

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 5, 2011, 6:00 p.m.
VACO, LLC

ATTENDEES & QUORUM STATUS

President	John Lombardi	A	VP Marketing	Christine Herman, PMP	A
Past-President	Paul Gilbo, PMP	A	VP Membership	Barbara Nichols, PMP	A
President Elect	Kelly Evans, PMP	A	VP Prof. Development	Linda Oliver, PMP	A
VP Certification	Susan Thomas, PMP	P	VP Programs	Mike Vozar, PMP	A
VP Communication	Bernie Farkas, PMP	A	VP Volunteerism	Sally Deering, PMP	A
VP Finance	Joyce Glady, PMP	A			
Also Present:	Debbie Corbet-Cooper, PMP (P)				
Quorum Present					A = Attended, P= On-Phon

AGENDA

Open Meeting:	1. Review & Approve Meeting Agenda 2. Review & Approve Prior BoD Meeting Minutes	John Lombardi John Lombardi
Old Business:	1. Budget status from Officers 2. Status of Web Site Changes 3. New Badges and Business Cards 4. Bank Authorizations for President 5. Brand Collateral	John Lombardi Bernie Farkas, PMP Christine Herman, PMP Joyce Glady, PMP Christine Herman, PMP
New Business:	1. Plan budget review 2. Plan Strategic Plan review 3. Financial oversight role 4. Corporate Agreements 5. Roles/Responsibilities	John Lombardi John Lombardi John Lombardi Christine Herman, PMP Christine Herman, PMP
Review Committee Reports:	1. Certification 2. Communications 3. Finance 4. Marketing 5. Membership 6. Professional Development 7. Programs 8. Volunteerism	Susan Thomas, PMP Bernie Farkas, PMP Joyce Glady, PMP Christine Herman, PMP Barbara Nichols, PMP Linda Oliver, PMP Mike Vozar, PMP Sally Deering, PMP

AGENDA		
	9. Past-President 10. President-Elect 11. President	Paul Gilbo, PMP Kelly Evans, PMP Paul Gilbo, PMP
Review Action Items:		Bernie Farkas, PMP
Adjourn Meeting:		John Lombardi

ACTION ITEMS		
Action Item	Responsible	Deadline
1. Draft a proposal for PMOLIG (fee vs. paid)	Kelly	2/5
2. Catering for next board meeting	Paul	2/5
3. Website business continuity plan on epiware - preliminary	Bernie	2/5
4. Discuss interpretation of 3rd-party question in membership signup preferences with Ann Jenemann at LIM	John	2/5
5. Review Bylaws and policies regarding Chapter email communication	John	2/5
6. Agenda Item: Membership requirement	John / Sally	2/5
7. Develop procedures on debit card usage	Joyce	2/5
8. Policy and procedure around document/records management and other state/PMI regulations - research and update	John (advise from Sharon)	2/5
9. 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. Also, what is the percentage of American Express fees.	Joyce	2/15
10. Placemats - issue for 2010	Susan	2/2
11. Jim to call Christine about electronic booking and payment of sponsorships	Bernie	3/5
12. Complete end-of-year financial report for the membership to be posted on the website members-only area	Joyce	2/30
13. See if the PCI scan can be moved to a different time or day	Bernie	2/5
14. Work with PMI to increase the chapter's membership fee to \$30	Barb	2/5
15. Establish a process for a secure officer election	Bernie	3/5
16. Schedule time to update Bank Authorization	John	2/5

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS

- Agenda was approved (moved by John, seconded by Sally, unanimously approved)
- Meeting Agenda approved (moved by Paul, seconded by Sally, unanimously approved)
- Prior minutes approved (moved by Paul, seconded by Sally, unanimously approved)
- Increase the Chapter membership fee to \$30
- Use the Chapter's infrastructure to conduct the 2011 officer elections
- The 2011 Budget was unanimously adopted by an e-mail vote of all officers concluded on January 16

GENERAL TOPICS OF DISCUSSION

- **2011 Budget - John Lombardi**
 - Chapter Membership fee is to be increased to \$30 to bring it in alignment with other similar sized chapters; assume it will not have a significant increase in revenue for 2011
 - The board prefers to maintain services and reduce board related expenses; therefore, the board meeting meals was cut and the expense for the national meeting will only cover registration and hotel.
 - The use of an outside vendor to conduct the chapter officer elections was dropped in favor of using the chapter's survey tools.
 - The budget for the 15th anniversary celebration was cut to \$15,000; it is no longer being assumed that the full cost will be offset by contributions.
 - The final budget was updated by Joyce Glady, PMP and distributed to the board members on January 6
- **Budget Reviews - John Lombardi**
 - Budget reviews will occur quarterly; the first will one will be held in April
- **Strategic Plan Reviews - John Lombardi**
 - Strategic Plan reviews will occur quarterly; the first will one will be held in March
- **Financial Oversight - John Lombardi**
- **Debbie Corbet-Cooper, PMP has accepted the role**
 - An email account (finance.oversight@pmicvc.org) is being created
- **Corporate Agreement - Christine Herman, PMP**
 - The corporate outreach program of the committee can include obtaining Corporate Agreements
 - Presently, obtaining Corporate Agreements is owned by the President-Elect; they require a Board member's signature
 - The Marketing Committee can work to obtain Corporate Agreements; this work is considered to be done with the President-Elect
- **Roles and Responsibilities - Christine Herman, PMP**
 - It was stated that roles and responsibilities across all committees is not clearly documented
 - Sally Deering, PMP stated that the Volunteerism Committee is in the process of putting together a consolidated list of roles and responsibilities from the information gathered in the transition meeting.
- **Communications - Bernie Farkas, PMP**
 - Creating a Web Administrator Role that will need to responsibilities similar to a non-voting board member, e.g. access to DEP, confidential information, etc.
- **Finance - Joyce Glady, PMP**
 - The PCI Scan failed; the Communications Committee is investigating.
- **Membership - Barbara Nichols, PMP**
 - Discussed supporting the request by Estes to speak about Project Management; the Board wanted clarification about how often they desire the presentation. Also, should a volunteer be recruited to provide this service?

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



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PMI Central Virginia Chapter Board of Directors Meeting Agenda

Wednesday, January 5, 2011 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

- Developed teams and responsibilities for each team; there are published in the January newsletter
- Team opportunities are as follows:

Registration and Participant Outreach

This team is responsible for staffing the registration table at the workshop, reminding participants of the upcoming workshop, and creating name tents and name tags for the workshop. The team lead or a designated team member will be required to attend the morning of each workshop day to check people in first thing in the morning as well as after lunch.

Presenters

This team is responsible for maintaining the presenter database, determining the eligibility of presenters to present, and identifying primary and backup presenters for each workshop. The team is also responsible for analyzing the evaluations and ensuring the presenter database is updated after each workshop. Michelle Monday is doing an outstanding job with the database and has agreed to continue through 2011.

Marketing and Communications

This team is responsible for developing marketing materials for the workshops, and distributing these to area business and educational institutions. The team will also be responsible for drafting the monthly newsletter, and maintaining the Certification Corner website that's being launched early in the year.

Facilities

This team is responsible for managing the volunteers during the workshop, including ensuring that volunteers are reminded of their time slots, providing orientation to new volunteers at the workshop and performing general problem solving at the workshop.

Binder Night

This team is responsible for ensuring the binders are ready for each workshop. Activities include identifying a venue to hold binder night, arranging for making copies, and completing the tabbed inserts, printing the cover and spine for the binders. The team is also responsible for researching and finding great low prices on binders and the tabbed inserts and providing the information to the VP of Certification to place the order.

Materials

This team is responsible for updating the materials after each workshop and maintaining the master files. Ray Wagner serves this important function today and has agreed to continue through 2011.

This team will also be responsible for updating the materials to be used in the Fall Workshop – that incorporate the new outline and new focus on applying your knowledge about PMBOK 4 and is expected to begin work early in the year to ensure the updated materials including new examples and practice questions, are completed in time for the Fall Workshop. We'll need several team members here – there will be quite a bit of work!



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- Biweekly calls will resume Wednesday, January 12

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

- **None for December**

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

-

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

- Lieh-Cheng Li
- Chip Free
- Jim Robbins
- Stacy Seltzer

Bernie Farkas, PMP - 2011
VP, Communications

VP FINANCE

- Attended Monthly BoD Meeting
- Processed expense reports as submitted
- Processed vendor invoices as received
- Reconciled bank accounts (checking and money mkt)
- Reconciled Credit Card deposits

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

Sponsorship

- Finalizing VACO Bronze sponsorship for \$1500.

