joyce will send out a revised expense procedure for a 4-day attendance.

Mark Adams has been proposed as the Speaker for the Annual Volunteer Awards Dinner. Bethany is still working out the details of how to pay for him.

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



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, August 4, 2010 at 6:00 p.m.

OFFICER REPORT ADDENDUM

VP CERTIFICATION

- Completed final arrangements with new facility, Wingate Hotel
- Gearing up for Fall workshop and will start Certification Committee biweekly calls this month
- Planning presenter auditions for early September
- Identified 'new' Betty Jane to assume ownership of the module files - Ray Wagner

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

-

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

- Chip Free - Newsletter
- Bernie Farkas - Project PM
- Chris Knott - investigations and website updates
- Sue Ward - investigations and technical writing

Jim Robbins
VP, Communications

VP FINANCE

- Processed submitted expense reports
- Processed vendor invoices as received.
- Review process for submission of expenses for PMI Leadership Conference.
- Reconcile bank accounts

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

Christine Herman, PMP
VP, Marketing

- Seeking new PR lead.
- Seeking new Sponsorship lead.
- PMI Global brand rollout delayed until September 8th.
- Sponsorship packages drafted.
- PR brand rollout schedule drafted.

Volunteers - Current volunteers/committees (if needed):

Name	Committee/Role
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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.

Christine Herman	VP Marketing
Samantha Bean	Corporate Outreach
Alexa Beavers	Public Relations
Jamie Belitz	Public Relations
Stacy Seltzer	Public Relations
September Reemtsen	Public Relations
Delores Floyd	Public Relations
Tammara Kidd	Public Relations
Robyn Young	Marketing
Robert Berlin	Marketing
Tom White	Marketing

VP MEMBERSHIP

- Attended PMI Branding webinar on July 23
- Held Government LIG kickoff planning meeting (with Nelly Romero, Robert Berlin, Susan McGrady)
- Developed template email for member prospecting (Communications posted template in CiviCRM tool)
- Held Newcomer Orientation before Southside meeting (15 in attendance)
- Met with Employment Transition Center (ETC) about professional open house (Meet the PMP) event rescheduled for September
- Sent standard monthly New Member and Non-renewal notices using new CiviCRM tools
- Attended Board Meeting
- Held Membership Team Conference Call
- Attended West End and Southside Meetings
- Updated standing Membership Report

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

- Bernie Farkas, Membership Newsletter and Website Liaison
- Pia Guerin, Membership Corner WE
- Regina Mann Rice, Membership Corner SS
- Stephanie Wingate, Membership Corner WE
- Blythe Heywood, Newcomer Orientation
- Kathy Harper, Jobs Program Manager
- Evangelos Ringas, Member Survey Program Manager
- **Jesse Wilkinson, Membership Corner SS (NEW)**

Jane Newell, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

- Working with Anthony Reed on Event for September
- Working with Lee Lambert on event for August & November
- Working with Programs for January Volunteer Dinner Speaker and Program



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.

- Submitted expenses and invoices for June events

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

- Barry Cromuel, Team Lead for Professional Development
- Ramesh Balkrishnan, Event Coordinator
- Kim Davis, Event Coordinator
- Christine Kerkeslager, Event Coordinator

Bethany Bryans, PMP
VP, Professional Development

VP PROGRAMS

- Attended both July (SS & WE) Dinner Mtgs
- July SS attendance - 37 (31 in 2009) and WE attendance - 56 (65 in 2009)
- SS, slight issue with number of tables set, lower than requested. Received 24 feedback forms that indicated overall satisfaction with facilities (3.48 rating out of a 1-4 scale, SD-D-A-SA) and overall satisfaction with topic/speaker (3.65 rating out of 1-4 scale).
- WE, no issues. Received 33 feedback forms that indicated overall satisfaction with facilities (3.38 rating out of a 1-4 scale) and overall satisfaction with topic/speaker (3.34 rating out of 1-4 scale).
- WE written feedback mainly commented on too many people at tables (10/table). Site Lead will make special note in future to NOT have this many at each table. WE written feedback on speaker/topic was it was a bit broken up; liked how tie back to PMBOK.
- SS written feedback mainly commented on speaker being energetic and effective; topic really ties to everyday work activities; interactive approach was appreciated
- Open positions in Programs Committee: A/V lead and backup for SS; A/V backup for WE; Meeting Flyer Prep for both sites
- 30min Pre-Meeting topics and speakers are wanted, please contact me or Cathie Brown at ctbrown@itg-solutions.net
- Committee Planning Session STILL being planned, potentially to be held in late August; topics for discussion are, 1) revise Speaker Welcome Kit, 2) develop Dinner Mtg Speaker Agreement, 3) update roles & responsibility doc, 4) new ideas for Dinner Mtgs (format, topics, etc., review feedback forms)

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

- South Side
 - Sue O'Hara
 - Regina Rice
 - Niki Mason
- West End
 - Bill Fraker
 - Marie Crites
 - Cathie Brown
 - Clark Griffin
 - Suresh Raju
 - Nancy Moore
 - Liz Kellinger



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.

- Pamela Chan (new volunteer as of August 2010)
- Overall
 - Don Gray
 - Janet Beach

Mike Vozar, PMP
VP, Programs

VP VOLUNTEERISM

- Held Committee Meeting - Scheduled Vendor Database demos for August
- Attended West End and Southside Meetings
- Attended New Member Orientation Southside
- Attended PMO LIG
- Put new people interested in volunteering in touch with appropriate VPs

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

- Volunteerism:
Sally Deering
Kelly Evans
Kirk Jeter
Hamza Mohammed
Linda Oliver
Sharon Robbins

Sally Deering, PMP
VP, Volunteerism

PRESIDENT-ELECT & LIG PMO

- Sent out initial thoughts to anniversary committee for review, meeting will be 3rd or 4th week of August to assign initial tasks.
- Led the Southside meeting
- Posted updates to the Multi Year plan
- Worked on the CCRS event process document
- Initial email with local IIBA group regarding possible partner arrangement

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

- Anniversary Committee
Niki Mason
Michelle Monday
Mike Vozar

John Lombardi
President Elect



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.

- PMO LIG
 - Nelly Romero
 - Dan Ramsey
 - Dan Galloway
 - Warren Seay
 - Bernie Hill
 - Sharon Robbins
 - Ravi Vudu
 - Jonathan Topp
 - Susan Fitzgerald
 - Jonathan Topp
 - Robert Berlin
 - Andy Shulick

PAST PRESIDENT

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

Nominating Committee - Stacy Seltzer and Consuela Toye

Deborah Corbet-Cooper, PMP, CSM
Past-President

PRESIDENT

- Attended and presided over the monthly Board meeting
- Attended and presented chapter business segment of the West End meeting
- Prepared materials for the August board meeting
- Prepared slide decks for the August chapter meetings
- Attended a marketing planning breakfast meeting with VP of Marketing and President Elect
- Participated in the Region 5 quarterly conference call
- Extended welcome to new board members and extended invitations to the next meeting

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

- None

Paul Gilbo, PMP
President

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 1, 2010, 6:00 p.m.
VACO, LLC

ATTENDEES & QUORUM STATUS

Attending: John Lombardi, Jane Newell, Christine Herman, Paul Gilbo, Mike Vozar, Joyce Glady, Jim Robbins
On Phone: Sally Deering, Kelly Evans, Debbie Corbet-Cooper
Also Present: Bernie Farkas, Barbara Nichols, Linda Oliver, Delores Floyd
- Quorum Present

AGENDA

Open Meeting:	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
Old Business:	VSU Students
	Review of old action items
New Business:	October Board meeting will be held on October 5
	SAPR is due the end of the month
	Honoring Members Communication Preferences
	Membership Expenditure for Email Service
	Marketing Sponsorship – Annual/Sustaining Package Approval
	Marketing Sponsorship – Sponsor Presentation
	Programs – Initial Site RFP response update
Review Committee Reports:	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	
Review Action Items:		
Adjourn Meeting		
ACTION ITEMS		
Action Item	Resp	Deadline
1. Work with Christine to develop the Volunteer Mtg sponsorship for January	Beth	9/1
2. Review meeting format proposals from Mike and send feedback	All	9/1
3. Talk to Mike about Student checkmark for Sept Meetings	Jim	9/12
4. Agenda Item – PMOLIG (fee vs. paid)		10/5
5. Refine alternative Chapter meeting proposals	Mike	10/5
6. Catering for next board meeting	Christine	10/5
7. Talk to Chip about expanded help for newsletter	Sally	10/5
8. Website business continuity plan on epiware - preliminary	Jim	10/5
9. 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) Discuss Laptop benefits for dinner meetings	Mike / Jim	10/5
10. Review SAPR version; determine what needs to be updated; send e-mail to Vice-Presidents	Joyce	10/5
11. Discuss interpretation of 3 rd -party question in membership signup preferences with Ann Genemin at LIM	John	11/3
12. Review Bylaws and policies regarding Chapter email communication	John	11/3
13. Agenda Item: Membership requirement	John / Sally	11/3
14. Determine tax deductibility status of in-kind donations to CVC of goods or services.	Joyce	11/3
15. Develop procedures on debit card usage	Joyce	11/3
16. Policy and procedure around document/records management and other state/PMI regulations – research and update	John (advise from Sharon)	11/3
17. Develop “average transaction finance cost” for registering with a credit card and communicate to the board so that Prof Dev, Certification, Programs and other event management can consider building into their event fees.	Joyce	11/3
18. Assemble list of current and proposed members-only benefits for the website	Jim / Bernie	Q3 - ongoing

19. Placemats – issue for 2010	Susan	Q3
20. Refine website hits tracking	Jim	ongoing
21. Send member-only access ideas to Jim	All	Ongoing
22. Keep COY records and Metrics updated on Epiware	All	Ongoing
23. Turn in expense reports to Joyce	All	Ongoing
24. Look at website and propose improvements, copy the board on observations	All	ongoing
25. Jim to call Christine about electronic booking and payment of sponsorships	Jim	ongoing
26. Complete end-of-year financial report for the membership to be posted on the website members-only area	Joyce	Pending members-only area
27. First board meeting of each quarter – hold standing budget review	Paul – agenda Joyce-report	Ongoing
28. Cancellation of event and return of registration fee – Research and plan how to handle as part of business continuity plan (BCP). [Risk response plan for CiviCRM.]	Mike/Jim/Joyce	Open / document

QUESTIONS / ISSUES

Question / Issue	Approach / Resolution

DECISIONS

Previous meeting minutes were approved. Meeting agenda with amendments were approved.

Honoring members Communication Preferences

Jane made the following motion,

“I move that CVC honor the Communication Preferences of its members in regard to third party mailings as identified by each CVC member in their PMI Global profile.”

The motion was seconded by Paul

There was considerable discussion about what is meant by third-party. One definition was another group, product, or event that is not sponsored by the Chapter.

The motion was tabled pending John’s researching the PMI’s policy.

Membership expenditure for e-mail service

Jane made the following motion,

“I move that Membership open an account with Constant Contact, a reputable email service used by many chapters, small businesses, and non-profits.”

The cost of the service is six-months, \$162 and twelve-months, \$306 prepaid.

The chapter currently has two e-mail systems - one has a limit of 50 e-mails and the other is unlimited.

Current policy on page 9, is not clear on who has the responsibility to send e-mails to members.

The motion was not seconded.

Marketing Sponsorship - Annual/Sustaining Package Approval

The program was accepted by a majority vote

GENERAL TOPICS OF DISCUSSION

Marketing Sponsorship - Sponsor Presentation

The committee presented the standard sponsor presentation to the board

Programs - Initial site RFP response update

RFPs have been sent out

Received responses from the Hilton, Marriott, Holiday Inn, and Sheraton

The Hilton will only provide a 60-day guarantee

The Marriott will provide a year guarantee

It was decided that it is not an option to have a meeting in the west-end or the south-side; could alternate or use a central location

Cost is approximately \$46 - \$48 per person

It is an option to hold some meetings without a meal

Formal presentation will be presented at the October board meeting

Committee Reports

Programs

The January Speaker fee is \$1,500 for dinner meeting

Need volunteers to help with materials the speaker will sell after the meeting.

Professional Development

The January Speaker will provide a seminar
 Fee is \$2,500
 Split profit over \$2,500
 Post links on chapter website beginning in October
 VP of Marketing to promote the event

President-Elect

The Anniversary committee has selected October for the celebration meeting
 Targeting the Anniversary meeting to be free to members

Membership

Prospecting e-mails resulted in about eight new members
 Government LIG in planning; the first meeting will be in January
 Most interest is in the state; some interest in local
 Trying to determine how to include Federal agencies

Marketing

Samantha has four agreements for corporate outreach
 Focusing on multi-year goals

Certification

Auditions are scheduled for next Wednesday

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



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, September 1, 2010 at 6:00 p.m.

OFFICER REPORT ADDENDUM

VP CERTIFICATION

Completed arrangements with Wingate Hotel for Fall PMP Workshop
Developed promotion materials for the Fall PMP Workshop for posting on the website
Worked with Jim on the details of the onsite registration form
Conducted Certification Team call on August 25; obtain volunteers to develop flyer for Fall PMP Workshop to distribute in September
Worked with Jim on call for new presenters
Identified venue and recruited volunteers
Developed audition schedule and sent to participants along with Communications Module used for audition presentation
Obtained a volunteer - Tom White - to take over recruiting and managing instructors from Nancy Ingalls
Began searching for a location for binder night, to be held Tuesday, Oct 12
Recruited two volunteers to lead study groups - Vidya Ravi who will teach math for the PMP test and Delores Floyd who will lead a session at the library using their computers to help participants access some online test preparation materials

Volunteers for August

Paul Procopio
Sudha Mudgrade
Tom White
Delores Floyd
Linda Oliver
Vidya Ravi
Cliff Vaught
Susan Fitzgerald
Karen Lucci
Rick Kaewer

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

Sent email in support of Membership, Programs, PMOLIG, Marketing/Sponsorship, Certification
Created Calendar Events for Programs, PMOLIG, Marketing/Sponsorship, Certification
Created Event Registration for Programs, PMOLIG, Marketing/Sponsorship, Certification
Finished implementation of BCP for Communications (website and database off-site backup)
Implemented website clickable AD in support of Marketing/Sponsorship
Troubleshoot and attempted repair of epiware tool.
Began research into viable alternatives for epiware tool
With my successor, made a major version software upgrade to CiviCRM.

•

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

- Chip Free - Newsletter
- Bernie Farkas - Project PM
- Chris Knott - investigations and website updates
- Sue Ward - investigations and technical writing

Jim Robbins



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, Communications

VP FINANCE

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

Christine Herman, PMP
VP, Marketing

Volunteers - Current volunteers/committees (if needed):

Name	Committee/Role
Christine Herman	VP Marketing
Samantha Bean	Corporate Outreach
Alexa Beavers	Public Relations
Jamie Belitz	Public Relations
Stacy Seltzer	Public Relations
September Reemtsen	Public Relations
Delores Floyd	Public Relations
Tammara Kidd	Public Relations
Robyn Young	Marketing
Robert Berlin	Marketing
Tom White	Marketing

PMI Central Virginia Chapter – Marketing Public Relations Committee

August 25, 2010 Meeting Summary

1. Team Scope Review

- The Sponsorships presentation and package has been completed and is being reviewed – once approved will need to be re-branded per new guidelines
- Website – discussed high-level objectives; (i.e. needs to be more interactive, design needs to be consistent with re-branding, this team will need to consider future enhancements already underway for the site such as a secure/login section for Chapter Members only); all attendees were interested in supporting this work
- PR templates – Stacy is interested in supporting press releases; will begin work on a media calendar
- Items in the proposed portfolio that need further definition prior to planning to understand if they are focused to audiences that are internal, external or both:
 1. Newsletter
 2. Online ads
 3. New brochures for Recruiting and Corporate Outreach
 4. Speaker Welcome kit