Public Relations

- Finalizing collateral list for Brand Standards update.
- Banner stand in development.
- Table skirt ordered.

Corporate Outreach

- Participated in Virginia State student business fair.
- Coordinated roles and responsibilities with Ambassador program.

Ambassador

- Committee roles and responsibilities updated.

Volunteers - Current volunteers/committees (if needed):



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- Christine Herman - VP Marketing
- Samantha Bean - Corporate Outreach Chairman
- Delores Floyd - Sponsorship Chairman
- Alexa Beavers - Public Relations Chairman
- Michele Madore - Ambassador Chairman
- Stacy Seltzer - Public Relations
- Robyn Young - Ambassador
- September Reemtsen - Public Relations
- Tom White - Database
- Robert Berlin

Christine Herman, PMP
VP Marketing

VP MEMBERSHIP

DECEMBER REPORT (January 2011 Board Meeting)

- 2010 Member Survey completed, analyzed and results circulated
- Continued transitional activities with incoming VP
- Attended 2010 Transition meeting and Board meeting
- Extracted November 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.
- Updated standing Membership Report
- Held Government LIG kickoff planning meeting

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

- Bernie Farkas, Membership Newsletter and Website Liaison
- Pia Guerin, Membership Corner WE (departing team in 2011)
- 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
- Jesse Wilkinson, Membership Corner SS
- Government LIG Planning Team:
 - Nelly Romero
 - Robert Berlin
 - Susan McCleary

Jane Newell, PMP - 2010
Barbara Nichols, PMP - 2011
VP, Membership



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VP PROFESSIONAL DEVELOPMENT

Linda Oliver, VP Professional Development - 2011

- Created the Professional Development Transition Plan
- Outlined a three experience level professional development offerings approach. This approach provides a variety of cost levels for project managers to receive professional development training through PMICVC
- Designed professional development committee volunteer project manager roles with responsibilities in order to deliver the three experience level professional development offerings approach
- Drafted a 2011 professional development budget
- Attended the December 2010 Transition Meeting
- Met Volunteer Recognition Committee members at the Marriott to review the table settings and layout for the January Volunteer Recognition Dinner

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

- Linda Oliver

Bethany Bryans, PMP - 2010

Linda Oliver, PMP - 2011

VP, Professional Development

VP PROGRAMS

- Determine volunteer roster for 2011
- Planning 2011 Programs Committee Kickoff, with hopes of conducting in the 2nd or 4th week of January
- Attending the Region 5 LIM conference in Baltimore (Jan. 27-29)

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

- Sue O'Hara
- Regina Rice
- Niki Mason
- Bill Fraker
- Marie Crites
- Cathie Brown
- Clark Griffin
- Suresh Raju
- Nancy Moore
- Liz Kellinger
- Pamela Chan
- Jonathan Brandon
- Don Gray
- Janet Beach

Mike Vozar, PMP

VP, Programs



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VP VOLUNTEERISM

- Held planning meetings for Volunteer Recognition event, purchased gifts, secured photographer, purchased decorations, print and sent out invites, and other tasks on Recognition Event plan

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

- Kelly Evans
- Linda Oliver
- Mark Madison
- Jammy Li
- Hamza Mohammed
- Michelle Madore
- Mary Lynne Dunton
- Rick Mandarino

Sally Deering, PMP
VP, Volunteerism

PAST PRESIDENT

Deborah Corbet-Cooper:

- Attended the Board Transition Meeting.
- Turned over orange hats and Past President materials to Paul Gilbo
- Verified 2011 Board Members are all current PMICVC chapter members.

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

- None

Debbie Corbet-Cooper, PMP - 2010
Paul Gilbo, PMP - 2011
Past-President

PRESIDENT-ELECT & LIG PMO

- Planned and presided over transition meeting
- Prepared budget for president 2012
- Worked with Kelly to transition president elect responsibilities

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

-

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



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John Lombardi - 2010
Linda Evans, PMP - 2011
President Elect

PRESIDENT

- Presided over the December board meeting. Prepared the materials for the meeting.
- Attended the annual board transition meeting. Prepared the President's slide deck and contributed to the Past-President slide deck.
- Submitted the orange hat for embroidery for the President Transition ceremony in January.

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

- None

Paul Gilbo, PMP -2010
John Lombardi -2011
President

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MEETING MINUTES

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, February 2, 2011, 6:00 p.m.
VACO, LLC

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

ATTENDEES & QUORUM STATUS

President	John Lombardi	A	VP Marketing	Christine Herman, PMP	A
Past-President	Paul Gilbo, PMP	A	VP Membership	Barbara Nichols, PMP	A
President Elect	Kelly Evans, PMP	A	VP Prof. Development	Linda Oliver, PMP	A
VP Certification	Susan Thomas, PMP		VP Programs	Mike Vozar, PMP	A
VP Communication	Bernie Farkas, PMP	P	VP Volunteerism	Sally Deering, PMP	A
VP Finance	Joyce Glady, PMP	P			
Also Present:					
Quorum Present			A = Attended, P= On-Phone		

AGENDA

Open Meeting: 6:00pm	1. Review & Approve Meeting Agenda 2. Review & Approve Prior BoD Meeting Minutes	John Lombardi John Lombardi
Old Business: 6:05pm	1. Recap of R5 Meeting 2. Epiware checkin Process 3. ByLaws 4. Sponsor Update	John Lombardi John Lombardi John Lombardi Christine Herman, PMP
New Business: 7:15pm	1. Membership status of Volunteers 2. Walk though of new dinner meeting format 3. Strategic Plan – Social Media presence 4. Review the 2010 Professional Development Seminar Statistics 5. Review preliminary 2011 Professional Development Survey Results 6. Temporarily move board meeting to accommodate Bernie’s class schedule	John Lombardi Mike Vozar, PMP John Lombardi Linda Oliver, PMP Linda Oliver, PMP John Lombardi
Review Committee Reports: 7:15pm	1. Certification 2. Communications 3. Finance 4. Marketing 5. Membership	Susan Thomas, PMP Bernie Farkas, PMP Joyce Glady, PMP Christine Herman, PMP Barbara Nichols, PMP

AGENDA		
	6. Professional Development 7. Programs 8. Volunteerism 9. Past-President 10. President-Elect 11. President	Linda Oliver, PMP Mike Vozar, PMP Sally Deering, PMP Paul Gilbo, PMP Kelly Evans, PMP Paul Gilbo, PMP
Review Action Items: 7:4 pm		Bernie Farkas, PMP
Adjourn Meeting: 7:55pm		John Lombardi

ACTION ITEMS			
Action Item	Responsible	Deadline	
1. Discuss interpretation of 3rd-party question in membership signup preferences with Ann Jenemann at LIM	John	3/2	
2. Develop procedures on debit card usage	Joyce	3/2	
3. 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. Also, what is the percentage of American Express fees.	Joyce	3/2	
4. Placemats - issue for 2010	Susan	3/2	
5. Jim to call Christine about electronic booking and payment of sponsorships	Bernie	3/5	
6. Complete end-of-year financial report for the membership to be posted on the website members-only area	Joyce	2/30	
7. Schedule time to update Bank Authorization	John	3/2	
8. Social Media volunteer description	Sally	3/2	
9. PBS Request for Volunteers	Sally Christine	3/2	
10. Create an SLA for email, events, etc.	Bernie	3/2	
11. Follow-up with Kelly on Epiware for PMO LIG	John	3/2	
12. LIG Liaison	Paul John	3/2	
13. Government LIG Chair	Sally	3/2	

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

QUESTIONS / ISSUES

Question / Issue

Approach / Resolution

DECISIONS

- Agenda was approved (moved by Paul, seconded by Joyce, unanimously approved)
- Meeting Minutes approved (moved by Christine, seconded by Barbara, unanimously approved)
- BOD Meeting - Record meeting and Bernie will attend later