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2. Action Items/Owner

- Determine need/requirements for the Speaker Welcome kit; check with Mike Vozar – Stacy
- Determine need/requirements for a Corporate Outreach brochure; check with Samantha Bean – Stacy
- Determine if there is an existing media contact list/database in use by other Marketing Committees – Stacy
- Identify a graphic design volunteer to support re-branding rollout of the email template, volunteer materials, program flyers, LinkedIn page, Master PowerPoint - Stacy

3. Next Meeting: Conference call to be scheduled the week of 8/30

PMI Central Virginia Chapter – Sponsorship Committee

September 1, 2010

- 2010 Goal: Analyze low level of corporate sponsorship or in-kind services.
 - 2011 Goal: Find ways to reduce fees through increased sponsorships or in-kind services
1. The Marketing Committee has launched a Sponsorship Committee to focus on acquiring revenue to offset expenses for CVC programs.
 2. Initial sponsorship requests are targeted to past dinner meeting sponsors, PM recruiters, PM business service providers, PM educators and companies with more than 10 CVC members.
 3. The Sponsorship Committee will launch a fundraising campaign from
 4. 9/10 – 11/10:
 - a. The initial effort will confirm local sponsorship needs and interests.
 - b. The initial effort will refine goals and targeting for 2011 fundraising efforts.
 5. The timeline and implementation guide is provided for feedback. Board assistance is required with a smooth and effective implementation of sponsorship agreements and with cultivating long-term partnerships with sponsors.
 6. Next Steps:
 - a. The Sponsorship Committee chairperson will schedule individual meetings with Board Members who will impact sponsorships to confirm requirements and ensure clear communications for on-boarding sponsors
 - b. The Sponsorship Committee will provide monthly updates on contacts and new sponsors to the VP of Marketing

PMI Central Virginia Chapter – Corporate Outreach Committee

September 1, 2010

- 2010 Goals:
 - Establish a local education outreach to develop relationships with education providers in Central Virginia.
 - Leverage and expand Cooperative Agreements.
 - 2011 Goal:
 - Leverage PMI's Project of the Year by bringing it to Central Virginia and promoting local projects.
1. RichTech partner agreement in place. Five more agreements pending.
 2. Identified 30 companies to solicit over the next quarter.
 3. Working closely with Sponsorship Committee to coordinate company contacts.
 4. Educational contacts: Virginia State University relationship building underway. Initial meeting completed. Prospective education providers to be contacted: VCU, U of R, Randolph Macon, and J Sargent Reynolds.

VP MEMBERSHIP



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.

- Prospecting: Communicated with PMI members in the area who are not CVC members. Result appears to be 8 new CVC members.
- Held Government LIG kickoff planning meeting
- Polled Board for participation and logo use for the Employment Transition Center (ETC) professional open house scheduled for September (results in table below)
- Sent standard monthly New Member and Non-renewal notices (CiviCRM did not work so Jim Robbins had to send the emails from files prepared by Membership)
- Researched email service costs (agenda item)
- Attended Board Meeting
- Held Membership Team Conference Call
- Updated standing Membership Report

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

- Bernie Farkas, Membership Newsletter and Website Liaison
- Pia Guerin, Membership Corner WE
- Regina Mann Rice, Membership Corner SS
- Stephanie Wingate, Membership Corner WE
- Blythe Heywood, Newcomer Orientation
- Kathy Harper, Jobs Program Manager
- Evangelos Ringas, Member Survey Program Manager
- Jesse Wilkinson, Membership Corner SS
- **Government LIG team (Nelly Romero, Robert Berlin, Susan McCleary, Cordelia Starke) NEW**

Jane Newell, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

- Working with Anthony Reed on Event for September
- Working with Lee Lambert on event for November
- Co-hosted Lee Lambert Event in August
- Working with Programs for January Volunteer Dinner Speaker and Program
- Scheduled Scrum Master Certification workshop for December 11th and 12th

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

- Barry Cromuel, Team Lead for Professional Development
- Ramesh Balkrishnan, Event Coordinator
- Kim Davis, Event Coordinator
- Christine Kerkeslager, Event Coordinator

Bethany Bryans, PMP
VP, Professional Development

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.

- Sent RFPs for 2011 meeting sites, WE - Embassy Suites, Hilton Garden, Hilton Short Pump, Marriott; SS - Holiday Inn Koger Center, Sheraton
- Final review of amended RFPs continuing for next 2 weeks
- Sent dinner meeting proposal ranking request to BoD, still awaiting some responses. Will make recommendation to BoD on possible new dinner meeting logistics.
- Planning committee dinner meeting for late September
- Asking leads to review and update dinner meeting coordination procedures so documentation in Epiware is current, expected completion is end of October

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

- South Side
 - Sue O'Hara
 - Regina Rice
 - Niki Mason
- West End
 - Bill Fraker
 - Marie Crites
 - Cathie Brown
 - Clark Griffin
 - Suresh Raju
 - Nancy Moore
 - Liz Kellinger
 - Pamela Chan (new volunteer as of August 2010)
 - Mary Lynn Dunton (new volunteer as of this week)
- Overall
 - Don Gray
 - Janet Beach

Mike Vozar, PMP
VP, Programs

VP VOLUNTEERISM

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

- Volunteerism:
Sally Deering
Kelly Evans
Kirk Jeter
Hamza Mohammed
Linda Oliver
Sharon Robbins

Sally Deering, PMP
VP, Volunteerism



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PRESIDENT-ELECT & LIG PMO

- Held first meeting of the anniversary committee. Good attendance and discussion.
- Reviewed policy regarding meeting attendance. I will be presenting this as part of the action item review at the meeting. The topic is discussed on page 15 of the chapter policies.
- Met with Sally to discuss membership requirements for CVC volunteers. We will be asking other chapters how they approach the issue at the leadership conference in DC.
- Emailed Sharon and Robert for contacts for previous anniversary events.
- Added details and clarification to the study tips module for the certification workshop.

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

- The committee met on 8/24 to discuss initial plans and have a face to face meeting. We discussed my hopes for the meeting and the need to maximize sponsorship to minimize CVC cost. Monthly meetings (conference calls) will begin in September.
- Anniversary Committee
 - Niki Mason
 - Michelle Monday
 - Mike Vozar
 - Tomas White
 - Sue Ohara
 - Delores Floyd
 - Stacy Seltzer
 - Christine Herman
 - Kelly Evans

John Lombardi
President Elect

- PMO LIG
 - Nelly Romero
 - Dan Ramsey
 - Dan Galloway
 - Warren Seay
 - Bernie Hill
 - Sharon Robbins
 - Ravi Vudu
 - Jonathan Topp
 - Susan Fitzgerald
 - Jonathan Topp
 - Robert Berlin
 - Andy Shulick

PAST PRESIDENT

- Nominating Committee completed proposed revisions to the Past President Policy and Procedures and the PMI CVC Policies. Changes were necessary to reflect the timing of elections to occur earlier in the year.
- Submitted to President Elect proposed changes to PMICVC Policies, Past President Policies, and Past President Procedures to reflect changes in timing of elections.

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

Nominating Committee - Stacy Seltzer and Consuela Toye

Deborah Corbet-Cooper, PMP, CSM
Past-President

PRESIDENT

- Attended and presided over the monthly Board meeting
- Prepared materials for the September board 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.

- Reviewed the new marketing materials for the chapter
- Corresponded with PMI regarding chapter award acceptance ceremonies at the Leadership Conference

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

- None

Paul Gilbo, PMP
President

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

Tuesday, October 5, 2010, 6:00 p.m.
VACO, LLC

ATTENDEES & QUORUM STATUS

Attending: Paul Gilbo, Jim Robbins, Joyce Glady, Mike Vozar, Christine Herman,
On Phone: Sally Deering, Susan Thomas, Debbie Corbet-Cooper, John Lombardi,
Also Present: Kelly Evans, Linda Oliver, Barbara Nichols,
- Quorum Present

AGENDA

Open Meeting:	Review & Approve Meeting Agenda
	Review & Approve Prior BoD Meeting Minutes
Old Business:	Budget Review
	Final SAS/SAPR Status
	New BOD member transitions
New Business:	Proposal for new chapter dinner meetings
	Volunteer Database Status
	Region 5 Recap and Scholarship
Review Committee Reports:	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
Review Action Items:	
Adjourn Meeting	

ACTION ITEMS

Action Item	Resp	Deadline
1. Work with Christine to develop the Volunteer Mtg sponsorship for January	Beth	11/3
2. Agenda Item – PMOLIG (fee vs. paid)		11/3
3. Catering for next board meeting	Joyce	11/3
4. Website business continuity plan on epiware - preliminary	Jim	11/3
5. Discuss interpretation of 3 rd -party question in membership signup preferences with Ann Genemin at LIM	John	11/3
6. Review Bylaws and policies regarding Chapter email communication	John	11/3
7. Agenda Item: Membership requirement	John / Sally	11/3
8. Determine tax deductibility status of in-kind donations to CVC of goods or services.	Joyce	11/3
9. Develop procedures on debit card usage	Joyce	11/3
10. Policy and procedure around document/records management and other state/PMI regulations – research and update	John (advise from Sharon)	11/3
11. Develop “average transaction finance cost” for registering with a credit card and communicate to the board so that Prof Dev, Certification, Programs and other event management can consider building into their event fees.	Joyce	11/3
12. change Sept minutes to reflect majority vote instead of unanimous vote	Jim	11/3
13. Provide receipts for website expenses to Joyce	Jim	11/3
14. Post SAPR to epiware	Joyce	11/3
15. Compose meeting survey questions and circulate to board by next Monday/Tuesday, board to provide feedback by following Wednesday.	Mike	11/3
16. Notify dinner meeting attendees about upcoming survey	Mike	By next dinner meeting
17. Send \$200 check to R5 for conference scholarship fund	Joyce	11/3
18. Corrections to budget	Joyce	11/3
19. Assemble list of current and proposed members-only benefits for the website	Jim / Bernie	Q3 - ongoing
20. Placemats – issue for 2010	Susan	Q3
21. Refine website hits tracking	Jim	ongoing
22. Send member-only access ideas to Jim	All	Ongoing

23. Keep COY records and Metrics updated on Epiware	All	Ongoing
24. Turn in expense reports to Joyce	All	Ongoing
25. Look at website and propose improvements, copy the board on observations	All	ongoing
26. Jim to call Christine about electronic booking and payment of sponsorships	Jim	ongoing
27. Complete end-of-year financial report for the membership to be posted on the website members-only area	Joyce	Pending members-only area
28. First board meeting of each quarter – hold standing budget review	Paul – agenda Joyce-report	Ongoing
29. Cancellation of event and return of registration fee – Research and plan how to handle as part of business continuity plan (BCP). [Risk response plan for CiviCRM.]	Mike/Jim/Joyce	Open / document

QUESTIONS / ISSUES

Question / Issue	Approach / Resolution

DECISIONS

Agenda was approved, prior minutes approved with the understanding that prior minutes will be updated to reflect a majority approval, not a unanimous approval.

GENERAL TOPICS OF DISCUSSION

Budget review - all committees near budget expectations for Q3, some minor rebalancing may be needed as well as changes to allocations next year.

New chapter dinner meeting formats discussed, we decided to email a small survey for membership feedback for several proposals.

Volunteer tracking database proposed, purchase will go forward without a vote because the software cost had been allocated within Volunteerism budget.

Certification - logistics of display facilities for Cert Workshop worked out among Vp's.

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
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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, October 5, 2010 at 6:00 p.m.

OFFICER REPORT ADDENDUM

VP CERTIFICATION

- Auditions on September 8 yielded 3 new presenters; the remaining 4 will be invited by Tom White to monitor a module of their choice and speak to the presenter about the topic; it is anticipated they can be backup presenters for the Spring Workshop
- Tom White has assumed responsibility to identify presenters and backup presenters for the Fall workshop
- Books for the workshop have been ordered and sent directly to the hotel
- Binder night will be Tuesday, Oct 12 at Anthem - hosted by Suresh Anju
- Publicity for Fall workshop included flyers at the September chapter meeting, a reminder email, an article in the October newsletter and
- Enrollment for Fall Workshop down significantly from Spring Workshop; a reminder will be sent out this week

Volunteers for September

Susan Fitzgerald
Michelle Monday
Ray Wagner
Karen Lucci
Linda Bell Sinclair
Delores Floyd
Rick Kaewer
Sudha Mudgade
Tom White
John Lombardi
Kristen Baker
Cliff Vaught
Suresh Raju
Carrie Cybolski
Paul Procopio

Susan Thomas, PMP

VP, Certification

VP COMMUNICATIONS

- Made corrections to Trustwave PCI scan - Website now fully PCI compliant.
- Added Events to website
- Sent email in support of Programs, Certification and Membership
- Created survey in LimeSurvey to support Programs
- Revamped Newsletter creation and distribution process, sent newsletter.

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

- Chip Free - Newsletter
- Bernie Farkas - Project PM
- Michael Farnsworth - website programming and debugging
- Chris Knott - investigations and website updates
- Sue Ward - investigations and technical writing

Jim Robbins



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, Communications

VP FINANCE

- Submitted annual Chapter SAS/SAPR report to PMI Global.
- Processed expense reports submitted.
- Processed vendor invoices as received.
- Cancelled Chapter debit card issued to me and updated all monthly accounts that charge the card with the new debit card number.
- Reconciled bank accounts.
- Paid Annual PMI Insurance, will be deducted from Oct. dues paid to the Chapter.
- Attended WE Dinner meeting

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

Christine Herman, PMP
VP, Marketing

Volunteers - Current volunteers/committees (if needed):

Name	Committee/Role
Christine Herman	VP Marketing
Samantha Bean	Corporate Outreach
Alexa Beavers	Public Relations
Jamie Belitz	Public Relations
Stacy Seltzer	Public Relations
September Reemtsen	Public Relations
Delores Floyd	Public Relations
Tammara Kidd	Public Relations
Robyn Young	Marketing
Robert Berlin	Marketing
Tom White	Marketing

PMI Central Virginia Chapter – Marketing Public Relations Committee

PMI Central Virginia Chapter – Sponsorship Committee

PMI Central Virginia Chapter – Corporate Outreach Committee

VP MEMBERSHIP

SEPTEMBER REPORT (October 2010 Board 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.

- Developed new Membership PMI CVC Procedures for Communications committee involvement since tools no longer available for Membership email management. Procedures sent to President-Elect as well as VP Communication for review and approval. Procedures were for:
 - New Member Welcome
 - Member Non-Renewal Reminder
 - Area Prospecting
- Extracted August membership data and sent data and message text to Communications for standard monthly New Member email, Non-Renewal email, and Area Prospecting email.
- Updated standing Membership Report and Dinner meeting slide-decks
- SAFR Report: Provided Membership and Survey input
- Attended the Employment Transition Center (ETC) professional open house on September 14
- Attended Board Meeting
- Held Membership Team Conference Call
- Held Government LIG kickoff planning meeting
- Attended SS and WE meetings

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

- Bernie Farkas, Membership Newsletter and Website Liaison
- Pia Guerin, Membership Corner WE
- Regina Mann Rice, Membership Corner SS
- Stephanie Wingate, Membership Corner WE
- Blythe Heywood, Newcomer Orientation
- Kathy Harper, Jobs Program Manager
- TBD-Vacant, Member Survey Program Manager
- Jesse Wilkinson, Membership Corner SS
- Government LIG team (Nelly Romero, Robert Berlin, Susan McCleary, Cordelia Starke)

Jane Newell, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

- Hosted Event with Anthony Reed in September
- Working with Lee Lambert on event for November
- Working with Programs for January Volunteer Dinner Speaker and Program
- Working on Scrum Master Certification workshop for December 11th and 12th

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

- Barry Cromuel, Team Lead for Professional Development
- Ramesh Balkrishnan, Event Coordinator
- Kim Davis, Event Coordinator
- Christine Kerkeslager, Event Coordinator

Bethany Bryans, PMP
VP, Professional Development

VP PROGRAMS

- Did not attend either dinner meeting in September



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.