GENERAL TOPICS OF DISCUSSION

- ◆ **R5 Meeting - John Lombardi**
 - Hampton Roads approached us to sponsor the R5 in two years
 - Randy Weimer is mentor
 - DC Chapter offered to forward some sponsors
 - Randy suggested that we look into other revenue streams instead of raising Chapter dues (for example, charge a lower rate for a quarter's worth of meetings with no refund if the meeting is missed)
 - Stacy Seltzer's work with the Public Relations Committee was called out by Cindy Thompson, PMI Global Marketing Director, that it was good for the chapter and something for other chapters to accomplish
 - Jane Newell and Sharon Robbins received awards in recognition for their work for the Chapter and the Region
 - It would be beneficial to hold the Strategic Planning session after the R5 meeting
 - Planning on doing group calls
- ◆ **Epiware Checkin Process - John Lombardi**
 - Marketing Template contains the revised template
 - Will be paring the meeting slides down (pre-meeting slides will contain more information than the meeting slides)
- ◆ **Bylaws - John Lombardi**
 - PMI will start requiring that Bylaws be reviewed regularly (within the last three-years)
 - Process
 - Board approval
 - PMI review
 - posted for member review for 30 days
 - voted by members
- ◆ **Sponsor Update - Christine Herman, PMP**
 - VACO has joined as Bronze
 - Two-month Web sponsor
 - S3 is purchasing a Gold sponsorship; they would like to work with Chapter on community outreach
 - S3 is open for additional requests
- ◆ **Membership status of volunteers - John Lombardi**
 - Liability insurance only covers members
 - Propose that by-laws changes include a clear statement that volunteers need to be members
- ◆ **Walk though of new dinner meeting format - Mike Vozar, PMP**
 - 5:15 30-minute pre-meeting (worth .5 PDUs) - each VP can provide subjects
 - 6:00 -will start serving diner
 - 6:15 -President's remarks (will provide all information; VPs will not be called on)

GENERAL TOPICS OF DISCUSSION

- 6:30 - Speaker (1.5 PDUs)
- PowerPoint to be available the Friday before a meeting and must be finished by Tuesday at noon
- Alternating sites (Wednesday Southside; Thursday West end)
- E-mail notices - Monday two-weeks prior; one-week prior; two-days prior
- Flyers for meetings need to be posted
- ◆ **Strategic Plan - Social Media presence - John Lombardi**
 - Requesting a chair for the committee to look into a social media plan - either VP or member
 - Committee will create a plan and approach for use of social media
 - Tom White volunteered to take lead of Facebook
 - Find a student member to manage the LinkedIn
- ◆ **Temporarily move board meeting to accommodate Bernie's class schedule - John Lombardi**
 - Possible to move the meeting to Tuesday or Thursday for three months
 - Other option is to record the meeting and Bernie attend later in the meeting, votes will occur when Bernie joins
- ◆ **Government LIG - John Lombardi**
 - Need a board member to be a liaison
 - Can a LIG Chair be a non-voting board member?
- ◆ **Certification**
 - Next workshop will use thumb-drives; no notebooks
 - No one knows what is being done to the exam - there is a new format in the fall and next edition of the PMBOK shortly after
 - Other chapters make a large amount of money from the workshops
- ◆ **Communications**
 - Due to Jim's illness, were not able to post events or send e-mails for 10-days
 - A volunteer has begun documenting month-to-month procedures
 - Will send Sally a list of volunteer needs
 - Moving towards making committees able to do their own work on the website
- ◆ **Membership**
 - Will be submitting new volunteer needs
 - Planning a series of 5-minute surveys
- ◆ **Professional Development**
 - Working to create a survey in the Chapter's tool
 - 2010 - 7 seminars, 126 attendees
 - Most popular seminar - SCRUM master workshop - 62 attendees over 3 sessions
 - Least popular event - Debit & Credit seminar and Risk Management seminar - 12/13 attendees
 - Above statistics for seminars that the chapter tracked
 - Based on a quick survey (35 responses):
 - trend shows that Leadership development, Program management, and Risk Management are most popular
 - some interest for program management certification
 - classroom vs. webinar
 - weekend session
 - West end is preferred
 - \$300 - \$600 per class
- ◆ **Past-President**
 - Special Project for Mo Museum - received some templates from Anne
- ◆ **President-Elect**

GENERAL TOPICS OF DISCUSSION

- Anniversary Committee - Planning to work with team
 - Recruit a Project Manager rather than a board member
 - If requested early enough, the CEO of PMI will attend the celebration
- ◆ **President**
-

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



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PMI Central Virginia Chapter Board of Directors Meeting Agenda

Wednesday, February 2, 2011 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

- Held 2 committee calls –January 12 and January 26
- The majority of last year’s committee members have volunteered for a team. Held a team call with the Presenter team and developed processes for reaching out to presenters for the spring workshop. Since several of our excellent presenters were not offered the opportunity to present at the fall workshop, the team developed a special email for them, and each is receiving a personal note prior to reaching out to other potential instructors.
- Michelle Monday has developed a comprehensive historical database that includes all participant evaluations. We are using that information to inform our decisions about which instructors to invite to be primary.
- Effective in the spring workshop, back up presenters will be required to attend the presentation for which they are back up.
- Cybelle Cybulski is developing a flyer that will be distributed to all committee members for them to share with their contacts and businesses in the Richmond area.
- Three people have inquired about participating on the Certification Committee and have been invited to join our next call which is on Wednesday, Feb 9
- Email reminders are being developed and we’ll work with the Marketing Committee to explore having a sponsor mention on these reminders.
- Jimmy Ray has volunteered to help with the Certification Corner web page and with designing email reminders with graphics and a pleasing layout.

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

- Rick Kaewer
- TomWhite
- Linda Bell Sinclair
- Ray Wagner
- Nancy Ingalls
- Carrie Cybulski
- Michelle Monday
- Paul Procopio
- Diane Liebmann

Susan Thomas, PMP

VP, Certification

VP COMMUNICATIONS

- Held Committee Meeting at Longhorn on January 27
- Assigned member to assist Membership Committee on Branding (Jammy)
- Assigned member to work with Certification Committee on revamping their web page (Jimmy Ray)
- Assigned member to document monthly committee processes (Stacey)
- Working with Chip to establish an article deadline calendar for the monthly newsletter

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

- Lieh-Cheng Li
- Chip Free
- Jim Robbins



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- Stacy Seltzer

Bernie Farkas, PMP
VP, Communications

VP FINANCE

- Nothing

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

- Ambassadors:
 - Met with VP Membership (Barbara Nichols) and Sally Deering (VP Volunteerism) to clarify Ambassador roles. We will work together, but Marketing Ambassador will focus on sponsors and community.
- Corporate Outreach:
 - Will meet with Samantha Bean on Friday to follow up.
- Public Relations:
 - Stacy Seltzer wrote and distributed article re: Volunteer of the Year, Andy Schulick.
- Sponsorship:
 - VACO signed on for Bronze Sponsorship at \$1500. Check is received. Delores Floyd has followed up and Christine Herman will add logo to meeting slide deck.
 - Strategic Staffing Solution (S3) has signed on for Gold Sponsorship. The check will be mailed to S3 or PMI mailbox.
 - Planning brainstorming session with S3 on how to reach community. Planning date is February 17th.
 - Also working on additional sponsorship opportunities. Will share financial and room reservation needs with them.

Volunteers - Current volunteers/committees (if needed):

- Christine Herman - VP Marketing
- Samantha Bean - Corporate Outreach Chairman
- Delores Floyd - Sponsorship Chairman
- Alexa Beavers - Public Relations Chairman
- Michele Madore - Ambassador Chairman
- Stacy Seltzer - Public Relations
- September Reemtsen - Public Relations
- Tom White - Database
- Robert Berlin

Christine Herman, PMP
VP Marketing



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VP MEMBERSHIP

- Held 2011 Kickoff meeting with Volunteers/Committees
- Held the first Government LIG meeting
- Refreshed the Job Posting site and worked with Communications to improve a printable posting listing for employers
- Extracted December 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.
- Updated standing Membership Report and Dinner meeting slide-decks
- Attended WE Dinner meeting
- Attended R5 Leadership conference
- Met with Marketing and Volunteers to align overlapping Ambassador/Greeter duties at dinner meetings
- Met with Marketing to discuss updates for the Member Corner display boards including updating the branded documentation

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

- Regina Mann Rice, Membership Corner SS
- Stephanie Wingate, Membership Corner WE
- Blythe Heywood, Newcomer Orientation
- Kathy Harper, Jobs Program Manager
- Government LIG Planning Team:
 - Nelly Romero
 - Robert Berlin
 - Susan McCleary

Barbara Nichols, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

- Attended the January Volunteer Recognition Dinner meeting
- Created and distributed the 2011 January Professional Development Survey at the Volunteer Recognition Dinner meeting. Received 35 completed survey responses
- Requested the 2011 January Professional Development Survey be published through our website for responses from the chapter members
- Advertized for open volunteer Professional Development Committee opportunities at the Volunteer Recognition Dinner meeting. Received five replies of interest from dinner attendees. Followed up with interested volunteers and scheduled a Committee Kickoff meeting for Wednesday, February 9th, 2011
- Emailed open volunteer Professional Development Committee opportunities to the VP of Volunteerism for posting to our Website
- Finalized Professional Development webinars with Roeder
- Started planning for a Managing Virtual Teams classroom seminar in April with Roeder

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

- None for January

Linda Oliver, PMP
VP, Professional Development

VP PROGRAMS

- Attended January VR dinner 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.

- 115 attended the VR dinner meeting in Jan 2011, down from 141 that attended the 2010 VR dinner meeting
- Biggest issue was slide deck mishap, where slides were copied from pre-meeting loop deck which had set time to move on to next slide without a click. From now on, A/V lead will provide a second set of eyes to ensure decks are right.
- Programs Committee Planning meeting being scheduled for Saturday, 2/12
- Starting new dinner mtg format in February
- Attended R5 Leaders Conference in Baltimore

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

- Sue O'Hara
- Regina Rice
- Niki Mason
- Marie Crites
- Cathie Brown
- Clark Griffin
- Suresh Raju
- Nancy Moore
- Liz Kellinger
- Pamela Chan
- Jonathan Brandon
- Don Gray
- Janet Beach

Mike Vozar, PMP
VP, Programs

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

- Sue O'Hara
- Regina Rice
- Niki Mason
- Bill Fraker
- Marie Crites
- Cathie Brown
- Clark Griffin
- Suresh Raju
- Nancy Moore
- Liz Kellinger
- Pamela Chan
- Jonathan Brandon
- Don Gray
- Janet Beach

Mike Vozar, PMP
VP, Programs

VP VOLUNTEERISM

- Conducted final planning meetings for Volunteer Recognition event



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- Held Annual Volunteer Recognition Event January 20
- Participated in 3 of 4 volunteer database training sessions

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

- Kelly Evans
- Jammy Li
- Rick Mandarino
- Mark Madison
- Michelle Madore
- Mary Lynn Dunton
- Linda Oliver

Sally Deering, PMP
VP, Volunteerism

PAST PRESIDENT

- Corresponded with Anne Jenimann to discover how to submit the Moton Museum project. Passed the information to Bill Fraker for follow up.
- Presided over the January chapter meeting
- Attended the January Board meeting

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

- None

Paul Gilbo, PMP
Past-President

PRESIDENT-ELECT & LIG PMO

-

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

- Attended Volunteer recognition Dinner Meeting
- Attended January PMO LIG Board Meeting
- Received handoff for Anniversary Committee
- Attended Region 5 conference in Baltimore

PMO LIG

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

15 Year Anniversary Committee
No meeting in January

Kelly Evans, PMP



CVC Mission: To serve the professional interests of chapter members by enhancing expertise through project management education and training, supporting Project Management Professional (PMP) certification, and promoting association with other project management professionals.

President Elect

PRESIDENT

- Attended Volunteer recognition Dinner Meeting
- Presided over January BOD meeting. Prepared the materials for the meeting
- Attended Region 5 conference in Baltimore
- Met with Anne Jenimann to discuss volunteer status, records retention, 3rd party email concerns, and charter renewal/SAS submission

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

- None

John Lombardi
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, March 2, 2011, 6:00 p.m.
VACO, LLC

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

ATTENDEES & QUORUM STATUS

President	John Lombardi	A	VP Marketing	Christine Herman, PMP	A
Past-President	Paul Gilbo, PMP	A	VP Membership	Barbara Nichols, PMP	A
President Elect	Kelly Evans, PMP	A	VP Prof. Development	Linda Oliver, PMP	
VP Certification	Susan Thomas, PMP	P	VP Programs	Mike Vozar, PMP	A
VP Communication	Bernie Farkas, PMP	A	VP Volunteerism	Sally Deering, PMP	A
VP Finance	Joyce Glady, PMP	P			
Also Present:					
Quorum Present			A = Attended, P= On-Phone		

AGENDA

Open Meeting: 6:00pm	1. Review & Approve Meeting Agenda 2. Review & Approve Prior BoD Meeting Minutes	John Lombardi John Lombardi
Old Business: 6:05pm	1. 2.	
New Business: 7:15pm	1. Communication Process 2. Epiware space concerns 3. Training request from Rich Young 4. 15 Year Anniversary Budget 5. Update on Professional Development Seminars for 2011	Bernie Farkas Bernie Farkas John Lombardi Kelly Evans Linda Oliver
Review Committee Reports: 7:15pm	1. Certification 2. Communications 3. Finance 4. Marketing 5. Membership 6. Professional Development 7. Programs 8. Volunteerism 9. Past-President 10. President-Elect	Susan Thomas, PMP Bernie Farkas, PMP Joyce Glady, PMP Christine Herman, PMP Barbara Nichols, PMP Linda Oliver, PMP Mike Vozar, PMP Sally Deering, PMP Paul Gilbo, PMP Kelly Evans, PMP

AGENDA		
	11. President	Paul Gilbo, PMP
Review Action Items: 7:45 pm		Bernie Farkas, PMP
Adjourn Meeting: 7:55pm		John Lombardi

ACTION ITEMS		
Action Item	Responsible	Deadline
1. Discuss interpretation of 3rd-party question in membership signup preferences with Ann Jenemann at LIM	John	4/6
2. Develop procedures on debit card usage	Joyce	4/6
3. 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. Also, what is the percentage of American Express fees.	Joyce	4/6
4. Complete end-of-year financial report for the membership to be posted on the website members-only area	Joyce	4/6
5. Create Communications Plan	Bernie	4/6
6. LIG Liaison	Paul John	4/6
7. Government LIG Chair	Sally	4/6
8. Review Epiware and remove obsolete documents	All	4/6

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
<ul style="list-style-type: none"> • Agenda was approved (moved by Sally, seconded by Kelly, unanimously approved) • Meeting Minutes approved (moved by Paul, seconded by Sally, unanimously approved) • BOD Meeting - Record meeting and Bernie will attend later

GENERAL TOPICS OF DISCUSSION
<ul style="list-style-type: none"> ◆ Communication Process - Bernie Farkas, PMP <ul style="list-style-type: none"> ▪ The previous month has shown the difficulties of having a single point of failure in the communications committee ▪ As an interim measure, Bernie has learned how to send e-mails and create events ▪ Working with Stacey to document all necessary procedures ▪ Once the documentation is complete, looking to have each Committee perform its own routine tasks, e.g. create events, send e-mails, simple maintenance of web page ▪ Asking to be notified two Saturdays prior to needing something on the website, an e-mail, or a

GENERAL TOPICS OF DISCUSSION

submission to the newsletter

- Mid-term, need to recruit more volunteers to support the Committees activities and create redundancy in knowledge
 - Move to a weekly mini-newsletter e-mail that contains a highlighted event (the first newsletter of the month would contain a president's message), a list of upcoming events with links to the website, and perhaps other standard features such as open volunteer opportunities.
 - Need to work on an approach to coordinate surveys so that members are not overwhelmed with e-mails from the chapter.
 - Long-term need to restructure the committee so that it is managing the technology services; perhaps find a sponsor who will provide website services
- ◆ **Epiware space concerns**
- The server is running out of storage space. Propose the following actions:
 - Consolidate each year's board agendas, meeting minutes, and officer reports into a single PDF
 - Structure the Board Meeting minutes folder so that the folder contains the current years Agenda/Meeting Minute documents and Officer Reports; Place prior years PDFs into a single archive folder
 - Each Officer should review the contents of their folder and remove any documents that are obsolete
 - Be aware that Epiware saves a full copy of every version of a document; therefore, when prior to saving the final version, delete the document then load the final version. This will delete all of the saved versions
- ◆ **Training request from Rich Young**
- Professional Development or Certification should look into creating a generic Introduction to Project Management training presentation for future requests
 - John is looking into the material that is available from the PMI Education Foundation
 - Sally: could we make money by brokering for professional training organizations (tabled for future discussion)
- ◆ **Year Anniversary Budget**
- Anything other than a standard dinner meeting is very expensive
 - Original objective this was to be a free event; budget review required that there be a low fee, i.e. \$15 for 15 years
 - Make it part of the regular October dinner meeting
 - Decide in June based on sponsorships if the dinner fee can be reduced
 - Provide a budget estimate next month for additional expenses, i.e. decorations, giveaways, etc.
- ◆ **Update on Professional Development Seminars for 2011 - Linda**
- Offering about three things per month starting in April; not all webinars
 - Cost Models: All inclusive (Roeder Consulting), Hotel (used a lot and most expensive), Committee (utilize free resources)
 - Working with CCWA (community college workforce alliance) - they provide instructor and facility, we provide the food
 - Target to publish the calendar for the 30 minute pre-Dinner meeting session in March
- ◆ **Certification - Susan Thomas, PMP**
- 40 people registered for workshop
 - Still looking for instructor for HR and 3 backups
 - Paul Precocio has taken ownership to revise workshop materials
 - Looking at Agile and new PMI Agile certification; should be ready in about a month
 - Christine obtained a \$500 donation from S3 for workshop materials
- ◆ **Professional Development - Linda Oliver, PMP**
- Need to set-up a process about the equipment, e.g. who has it and who needs it