- Sept Mtg Attendance: WE - 47 (2009 - 65); SS - 38 (2009 - 34)
- Feedback on speaker was favorable: 3.64 (4-pt scale) for WE and 3.84 for SS (highest rating for SS mtg this year)
- Committee dinner mtg to be held this Thursday evening. Topics to include: volunteer role movement, registration desk outsourcing being decommissioned (vendor backed out), 2011 meeting format

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

- South Side
 - Sue O'Hara
 - Regina Rice
 - Niki Mason
- West End
 - Bill Fraker
 - Marie Crites
 - Cathie Brown
 - Clark Griffin
 - Suresh Raju
 - Nancy Moore
 - Liz Kellinger
 - Pamela Chan (new volunteer as of August 2010)
 - Mary Lynn Dunton (new volunteer as of this week)
- Overall
 - Don Gray
 - Janet Beach

Mike Vozar, PMP
VP, Programs

VP VOLUNTEERISM

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

- Volunteerism:
 - Sally Deering
 - Kelly Evans
 - Kirk Jeter
 - Hamza Mohammed
 - Linda Oliver
 - Sharon Robbins

Sally Deering, PMP
VP, Volunteerism

PRESIDENT-ELECT & LIG PMO



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.

- Provided feedback and review to Joyce for the completion of the SAPR report
- Hosted both dinner meetings
- Reviewed submitted changes to the PMICVC policies regarding timing of the annual elections. This will need to be voted on at the next board meeting (Nov)
- Reviewed three new procedures for VP Membership will approve and upload the documents after the LIM
- Worked on historical research for the 15 year anniversary planning

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

- No meeting this past month
- Anniversary Committee
 - Niki Mason
 - Michelle Monday
 - Mike Vozar
 - Tomas White
 - Sue Ohara
 - Delores Floyd
 - Stacy Seltzer
 - Christine Herman
 - Kelly Evans
 - Sara Barnett

John Lombardi
President Elect

- PMO LIG
 - Nelly Romero
 - Dan Ramsey
 - Dan Galloway
 - Warren Seay
 - Bernie Hill
 - Sharon Robbins
 - Ravi Vudu
 - Jonathan Topp
 - Susan Fitzgerald
 - Jonathan Topp
 - Robert Berlin
 - Andy Shulick

PAST PRESIDENT

- Nominating Committee met for celebration dinner and lessons learned analysis
- Attended monthly Board meeting
- Attended Southside Chapter Meeting
- Attended West End Chapter Meeting
- Arranged for room at Anthem for Oct 12 binder night
- SAFR Report: Answered questions regarding last year's report

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

Nominating Committee - Stacy Seltzer and Consuela Toye

Deborah Corbet-Cooper, PMP, CSM
Past-President

PRESIDENT

- Attended and presided over the monthly Board meeting
- Prepared materials for the October board meeting
- Participated in the quarterly Region 5 call.

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

- None



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.

Paul Gilbo, PMP
President

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, November 3, 2010, 6:00 p.m. VACO, LLC					
ATTENDEES & QUORUM STATUS					
President	Paul Gilbo, PMP	A		VP Marketing	Christine Herman, PMP
Past-President	Debbie Corbet-Cooper, PMP	P		VP Membership	Jane Newell, PMP
President Elect	John Lombardi	A		VP Prof. Development	Bethany Bryans, PMP
VP Certification	Susan Thomas, PMP	P		VP Programs	Mike Vozar, PMP
VP Communication	Jim Robbins	P		VP Volunteerism	Sally Deering, PMP
VP Finance	Joyce Glady, PMP	A			
Also Present:	Bernie Farkas, Linda Oliver				
Quorum Present				A = Attended, P= On-Phone	

AGENDA		
Open Meeting:	<ol style="list-style-type: none"> Review & Approve Meeting Agenda Review & Approve Prior BoD Meeting Minutes 	Paul Gilbo, PMP Paul Gilbo, PMP
Old Business:	<ol style="list-style-type: none"> Update on the chapter meeting proposal survey Recap of 2010 LIM meeting Board plans for attending R5 Meeting Strategic Planning Meeting Update Members Survey Calendar Update 	Mike Vozar, PMP John Lombardi Paul Gilbo, PMP John Lombardi J. Newell, PMP
New Business:	<ol style="list-style-type: none"> Review of Moton Museum request by Bill Fraker Volunteer of the Year Website 	Paul Gilbo, PMP Sally Deering, PMP Jim Robbins
Review Committee Reports:	<ol style="list-style-type: none"> Certification Communications Finance Marketing Membership Professional Development Programs Volunteerism 	Susan Thomas, PMP Jim Robbins Joyce Glady, PMP Christine Herman, PMP Delores Floyd, PMP Jane Newell, PMP Bethany Bryans, PMP Mike Vozar, PMP Sally Deering, PMP

AGENDA		
	9. Past-President	Deborah Corbet-Cooper, PMP
	10. President-Elect	John Lombardi
	11. President	Paul Gilbo, PMP
Review Action Items:		James Robbins
Adjourn Meeting:		Paul Gilbo, PMP

ACTION ITEMS		
Action Item	Responsible	Deadline
1. Work with Christine to develop the Volunteer Meeting sponsorship for January	Beth	12/1
2. Agenda Item - PMOLIG (fee vs. paid)		11/13
3. Catering for next board meeting	Mike	12/1
4. Website business continuity plan on epiware - preliminary	Jim	12/1
5. Discuss interpretation of 3rd-party question in membership signup preferences with Ann Genemin at LIM	John	12/1
6. Review Bylaws and policies regarding Chapter email communication	John	12/1
7. Agenda Item: Membership requirement	John / Sally	12/1
8. Determine tax deductibility status of in-kind donations to CVC of goods or services.	Joyce	12/1
9. Develop procedures on debit card usage	Joyce	12/1
10. Policy and procedure around document/records management and other state/PMI regulations - research and update	John (advise from Sharon)	12/1
11. Develop "average transaction finance cost" for registering with a credit card and communicate to the board so that Prof Dev, Certification, Programs and other event management can consider building into their event fees.	Joyce	12/1
12. Provide receipts for website expenses to Joyce	Jim	12/1
13. Assemble list of current and proposed members-only benefits for the website	Jim / Bernie	Q3 - ongoing
14. Placemats - issue for 2010	Susan	12/1
15. Jim to call Christine about electronic booking and payment of sponsorships	Jim	12/1
16. Complete end-of-year financial report for the membership to be posted on the website members-only area	Joyce	1/30
17. Inform the membership that there will be a number of small targeted surveys. Include in Dinner slide deck and post on the website.	Jane	12/1
18. Inform Bill Fraker to make three framed copies of the Morton Museum certificate (Budget is from Volunteerism Committee)	Paul	12/1
19. Include the Morton Museum certificate in the volunteer recognition meeting.	John	12/1
20. Send out meeting invitation for Strategic Planning meeting, which will request everyone to respond with meal preferences	John	11/6

ACTION ITEMS		
Action Item	Responsible	Deadline
21. Provide names for Volunteer of the Year nominations	All VP	12/1
22. Add selection of Volunteer of the Year to the December Agenda	Paul	12/1
23. Tell PCI to perform website security scan after midnight	Joyce	12/1
24. Reply to Cliff about policy for use of dinner guest passes; they are not intended for students.	Paul	12/1

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
<ul style="list-style-type: none"> • Agenda was approved (moved by John, seconded by Sally, unanimously approved) • Prior minutes approved (moved by Joyce, seconded by John, unanimously approved)

GENERAL TOPICS OF DISCUSSION
<ul style="list-style-type: none"> ◆ Chapter Meeting Survey - Mike Vozar, PMP <ul style="list-style-type: none"> ▪ Closing next Wednesday (11/10) ▪ Will ask Jim to send out an e-mail remainder about the survey ▪ Proposal: <ul style="list-style-type: none"> ▫ Hold one meeting per month alternating between the west-end and south-side ▫ Maintain the day of the week at each location (Southside - Wednesday; West-end - Thursday) ▫ Announce this change as a one-year trial ◆ LIM Meeting -John Lombardi <ul style="list-style-type: none"> ▪ Signed an Agreement with Roeder Training to do one-course. There is no cost to the Chapter; Rater provided a higher payment for each trainee by signing at LIM ▪ Joyce was approached by other Chapters asking to provide them with a copy of the Chapter's annual application. To be discussed further ◆ Region V Meeting - Paul Gilbo, PMP <ul style="list-style-type: none"> ▪ Members planning to attend: Bernie, Christine, John, Joyce, Kelly, Linda, Mike, Sally ◆ Strategic Planning - John Lombardi <ul style="list-style-type: none"> ▪ Meeting will be held in two-weeks; Announcement to be sent this week ▪ Theme for next year is Community Involvement ◆ Member Survey Calendar - Jane Newell, PMP <ul style="list-style-type: none"> ▪ Will be sending out the membership survey this year; it will be much smaller than previous years ▪ Training survey will be sent out in January ▪ A date has not been determined for Volunteerism or Communications ◆ Moton Museum - Paul Gilbo, PMP <ul style="list-style-type: none"> ▪ This is a good fit for the Pro-Bono Award, which is a separate application ▪ Requesting that three framed certificates be created - one for the Museum, the Chapter, and Bill Fraker ▪ Sally said that the cost for the framed certificates could be applied to the Volunteerism Committee's budget

GENERAL TOPICS OF DISCUSSION

- ◆ **News release of new PMPs**
 - PMI Global sent the list of new PMPs to the newspaper that was recently in the paper
- ◆ **Volunteer of the Year - Sally Deering, PMP**
 - The award is to recognize in-year contributions
 - Award criteria have not been created
 - Need name of nominees by next meeting; must select honoree at the next meeting
- ◆ **Website - Jim Robbins**
 - Added an archive of past news items (suggested by Joyce)
 - Site was not available during the PCI security scan; will tell the vendor to perform the scan after midnight
 - Epiware link is not available to the casual site user; it was suggested that everyone bookmark the link for their use

ACTIVE SUBCOMMITTEES

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



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, November 3, 2010 at 6:00 p.m.

OFFICER REPORT ADDENDUM

VP CERTIFICATION

Volunteers for October

- Tom White
- Ray Harper
- Linda Oliver
- Carrie Cybulski
- Michelle Monday
- John Lombardi
- Dianne Liebenow
- Kristen Baker
- Rick Kaewer
- Karen Lucci
- Nancy Ingalls
- Pam Kida
- Jimmy Ray
- Terrence Fowler
- Linda Bell-Sinclair
- Julie H Gravitt
- Paul Procopio
- Steven Jones
- Conseula Wilson
- Vidya Subramanian
- Robert Berlin
- Merideth Ediscon-Billiet
- Bob Ramos
- Rick Pellegrino
- Shawn Dunham
- Milan Walters
- Ski Perzanowski
- John Sheldon
- Patty Samuels
- Bruce Slough

- Conducted PMP Test Preparation Workshop at the Wingate Hotel
 - 27 participants, including 6 for PDUs only, and 10 new members
 - Several new instructors, back up instructors, and volunteers to help at the workshop
- Wingate Hotel was new venue. Costs were much less, and had positive feedback from participants. Some challenges with inexperienced hotel staff, although transparent to workshop participants.
- Used the 'left-overs' from the golf tournament to create 9 door prizes - with a T shirt, pen, mug cover, candy and a Starbucks card - folks had a great time with the drawings - and were delighted with the gifts!

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

- Made corrections to Trustwave PCI scan, website is now fully compliant
- Added Events to website



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- Sent email in support of Programs, Certification and Membership
- Created survey in LimeSurvey for Programs, emailed survey.
- Sent Newsletter

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

- Chip Free - Newsletter
- Bernie Farkas - Project PM
- Michael Farnsworth - website programming and debug
- Chris Knott - investigations and website updates
- Sue Ward - investigations and technical writing

Jim Robbins
VP, Communications

VP FINANCE

- **Attended October West End Membership Meeting**
- **Processed expense reports submitted including LIM and Fall Cert expenses.**
- **Processed vendor invoices as received.**
- **Reconciled bank accounts**
- **Reconciled Credit Card deposits**
- **Received PCI Compliant rating for CC processing, passed monthly PCI Scan**
- **Posted SAPR to Epiware**
- **'09 taxes with CPA, expect completion prior to November 15th deadline**

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

Christine Herman, PMP
VP, Marketing

Volunteers - Current volunteers/committees (if needed):

Name	Committee/Role
Christine Herman	VP Marketing
Samantha Bean	Corporate Outreach
Alexa Beavers	Public Relations
Jamie Belitz	Public Relations
Stacy Seltzer	Public Relations
September Reemtsen	Public Relations
Delores Floyd	Public Relations
Tammara Kidd	Public Relations
Robyn Young	Marketing
Robert Berlin	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.

Tom White

Marketing

PMI Central Virginia Chapter – Marketing Public Relations Committee

PMI Central Virginia Chapter – Sponsorship Committee

PMI Central Virginia Chapter – Corporate Outreach Committee

VP MEMBERSHIP

OCTOBER REPORT (November 2010 Board Meeting)

- Extracted September membership data and sent data and message text to Communications for standard monthly New Member email, Non-Renewal email, and Area Prospecting email.
- Updated standing Membership Report and Dinner meeting slide-decks
- Recruited new Membership Survey Program Manager
- Renewed members survey account
- Held Membership Team Conference Call
- Held Government LIG kickoff planning meeting
- Attended SS and WE meetings

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

- Bernie Farkas, Membership Newsletter and Website Liaison
- Pia Guerin, Membership Corner WE
- Regina Mann Rice, Membership Corner SS
- Stephanie Wingate, Membership Corner WE
- Blythe Heywood, Newcomer Orientation
- Kathy Harper, Jobs Program Manager
- **Lynn Blankenship, Member Survey Program Manager NEW!**
- Jesse Wilkinson, Membership Corner SS
- Government LIG team (Nelly Romero, Robert Berlin, Susan McCleary, Cordelia Starke)

Jane Newell, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

- **Cancelled November Lee Lambert event due to Lee's illness. He will not hold any other events in 2010.**
- **Moved venue of December Scrum Master Certification workshop.**
- **Worked with Programs on January event.**

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

- Barry Cromuel, Team Lead for Professional Development
- Ramesh Balkrishnan, Event Coordinator
- Kim Davis, Event Coordinator
- Christine Kerkeslager, Event Coordinator

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 both dinner meetings in October
- October Attendance: SS - 22 (2009 - 42); WE - 61 (2009 - 44); we came within 3 attendees to match 2009 cumulative attendees!!!
- Feedback on speaker was favorable: 3.25 (4-pt scale) for SS and 3.43 for WE
- Programs Committee meeting held 10/07, 12 out of 14 volunteers participated; reviewed attendance tracking (2010 vs. 2009) and ideas for moving to 1 mtg/month; all were in agreement that value (offering more PDUs) would drive attendance
- Registration Desk volunteers will be running the registration processes for November and into 2011; PMI (Preferred Mgmt Inc) has been discontinued