GENERAL TOPICS OF DISCUSSION

- ◆ **Programs - *Mike Vozar, PMP***
 - Had a kick-off meeting at a members home (to save money)
 - Jonathan Brandy is heading a team to see the feasibility of holding a one-day symposium (offer 7/8 PDUs)
 - Linda - planned to do this in 2012, needs to be coordinated and under the auspices of the Professional Development Committee
 - No feedback on new meeting format
- ◆ **Volunteer - *Sally Deering, PMP***
 - Currently volunteers are recruited by openings on Dinner meeting slides and postings on website
 - Looking for other means to recruit
 - Will provide volunteer openings to VP to distribute during events
- ◆ **Past-President - *Paul Gilbo, PMP***
 - Going to submit Community Project to PMI; Due by April 1
 - Need to get started on the nominating committee
- ◆ **President - *John Lombardi***
 - Will be attending DC meeting to hear presentation on legal liabilities of social media; will report next month

ACTIVE SUBCOMMITTEES

Subcommittee	Overview
PMO LIG committee	Working to establish governance model with the Board
GOV LIG	Need to recruit a chair and work with PMO LIG to establish governance model
15 Year Anniversary	<ul style="list-style-type: none"> • Working on planning October's Anniversary Dinner meeting • Working on establishing a budget



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 2, 2011 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

- Formed 6 teams to share the responsibilities of putting on the workshops. Teams include the following:
 - Registration and Participant Outreach
 - Presenters
 - Marketing & Communications
 - Managing Volunteers at the Workshop
 - Binder Night – but we no longer do binders
 - Materials – USB sticks & updating the materials
- For the most part, teams are functioning well but not particularly cohesively. I'm creating role descriptions this time around, and following the workshop will have a debrief with each of the teams. For the fall workshop will look to the teams to take more proactive ownership of the tasks.
- Received 80 USB sticks from S3 to provide all presentation materials to workshop participants. Ray Wagner has identified a process to embed the name of each participant on his or her USB stick along with CVC copyright information. In addition, participants will sign an agreement when they receive their USB sticks about not sharing the materials nor using them to teach.
- Added a placemat to the materials provided to workshop participants studying for the exam. Those on the special PDU rate get the USB stick but nothing else.
- Received a direct contribution from S3 for \$500 towards supplies for the workshop (name tags, table tents, tablets, certificates)
- Paul Procopio is heading the team that will revise the workshop materials. We starting with a short survey to the members about extending the workshop to 4 days and possibly reconfiguring the timing – for example, not 4 consecutive Saturdays. He is scheduling a planning session later this month with the core team.

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

- Rick Kaewer
- Linda Bell-Sinclair
- Renee Small
- Dianne Liebenow
- Delores Floyd
- Tom White
- Ray Wagner
- Nancy Ingalls
- Carrie Cybulski
- Michelle Monday
- Paul Procopio
- Cliff Vaught
- Karen Lucci

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

- Trained Bernie to send e-mails, create events, and set-up registration



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- Working with Stacy to document procedures for e-mail, events, DEP load, etc.
- Pushed 12 e-mails during the month of February
- Created and posted Survey for Professional Development
- Provided volunteer committee with volunteer role opportunities

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

- Lieh-Cheng Li
- Chip Free
- Jim Robbins
- Stacy Seltzer

Bernie Farkas, PMP
VP, Communications

VP FINANCE

- Attended February Membership Meeting
- Processed expense reports submitted.
- Processed vendor invoices as received.
- Reconciled bank accounts
- Reconciled Credit Card deposits
- Start work on 2010 taxes
- Entered 2011 Budget into QuickBooks
- Created new reports in QuickBooks for BoD to use to evaluate their 2011 Budget vs. Actuals

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

-

Volunteers - Current volunteers/committees (if needed):

- Christine Herman - VP Marketing
- Samantha Bean - Corporate Outreach Chairman
- Delores Floyd - Sponsorship Chairman
- Alexa Beavers - Public Relations Chairman
- Michele Madore - Ambassador Chairman
- Stacy Seltzer - Public Relations
- September Reemtsen - Public Relations
- Tom White - Database
- Robert Berlin

Christine Herman, PMP
VP Marketing

VP MEMBERSHIP

- Held a monthly conference call with the Membership volunteers



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- Held the second Govt LIG meeting on Feb 9
- Continued to refresh the job posting website and maintain contact with local recruiters
- Extracted January 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.
- Updated the Membership Report for posting on the website
- Updated the New Member Orientation slide deck with the new branding and to update statistics
- Extracted new member lists from Nov-Jan and created an invitation flyer for mailing prior to the February New Member Orientation pre-meeting event. Requested Communications send the flyer. Note the flyer was not sent.
- Updated the Member Corner display boards with branded slides and refreshed data
- Updated the February Dinner meeting slides
- Conducted the New Member Orientation pre-meeting
- Attended SS Dinner meeting
- Met with representative from EPDS to plan a PMI roadshow to their April PMO meeting

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

- Jesse Wilkinson, Membership Corner SS
- Stephanie Wingate, Membership Corner WE
- Kathy Harper, Jobs Program Manager
- Government LIG:
 - Jane Newell
 - Nelly Romero
 - Robert Berlin
 - Susan McCleary
 - Prashant Dixit

Barbara Nichols, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

- Held the Professional Development Committee Kickoff Meeting
- Held the Professional Development Committee Planning Meeting to outline the schedule of the offerings for this year
- Outlined a Professional Development Offering Worksheet to track all the seminars planned across all three experience levels
- Outlined three cost models for Professional Development Offerings in order to better track and estimate expenses
- Drafted three 2011 Professional Development brochures, one for each level, to promote our offerings for 2011
- Finalized an agreement with Roeder Consulting for a Managing Virtual Teams classroom seminar scheduled on Saturday, April 29th, 2011
- Volunteered to conduct the March Dinner 30 Min Pre meeting. The Professional Development Committee will launch the offerings for 2011
- Continued to build the Professional Development Committee by personally recruiting volunteers during the dinner meetings.
- Participated in the Brainstorming session with members of the Marketing team and Strategic Staffing Solutions. Professional Development will create brochures that outline the



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.

Professional Development offerings for the chapter to show how our chapter enhances expertise through project management education and training

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

- Linda Oliver, VP, Professional Development
- Elliott Friedman
- Christine Kerkeslager
- Carol Norris
- Eileen O'Malley
- Robert Lapsley

Linda Oliver, PMP
VP, Professional Development

VP PROGRAMS

- Attended February BoD and Monthly Dinner meeting
- 81 attendees at the Feb dinner meeting
- Programs Committee Planning meeting occurred Saturday, 2/12, with 11 out of 12 volunteers attending. Held at Sue O'Hara's house. Refined Roles & Responsibilities document, switching volunteers amongst roles, identified gaps. Announced I will be looking for a successor, encouraged volunteers to run for Programs VP. Looking for new way of registering PDUs for meeting attendees (batch file to PMI) and potentially planning a PM Day event
- Issue with food service at Sheraton...met with Director of Catering last Friday, 2/25, (new DOC) to make sure we have better service, and enough food!!
- New meeting format needs some tweaking, especially around President's address, but sure we can work through it

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

- Sue O'Hara
- Regina Rice
- Niki Mason
- Marie Crites
- Cathie Brown
- Clark Griffin
- Suresh Raju
- Nancy Moore
- Pamela Chan
- Jonathan Brandon
- Don Gray
- Janet Beach

Mike Vozar, PMP
VP, Programs

VP VOLUNTEERISM

- Determined next steps for database with Database Administrator



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- Created list of openings for month of February and brought them to Southside dinner meeting and sent to VP Communications for posting on web site

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

- Jammy Li
- Hamza Mohammed

Sally Deering, PMP
VP, Volunteerism

PAST PRESIDENT

- Collaborated with John Festa and Bill Fraker on the Community project submission
- Attended the February Board Meeting