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

- South Side
 - Sue O'Hara
 - Regina Rice
 - Niki Mason
- West End
 - Bill Fraker
 - Marie Crites
 - Cathie Brown
 - Clark Griffin
 - Suresh Raju
 - Nancy Moore
 - Liz Kellinger
 - Pamela Chan
 - Mary Lynn Dunton (new volunteer, but have not heard back from her)
 - Jonathan Brandon (new volunteer as of 2 weeks ago)
- Overall
 - Don Gray
 - Janet Beach

Mike Vozar, PMP
VP, Programs

VP VOLUNTEERISM

- Volunteer Recognition Committee for January 2011 recognition event kicked off with 3 new volunteers - Navin Gupta project leading the effort.
- Provided address to send invoice to Volunteer Database vendor
- New volunteer onboarded to take over Volunteer Tracking for next 6 months as Kelly Evans ramps up to take on her President Elect role for 2011 and while we get tracking database set up
- Attended October Southside dinner meeting and West End announcements portion of agenda

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



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- **Volunteerism Committee:**
Sally Deering
Kelly Evans
Kirk Jeter
Hamza Mohammed
Linda Oliver
Mary Lynn Dunton
Jammy Li
Julie Gravitt
- **Volunteer Recognition Committee:**
Sally Deering
Navin Gupta
Mary Lynn Dunton

Sally Deering, PMP
VP, Volunteerism

PRESIDENT-ELECT & LIG PMO

- Attended 2010 LIM in Washington, DC and accepted awards for the chapter
- Attended SS and WE dinner meetings
- Reviewing documents in preparation for upcoming strategic planning meeting
- Assisted with prep and setup for the three day certification workshop

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

- No meeting this past month, but did finally send the minutes from the previous meeting to the committee members.
- Next meeting tentatively planned for Tuesday, 11/9/2010
- **Anniversary Committee**
Niki Mason Delores Floyd
Michelle Monday Stacy Seltzer
Mike Vozar Christine Herman
Tomas White Kelly Evans
Sue Ohara Sara Barnett

John Lombardi
President Elect

- PMO LIG is currently working on board positions for next year
- Discussed the availability of meeting facilities for next year and the current facility will still be available.
- Discussed the possibility of charging a small administrative fee or recruiting a sponsor. The LIG board does not want to do either.
- **PMO LIG**
Nelly Romero Ravi Vudu
Dan Ramsey Jonathan Topp
Dan Galloway Susan Fitzgerald



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Warren Seay
Bernie Hill
Sharon Robbins

Jonathan Topp
Robert Berlin
Andy Shulick

PAST PRESIDENT

- Attended Oct Monthly Board Meeting
- Attended Oct WE Monthly Chapter Meeting
-

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

None in Oct 2010

Deborah Corbet-Cooper, PMP, CSM
Past-President

PRESIDENT

- Attended and presided over the monthly Board meeting
- Prepared materials for the November board meeting
- Attended the WE and SS Chapter Meetings for October
- Gave the opening welcome to the Certification Fall Meeting
- Met with J. Lombardi to begin the President's role transition
- Performed other duties appropriate to the President's role

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

- None

Paul Gilbo, PMP
President

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					
Tuesday, December 6, 2010, 6:00 p.m.					
Teleconference					
ATTENDEES & QUORUM STATUS					
President	Paul Gilbo, PMP	P		VP Marketing	Christine Herman, PMP
Past-President	Debbie Corbet-Cooper, PMP			VP Membership	Jane Newell, PMP
President Elect	John Lombardi	P		VP Prof. Development	Bethany Bryans, PMP
VP Certification	Susan Thomas, PMP			VP Programs	Mike Vozar, PMP
VP Communication	Jim Robbins	P		VP Volunteerism	Sally Deering, PMP
VP Finance	Joyce Glady, PMP	P			
Also Present:	Barbara Nichols				
Quorum Present			A = Attended, P= On-Phone		

AGENDA		
Open Meeting:	<ol style="list-style-type: none"> Review & Approve Meeting Agenda Review & Approve Prior BoD Meeting Minutes 	Paul Gilbo, PMP Paul Gilbo, PMP
Old Business:	<ol style="list-style-type: none"> Last Month's action item review Strategic Planning Meeting Action Item Follow up Final check on the BOD status for the Transition Meeting January Region V Meeting Status 	Jim Robbins Paul Gilbo, PMP John Lombardi John Lombardi Joyce Glady, PMP
New Business:	<ol style="list-style-type: none"> 	
Review Committee Reports:	<ol style="list-style-type: none"> Certification Communications Finance Marketing Membership Professional Development Programs Volunteerism Past-President President-Elect 	Susan Thomas, PMP Jim Robbins Joyce Glady, PMP Christine Herman, PMP Delores Floyd, PMP Jane Newell, PMP Bethany Bryans, PMP Mike Vozar, PMP Sally Deering, PMP Deborah Corbet-Cooper, PMP John Lombardi

AGENDA		
	11. President	Paul Gilbo, PMP
Review Action Items:		James Robbins
Adjourn Meeting:		Paul Gilbo, PMP

ACTION ITEMS		
Action Item	Responsible	Deadline
1. Work with Christine to develop the Volunteer Meeting sponsorship for January	Mike / Christine	1/5
2. Draft a proposal for PMOLIG (fee vs. paid)	Kelly	1/5
3. Catering for next board meeting	Mike	1/5
4. Website business continuity plan on epiware - preliminary	Bernie	1/5
5. Discuss interpretation of 3rd-party question in membership signup preferences with Ann Jenemann at LIM	John	1/5
6. Review Bylaws and policies regarding Chapter email communication	John	1/5
7. Agenda Item: Membership requirement	John / Sally	1/5
8. Develop procedures on debit card usage	Joyce	1/15
9. Policy and procedure around document/records management and other state/PMI regulations - research and update	John (advise from Sharon)	1/5
10. Develop "average transaction finance cost" for registering with a credit card and communicate to the board so that Prof Dev, Certification, Programs and other event management can consider building into their event fees.	Joyce	1/15
11. Placemats - issue for 2010	Susan	2/2
12. Jim to call Christine about electronic booking and payment of sponsorships	Bernie	1/5
13. Complete end-of-year financial report for the membership to be posted on the website members-only area	Joyce	1/30
14. Include the Morton Museum certificate in the volunteer recognition meeting.	John	1/5
15. Provide Strategic Planning Action Items to the board	John	12/6
16. Send reminder to register for area meeting to board meetings	John	12/13
17. Investigate why Paul and Barbara did not get survey e-mails	Jim	12/13

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
<ul style="list-style-type: none"> Agenda was approved (moved by John, seconded by Sally, unanimously approved)

DECISIONS

- Prior minutes approved (moved by Joyce, seconded by John, unanimously approved)

GENERAL TOPICS OF DISCUSSION

- ◆ **Strategic Planning Meeting - John Lombardi**
 - The Action Item list has not been distributed; it will be posted after the meeting.
 - There are no significant needs in the list.
- ◆ **Region V Meeting -Joyce Glady, PMP**
 - 10 of 11 board members are planning to attend.
 - Joyce will look into paying for the \$50 fee for all members.
 - Everyone needs to be registered within a week; John will include a reminder in the email he is sending the board this week.
- ◆ **Finance - Joyce Glady, PMP**
 - Completed the budget vs. actual report for the transition meeting
- ◆ **Membership - Jane Newell, PMP**
 - Membership survey has been sent out; it is open until December 17. (Paul and Barbara stated they did not receive the email)
 - The last orientation of the year was conducted.
- ◆ **Program - Mike Vozar, PMP**
 - Attendance at the November meetings was lower than in 2009.
 - The speaker was well received.
 - Registration went smoothly; it was the first month that it was performed only by volunteers
- ◆ **Volunteer- Sally Deering, PMP**
 - Theme for the recognition dinner will be ‘Hats off to our Volunteers’
 - There are 163 volunteer positions and 116 unique volunteers being recognized
 - Will be providing a \$15 gift card as a recognition gift
 - There will not be a silent auction
 - There will not be photos taken during the meeting; in the future we may collect individual photos and show them during the meeting.