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

- None

Paul Gilbo, PMP
Past-President

PRESIDENT-ELECT & LIG PMO

-

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

PMO LIG

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

15 Year Anniversary Committee

No meeting in February

Christine Herman	Michelle Monday
Renee Moore	Mike Vozar
Tom White	

Kelly Evans, PMP
President Elect

PRESIDENT

- Presided over February Dinner Meeting
- Presided over February BOD meeting. Prepared the materials for the meeting
- Met with Bernie Farkas to discuss concerns on a couple of issues related to communications. Items were added to the March agenda.
- Started work on the Charter renewal and SAS submission



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

- None

John Lombardi
President

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MEETING MINUTES

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, April 6, 2011, 6:00 p.m.
VACO, LLC

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

ATTENDEES & QUORUM STATUS

President	John Lombardi	A	VP Marketing	Christine Herman, PMP	
Past-President	Paul Gilbo, PMP	A	VP Membership	Barbara Nichols, PMP	A
President Elect	Kelly Evans, PMP		VP Prof. Development	Linda Oliver, PMP	A
VP Certification	Susan Thomas, PMP	A	VP Programs	Mike Vozar, PMP	
VP Communication	Bernie Farkas, PMP	P	VP Volunteerism	Sally Deering, PMP	
VP Finance	Joyce Glady, PMP	P			
Also Present:					
Quorum Present			A = Attended, P= On-Phone		

AGENDA

Open Meeting: 6:00pm	1. Review & Approve Meeting Agenda 2. Review & Approve Prior BoD Meeting Minutes	John Lombardi John Lombardi
Old Business: 6:05pm	1. Quarterly budget review 2. Strategic Plan Revisit 3. Volunteer PDUs	John Lombardi John Lombardi John Lombardi
New Business: 7:15pm	4. BOD Elections 2011 position descriptions 5. Capital One booth request (May 3 rd) 6. Report on R5 Presidents' Call 7. Feedback from WDC Board discussion 8. Professional Development	Paul Gilbo, PMP John Lombardi John Lombardi John Lombardi Linda Oliver, PMP
Review Committee Reports: 7:15pm	1. Certification 2. Communications 3. Finance 4. Marketing 5. Membership 6. Professional Development 7. Programs 8. Volunteerism 9. Past-President 10. President-Elect	Susan Thomas, PMP Bernie Farkas, PMP Joyce Glady, PMP Christine Herman, PMP Barbara Nichols, PMP Linda Oliver, PMP Mike Vozar, PMP Sally Deering, PMP Paul Gilbo, PMP Kelly Evans, PMP

AGENDA		
	11. President	Paul Gilbo, PMP
Review Action Items: 7:45 pm		Bernie Farkas, PMP
Adjourn Meeting: 7:55pm		John Lombardi

ACTION ITEMS		
Action Item	Responsible	Deadline
1. Discuss interpretation of 3rd-party question in membership signup preferences with Ann Jenemann at LIM	John	4/6
2. Develop procedures on debit card usage	Joyce	4/6
3. 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. Also, what is the percentage of American Express fees.	Joyce	4/6
4. Check other chapters’ approach to posting budget and Plan for reporting the chapter budget and providing communication on questions.	Joyce	5/5
5. Create Communications Plan	Bernie	7/6
6. LIG Liaison	Paul John	4/6
7. Government LIG Chair	Sally	4/6
8. Review Epiware and remove obsolete documents	All	4/6
9. We need to get some input on proposed strategic plans processed.	Kelly	5/5
10. Ask PMI how the new PDU approach should be tracked and how we value activities	John	5/5
11. Provide candidate nominations no later than 5/5 to Paul	All	5/5
12. Provide names to Harvey Summers to man a PMI booth for Capital One Career Day on May 3	John	5/5
13. Add agenda item to discuss non-board member access to CiviCRM for member data	John	5/5
14. Send an email of the options on how to use the Hunting Hawk coupons	Joyce	5/5
15. Speak to Anne Jenemann about corporate membership	Barbara	5/5

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
<ul style="list-style-type: none"> • Agenda was approved • Meeting Minutes approved

DECISIONS

GENERAL TOPICS OF DISCUSSION

- ◆ **Quarterly Budget Review - *John Lombardi***
 - John walked the team through the budget. Good performance for the workshop just ended for Pro-Dev. Not all the financial updates have been received and entered.
- ◆ **Strategic Plan - *John Lombardi***
 - John discussed an approach to revisiting the strategic plan, based on a meeting he attended with the DC chapter. We need to have a plan for adding outside expertise as recommended and perhaps also other key non-board volunteers. Linda raised the thought that we should review our strategy quarterly as we do the budget. We also discussed an approach to strategic planning that is different than we do now.
- ◆ **Volunteer PDUs - *John Lombardi***
 - The R5 consensus is “one hour per PDU” but have to provide at least 3 months of service toward the committee or chapter. John can take any comments and clarify with PMI. The new PMI policy is going to impose additional controls on the chapter committee leads and make sure we could handle an audit.
- ◆ **BOD Elections 2011 position descriptions - *Paul Gilbo, PMP***
 - Paul discussed the approach for running the BOD Elections for 2011. Paul announced the key dates for the upcoming election cycle.
- ◆ **Capital One booth request (May 3rd) - *John Lombardi***
 - Capitol One requests a volunteer to staff a PMI booth for a career day on May 3. Harvey Summers would like one or two volunteers with materials to participate.
- ◆ **Report on R5 Presidents’ Call - *John Lombardi***
 - John described the highlights of the call.
- ◆ **Feedback from WDC Board discussion - *John Lombardi***
 - John attended the WDC chapter meeting to review chapter stewardship, DEP, and other issues including social media.
- ◆ **Professional Development - *Linda Oliver, PMP***
 - Linda Oliver provided an update on the Pro-Dev team and her plan for execution of her programs during the remainder of the year.

ACTIVE SUBCOMMITTEES

Subcommittee	Overview
PMO LIG committee	Working to establish governance model with the Board
GOV LIG	Need to recruit a chair and work with PMO LIG to establish governance model
15 Year Anniversary	<ul style="list-style-type: none"> • Working on planning October’s Anniversary Dinner meeting • Working on establishing a budget
Elections committee	<ul style="list-style-type: none"> • Working on setting up new election procedure and publicizing call for nominations



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 6, 2011 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

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

- . Rick Kaewer
- . Linda Bell-Sinclair
- . Dianne Liebenow
- . Delores Floyd
- . Tom White
- . Ray Wagner
- . Nancy Ingalls
- . Carrie Cybulski
- . Michelle Monday
- . Paul Procopio
- . Karen Lucci
- . Michelle Leitch
- . Rameh Appathurai
- . Chick Utley

Workshop Presenters/Backups

- Patty Samuels
 - Pam Kida
 - Jimmy ray
 - Terence Fowler
 - Linda Bell-Sinclair
 - Julie Gravitt
 - Steven Jones
 - Paul Procopio
 - Harvey Summers
 - Robert Young
 - Robert Berlin
 - David Klein
 - Rick Pellegrino
 - Richard Martin
 - Meredith Edison-Billiet
 - Nancy Ingalls
 - Milam walters
 - John Sheldon
 - Bruce slough
 - Ski Perzanowsiy
-
- Workshop had 49 participants with approximately 15 turned away. All instructors and backups are identified and committed for the May workshop. We have an agreement with the Hilton Garden Inn for the same rate as the March workshop.
 - We instituted a new policy on presenters who were doing a module for the first time. Each new presenter is paired with an experienced - and highly rated - presenter who will serve as



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mentor and co-presenter. Both will earn 10 PDUs. There are three such pairings for the May workshop. This new policy was the result of 'lessons learned' for the March workshop.

- Paul Procopio is heading the Workshop Materials Team and will provide leadership in updating the materials for the Fall workshop that will be based on the Role Delineation Study. Paul has reached out to several presenters to gather input for extending the workshop to 4 days - and include case studies and more practice and discussion. So far all presenters who have responded have said this is a good idea - and suggested that the back up presenter own the case study and activities. We'll need to determine the number of PDUs for this work under the new PDU policy.
- The team structure worked well for the March workshop - and with a bit of refinement we'll use teams again.
- USB sticks were well received - no one even mentioned wanting a hard copy of the materials. About 25% of the participants brought laptops.
- Informal feedback from workshop participants about the facilities and food was very positive.
- Marketing for the May workshop is under way. Messages will go out weekly, targeted to different audiences. The first one is for those without PMPs. So far we have 6 participants. We need a minimum of 15 to make it a go.
- Still looking for web person to enable updates of Certification Corner news on a regular basis and help with design.
- Will hold presenter debrief/lessons learned call next week and also begin biweekly Certification Committee calls.

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

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

- Lieh-Cheng Li
- Chip Free
- Jim Robbins
- Stacy Seltzer

Bernie Farkas, PMP
VP, Communications



CVC Mission: To serve the professional interests of chapter members by enhancing expertise through project management education and training, supporting Project Management Professional (PMP) certification, and promoting association with other project management professionals.

VP FINANCE

- Attended March Membership Meeting
- Processed expense reports submitted
- Processed vendor invoices as received
- Reconciled bank accounts
- Reconciled Credit Card deposits
- Continued work on 2010 taxes, will submit an extension request
- Met with John and Debbie to review Financial Oversight role accountabilities and expected deliverable due dates
- Worked with Mike and Bernie to create and publish the updated PMI CVC "Cancellation, No-Show and Walk-In Policy"
- Completed Charter Renewal Finance section for submission to PMI Global
- Contacted Lambert Consulting and was able to get the remainder of the profit sharing monies due to the Chapter from 2009, \$1500
- Contacted Hunting Hawk to get the deposit refund of \$500 from 2009. They agreed to give us \$500 in gift certificates (GC) because of the time that has passed. We will get 10 GCs for \$50 each which will cover greens fees and cart rental. I will reach out to them to get these once we determine when we will use them since they will have an expiration date. It was suggested these be used as raffle prizes at our 15 Year Celebration in October.

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

Volunteers - Current volunteers/committees (if needed):

- Christine Herman - VP Marketing
- Samantha Bean - Corporate Outreach Chairman
- Delores Floyd - Sponsorship Chairman
- Alexa Beavers - Public Relations Chairman
- Michele Madore - Ambassador Chairman
- Stacy Seltzer - Public Relations
- September Reemtsen - Public Relations
- Tom White - Database
- Robert Berlin

Christine Herman, PMP
VP Marketing

VP MEMBERSHIP

- Held a monthly conference call with the Membership volunteers
- Held Govt LIG meeting on Mar 9
- Continued to refresh the job posting website and maintain contact with local recruiters



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.

- Extracted February membership data and sent message text to Communications for standard monthly (1) New Member email, (2) Non-Renewal email, and (3) Area Prospecting email. Communications extracted the data for these letters themselves which resulted in more New Member emails than we had for the month and complaint emails had to be managed.
- Updated the Membership Report for posting on the website
- Updated the March Dinner meeting slides
- Attended WE Dinner meeting
- Submitted volunteer requests for Member Corner volunteers (1 for each location) and a backup for the Job Posting coordinator
- Meeting scheduled April 8 with representative from EPDS to plan a PMI roadshow to their April 15 PMO meeting

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

- Jesse Wilkinson, Membership Corner SS
- Stephanie Wingate, Membership Corner WE
- Kathy Harper, Jobs Program Manager
- Government LIG:
 - Jane Newell
 - Nelly Romero
 - Robert Berlin
 - Susan McCleary
 - Prashant Dixit
 - Rebecca Reynolds

Barbara Nichols, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

- Attended the March BoD Monthly Meeting
- Held two Professional Development Committee meetings in March to further plan the 2011 Professional Development offerings and prepare for the launch of the offerings at the March 17th pre-dinner meeting.
- Met with the Workforce Development Coordinator of the Community College Workforce Alliance (CCWA) to further outline details for the Project Management seminars that they will be hosting and teaching. Contract finalization for those seminars is expected by April 15th.
- Met with the Account Manager of Strategic Staffing Solutions in Richmond to outline the Interview Preparation for Project Managers offering. Strategic Staffing Solutions has agreed to host, participate and provide interviewers for this offering.
- Met with the Program Director of Corporate Education at Virginia Commonwealth University to discuss the university hosting a professional development offering at the new School of Business and partnering with us for our Fall 2011 Mentorship Program offering.
- Launched the 2011 Professional Development Offerings at the Chapter's March 17th Pre-Dinner Meeting. The launch of the new offerings was accompanied by a 2011 Professional Development Offerings PowerPoint presentation deck.
- Published the 2011 Professional Development Offerings Summary brochure. The brochure contained an overview of the new offering experience levels, experience level descriptions, seminar topics for each level and estimates of offering price ranges.



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.

- Presented the 2011 Professional Development Offerings Summary brochure to the March PMP Prep Class and invited the attendees to the Professional Development Committee New Member Orientation Meeting. Followed-up with the March PMP Prep Class by email to again invite them to the Committee's New Member Orientation meeting.
- Conducted a Professional Development Committee New Member Orientation Meeting. Three new members have been added to the Committee thus far. The Professional Development Committee now stands at eight volunteers.

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

- Linda Oliver, VP, Professional Development
- Elliott Friedman
- Christine Kerkeslager
- Carol Norris
- Eileen O'Malley
- Robert Lapsley

Linda Oliver, PMP
VP, Professional Development

VP PROGRAMS

- Attended March BoD and Monthly Dinner meeting
- 89 attendees at the March dinner meeting, 101 pre-registered
- New meeting format seemed to work well for the 2nd mtg of the year....assume all will remain on schedule from this point going forward.
- Programs Committee has all dinner mtg speakers confirmed except for November, which there is a potential speaker lined up.
- A few dinner mtgs still have the 30-min pre-meeting spots open, so if you have an idea or want to present at one, pls contact me and I will put you in touch with the Programs volunteer who coordinates those mtgs.
- Dinner meeting Cancellation and No-Show policy has been reworded on web-site and will be included in all registration confirmation e-mails going forward.

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

- Sue O'Hara
- Regina Rice
- Niki Mason
- Marie Crites
- Cathie Brown
- Clark Griffin
- Suresh Raju
- Nancy Moore
- Pamela Chan
- Jonathan Brandon
- Don Gray
- Janet Beach

Mike Vozar, PMP



CVC Mission: To serve the professional interests of chapter members by enhancing expertise through project management education and training, supporting Project Management Professional (PMP) certification, and promoting association with other project management professionals.

VP, Programs

VP VOLUNTEERISM

- Attended March BoD meeting and dinner meeting
- Distributed latest list of volunteer openings at dinner meeting and also to web

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

- Jammy Li
- Hamza Mohammed

Sally Deering, PMP
VP, Volunteerism

PAST PRESIDENT

- Attended the March BOD Meeting
- Attended the March Chapter Dinner Meeting
- Submitted the Moton Museum Project to PMI as a candidate for the Community Advancement Through Project Management Award
- Started work on the BOD elections process for 2011

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

Moton Museum Committee

- John Festa
- Bill Fraker
- Robert Berlin

Paul Gilbo, PMP
Past-President

PRESIDENT-ELECT & LIG PMO

- Attended March PMO LIG Meeting
- Visited 3rd session of the PMP prep workshop

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

PMO LIG

Dan Ramsey	Jonathan Topp
Dan Galloway	Susan Fitzgerald
Warren Seay	Bernie Hill
Mark Holmes	Sharon Robbins
Andy Shulick	

15 Year Anniversary Committee

No meeting in March	
Christine Herman	Michelle Monday
Renee Moore	Mike Vozar
Tom White	Sue O'Hara



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.

Kelly Evans, PMP
President Elect

PRESIDENT

- Presided over March Dinner Meeting
- Presided over March BOD meeting. Prepared the materials for the meeting
- Completed work on the Charter renewal and SAS submission - Received notice of approval
- Attended PMI WDC meeting for discussion of Officer Responsibility related to conflict of interest, non-disclosure, and social media.
- Volunteered all three days of the PMP prep workshop
- Attended R5 Presidents Conference Call
- Met with Chairman of the Board for S3

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

- None

John Lombardi
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, May 4, 2011, 6:00 p.m.
VACO, LLC

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

ATTENDEES & QUORUM STATUS

President	John Lombardi	A	VP Marketing		
Past-President	Paul Gilbo, PMP	A	VP Membership	Barbara Nichols, PMP	
President Elect	Kelly Evans, PMP	A	VP Prof. Development	Linda Oliver, PMP	A
VP Certification	Susan Thomas, PMP	P	VP Programs	Mike Vozar, PMP	A
VP Communication	Bernie Farkas, PMP	A	VP Volunteerism	Sally Deering, PMP	A
VP Finance	Joyce Glady, PMP				
Also Present:	Kathy Harper				
Quorum Present			A = Attended, P= On-Phone		