ACTIVE SUBCOMMITTEES

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



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

Monday, December 6, 2010 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

- Held debrief call with presenters to gather lessons learned
- Distributed evaluation results to presenters
- Contacted Wingate to gather information for Spring workshop
- Contacted Samantha Bean to explore other venue options
- Began planning structure for Certification Volunteer Team for 2011

Volunteers for November

Ray Harper
Michelle Monday
John Lombardi

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

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

- Chip Free - Newsletter
- Bernie Farkas - Project PM
- Michael Farnsworth - website programming and debug
- Chris Knott - investigations and website updates
- Sue Ward - investigations and technical writing

Jim Robbins
VP, Communications

VP FINANCE

- **Attended Strategic Planning Session**
- **Attended BoD Transition Meeting**
- **Processed expense reports submitted.**
- **Processed vendor invoices as received.**
- **Reconciled bank accounts**
- **Reconciled Credit Card deposits**
- **Passed monthly PCI Scan**
- **'09 taxes submitted**
- **Created Transition meeting slides for Finance**
- **Created consolidated Budget vs. Actuals thru 12/4/10 for Transition meeting**

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

- None

Joyce M. Gladly, PMP
VP, Finance



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 MARKETING

Christine Herman, PMP
VP Marketing

Volunteers - Current volunteers/committees (if needed):

Name	Committee/Role	December 2010
Christine Herman	VP Marketing	Yes
Michele Madore	Ambassadors	Yes
Samantha Bean	Corporate Outreach	Yes
Alexa Beavers	Public Relations	Yes
Jamie Belitz	Public Relations	No
Stacy Seltzer	Public Relations	Yes
September Reemtsen	Public Relations	Yes
Delores Floyd	Public Relations	Yes
Tammara Kidd	Public Relations	No
Robyn Young	Marketing	No
Robert Berlin	Marketing	Yes
Tom White	Marketing	Yes

- Marketing Planning meeting scheduled for Thursday, December 2, 2010.
- Ambassadors:
 - Michele Madore and Christine Herman drafted the Ambassador program initiative.
- Corporate Outreach:
 - Samantha Bean and Robert Berlin participated in the Virginia State University business day assisting students with career advice.
- Public Relations:
 - Stacy Seltzer wrote and distributed article to local media about 2010 PMI CVC awards. Article was printed in the Richmond Times Dispatch.
- Sponsorship:
 - Sally Deering sent Bank of America sponsorship link. Delores Floyd started application process for Bank of America sponsorship.
 - Christine Herman identified and made contact with SunTrust partnership/sponsorship lead.

VP MEMBERSHIP

NOVEMBER REPORT (December 2010 Board Meeting)

- 2010 Member Survey developed and tested by Membership team
- Conducted quarterly Newcomer Orientation before WE meeting
- Prepared outline of Membership VP activities and met with incoming VP to review
- Prepared transition slides for 2010 Transition meeting
- Extracted October membership data and sent data and message text to Communications for standard monthly (1) New Member email, (2) Non-Renewal email, and (3) Area Prospecting email.
- Combined previous months' new members email lists; prepared email message template; and sent to Communications for email invitation to Newcomers Orientation
- Updated standing Membership Report and Dinner meeting slide-decks
- Held Membership Team Conference Call
- Held Government LIG kickoff planning meeting
- Attended SS and WE meetings

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

- Bernie Farkas, Membership Newsletter and Website Liaison
- Pia Guerin, Membership Corner WE
- Regina Mann Rice, Membership Corner SS
- Stephanie Wingate, Membership Corner WE
- Blythe Heywood, Newcomer Orientation



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.

- Kathy Harper, Jobs Program Manager
- Lynn Blankenship, Member Survey Program Manager
- Jesse Wilkinson, Membership Corner SS
- Government LIG team (Nelly Romero, Robert Berlin, Susan McCleary)

Jane Newell, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

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

- Barry Cromuel, Team Lead for Professional Development
- Ramesh Balkrishnan, Event Coordinator
- Kim Davis, Event Coordinator
- Christine Kerkeslager, Event Coordinator

Bethany Bryans, PMP
VP, Professional Development

VP PROGRAMS

- Attended October monthly Board Meeting
- Attended Southside Dinner mtg only
- November Attendance: SS - 36 (2009 - 45); WE - 50 (2009 - 55)
- Feedback on speaker was favorable: 3.74 (4-pt scale) for SS and 3.82 for WE
- Registration Desk volunteers ran the registration processes for November without flaw for the first time in about 2 years; PMI (Preferred Mgmt Inc) has been discontinued
- Not able to attend December BoD mtg; assigning Paul Gilbo as my proxy for VOY vote
- Preparing slides for BoD 2011 Transition and Planning meeting for 12/04
- Planning 2011 Programs Committee Kickoff meeting now, with hopes of conducting in the 2nd or 4th week of January

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

- South Side
 - Sue O'Hara
 - Regina Rice
 - Niki Mason
- West End
 - Bill Fraker
 - Marie Crites
 - Cathie Brown
 - Clark Griffin
 - Suresh Raju
 - Nancy Moore
 - Liz Kellinger
 - Pamela Chan
 - Jonathan Brandon



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- Overall
 - Don Gray
 - Janet Beach

Mike Vozar, PMP
VP, Programs

VP VOLUNTEERISM

Attended West End Dinner Meeting, all-day Strategy Meeting and Nov. Bod Meeting
Kicked Off Weekly Committee Meeting for Volunteer Recognition Planning and recruited 3 new volunteers to help with that Event
Completed number of tasks from our master task list for Recognition event

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

- Volunteerism Committee including Volunteer Recognition:
 - Sally Deering
 - Kelly Evans
 - Hamza Mohammed
 - Linda Oliver
 - Mary Lynn Dunton
 - Jammy Li
 - Michelle Madore
 - Meg Wilkinson
 - Mark Madison

Sally Deering, PMP
VP, Volunteerism

PRESIDENT-ELECT & LIG PMO

- Attended both dinner meetings
- Held Anniversary committee conference call
- Held strategic planning meeting
- Planned and held board transition meeting
- Working on contact with PMI legal to address several points previously discussed by the board

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

- Conference call on 11/30
- Next meeting tentatively planned for early January
- Anniversary Committee
 - Niki Mason
 - Michelle Monday
 - Mike Vozar
 - Tomas White
 - Sue Ohara
 - Delores Floyd
 - Stacy Seltzer
 - Christine Herman
 - Kelly Evans
 - Sara Barnett

John Lombardi



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President Elect

PMO LIG

Nelly Romero	Ravi Vudu
Dan Ramsey	Jonathan Topp
Dan Galloway	Susan Fitzgerald
Warren Seay	Jonathan Topp
Bernie Hill	Robert Berlin
Sharon Robbins	Andy Shulick

PAST PRESIDENT

- Attended Nov Monthly Board Meeting
- Attended Nov SS & WE Monthly Chapter Meeting
- Attended the annual chapter strategic planning meeting
- Prepared slide decks for the BOD transition meeting
- **Discussed transition with Paul**

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

None in Nov or Dec 2010

Deborah Corbet-Cooper, PMP, CSM
Past-President

PRESIDENT

- Attended and presided over the monthly Board meeting
- Prepared materials for the December board meeting
- Attended the WE and SS Chapter Meetings for November
- Attended the annual chapter strategic planning meeting
- Prepared slide decks for the BOD transition meeting
- Performed other duties appropriate to the President's role

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

- None

Paul Gilbo, PMP
President