AGENDA

Open Meeting: 6:00pm	1. Review & Approve Meeting Agenda 2. Review & Approve Prior BoD Meeting Minutes	John Lombardi John Lombardi
Old Business: 6:05pm	1. Strategic Planning 2. BOD Election Status and call for candidates	Kelly Evans, PMP Paul Gilbo, PMP Bernier Farkas, PMP
New Business: 7:15pm	3. Marketing database and survey results 4. inkedIn Proposal 5. Charlottesville Outreach 6. PMI Marketing Incentive at Global Congress 7. PDU Feedback	September Reemtsen Membership Representative Paul Gilbo, PMP Barbara Nichols, PMP John Lombardi
Review Committee Reports: 7:15pm	1. Certification 2. Communications 3. Finance 4. Marketing 5. Membership 6. Professional Development 7. Programs 8. Volunteerism	Susan Thomas, PMP Bernie Farkas, PMP Joyce Glady, PMP Christine Herman, PMP Barbara Nichols, PMP Linda Oliver, PMP Mike Vozar, PMP Sally Deering, PMP

AGENDA		
	9. Past-President 10. President-Elect 11. President	Paul Gilbo, PMP Kelly Evans, PMP Paul Gilbo, PMP
Review Action Items: 7:45 pm		Bernie Farkas, PMP
Adjourn Meeting: 7:55pm		John Lombardi

ACTION ITEMS		
Action Item	Responsible	Due Date
1. Develop procedures on debit card usage	Joyce	6/15
2. Check other chapters' approach to posting budget and Plan for reporting the chapter budget and providing communication on questions.	Joyce	7/6
3. Create Communications Plan	Bernie	7/6
4. Place LIG Liaison on the agenda	John	6/1
5. Review Epiware and remove obsolete documents	All	6/1
6. Ask PMI how the new PDU approach should be tracked and how we value activities	John	6/1
7. Add agenda item to discuss non-board member access to CiviCRM for member data	John	6/1
8. Send an email of the options on how to use the Hunting Hawk coupons	Joyce	7/6
9. Create a FAQ page on the website	Bernie	6/1
10. Investigate the use of the PMI Job Board for the Chapter	Bernie Kathy Harper	7/6
11. Create LinkedIn Group Rules	Paul	6/1
12. Update the By-laws for not having a candidate for an open board position	Kelly John	6/1
13. Speak with Amanda and Ann about Charlottesville	Paul	6/1
14. Review Partner Agreements	John	6/1
15. Who owns the LinkedIn Group?	Paul	6/1

QUESTIONS / ISSUES

Question / Issue	Approach / Resolution

DECISIONS

- Agenda - move to accept by Paul, seconded by Kelly, approved
- Meeting Minutes - move to accept by Sally, seconded by Paul, approved

GENERAL TOPICS OF DISCUSSION

- ◆ **Strategic Planning - Kelly Evans, PMP**
 - Meeting is scheduled for 6/25
- ◆ **BOD Election Status and call for candidates - Paul Gilbo, PMP, Bernie Farkas, PMP**
 - Preparations underway
- ◆ **Marketing database and survey results - September Reemtsen**
 - Deferred to next month
- ◆ **LinkedIn Proposal - Kathy Harper**
 - Presented proposal to post job openings to LinkedIn group
 - Presented recommendations for LinkedIn Group Rules for job group
- ◆ **Charlottesville Outreach - Paul Gilbo, PMP**
 - The Charlottesville group has approached the Chapter - they are not getting support from the Washington, D. C. Chapter. They were told that we can facilitate contact with PMI
- ◆ **PMI Marketing Incentive at Global Congress - Barbara Nichols, PMP**
 - Deferred to next month
- ◆ **PDU Feedback - John Lombardi**
 - Received response to the Chapter's questions about changes to PDU guidelines; seeking some clarifications
- ◆ **Communication - Bernie Farkas, PMP**
 - Request everyone review their committee's documents in Epiware; remove any document that no longer is of any value
- ◆ **President Elect - Kelly Evans, PMP**
 - The Anniversary Celebration will be on October 13
 - Propose adding a monthly board phone call

ACTIVE SUBCOMMITTEES

Subcommittee	Overview
PMO LIG committee	Working to establish governance model with the Board
GOV LIG	Need to work with PMO LIG to establish governance model
15 Year Anniversary	<ul style="list-style-type: none"> • Working on planning October's Anniversary Dinner meeting • Working on establishing a budget
BOD 2011 Elections	<ul style="list-style-type: none"> • Streamlining election process to use PMI resources • Executing the BOD Elections for 2011



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 4, 2011 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

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

- Rick Kaewer
- Linda Bell-Sinclair
- Ray Wagner
- Michelle Monday
- Paul Procopio

Registration for the May workshop is now at 22, which includes 18 for the full workshop, 1 for 2 sessions, and 3 for 1 session. So with the 49 from March, that's a total of 67 in the spring workshops plus the addition of 4 PMPs participating in the PDU option. Additional emails will go out to welcome PMPs to earn PDUs and we'll offer a special for the last Saturday of \$149 for 8 PDUs.

The work of the Materials Team, led by Paul Procopio, is progressing. Paul is developing a project plan and has recruited half of the leads needed for the modules. He's gathering information from current presenters about optimum length of time required for their modules. We'll also provide comments from participants over the past 3 workshops – focusing on the content suggestions and will omit delivery information.

Due to changes in the PMP exam at the end of the summer, vendors including ESI and RMC are providing good discounts on materials – which helps out margin.

We are considering running auditions in the late August timeframe based on some requests to become presenters. We will be instituting a mentoring program for new presenters based on lessons learned from our most recent batch of new presenters.

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

- ♦ Held a conference call with committee members
- ♦ Board of Directors Election
 - ♦ Posted announcement on home page
 - ♦ Set-up Nomination Form
 - ♦ Set-up election process
 - ♦ Began testing election process
- ♦ Certification
 - ♦ Set-up May Workshops
 - ♦ Sent out weekly e-mail reminders to register
- ♦ Professional Development
 - ♦ Set-up May and June webinars



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.

- ◆ Other Activities
 - ◆ Set-up monthly dinner e-mail reminders
 - ◆ Set-up PMO LIG meeting and e-mail reminder
 - ◆ Set up GOV LIG meeting and e-mail reminder
 - ◆ Created updated Instructions to report PDUs for Chapter events; added link on sidebar that will appear on all pages
 - ◆ Provided access to members of Program Committee to obtain dinner registration list
 - ◆ Created and distributed monthly newsletter

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

- Lieh-Cheng Li
- Chip Free
- Jimmy Ray
- Jim Robbins
- Stacy Seltzer

Bernie Farkas, PMP
VP, Communications

VP FINANCE

- Attended Monthly BoD Meeting
- Processed expense reports as submitted
- Processed vendor invoices as received
- Reconciled bank accounts (checking and money mkt)
- Reconciled Credit Card deposits

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

Volunteers - Current volunteers/committees (if needed):

- Christine Herman - VP Marketing
- Samantha Bean - Corporate Outreach Chairman
- Delores Floyd - Sponsorship Chairman
- Alexa Beavers - Public Relations Chairman
- Michele Madore - Ambassador Chairman
- Stacy Seltzer - Public Relations
- September Reemtsen - Public Relations
- Tom White - Database
- Robert Berlin



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, PMP
VP Marketing

VP MEMBERSHIP

- Held a monthly conference call with the Membership volunteers
- Presented an updated PMI roadshow to the PMO at Estes (EDPS) on April 15 PMO
- Held Govt LIG meeting on Apr 7
- Continued to refresh the job posting website and maintain contact with local recruiters. Still in need of a backup coordinator.
- Extracted March membership data and sent message text to Communications for standard monthly (1) New Member email, (2) Non-Renewal email, and (3) Area Prospecting email. Updated the Membership Report for posting on the website
- Updated the April Dinner meeting slides
- Attended SS Dinner meeting
- Recruited 2 volunteers to man the SS Dinner meeting Member Corner. One is interested in volunteering regularly. Still need 1 for WE meeting.

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

- Jesse Wilkinson, Membership Corner SS
- Stephanie Wingate, Membership Corner WE
- Kerrie Arkwell, Membership Corner SS
- Tonya Lavelle-Gracik, Membership Corner SS
- Kathy Harper, Jobs Program Manager
- Lynn Blankenship, Surveys
- Government LIG:
 - Jane Newell
 - Nelly Romero
 - Robert Berlin
 - Susan McCleary
 - Prashant Dixit
 - Rebecca Reynolds

Barbara Nichols, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

- Attended the April Board of Directors meeting. During that meeting I presented recommendations changes to the following six web pages on our PMICVC.org website:
 - Professional Development Info Page
 - Professional Development Upcoming Seminars
 - Professional Development Previous Seminars
 - Professional Development Maintain Certification
 - Current Registrations
 - Professional Development drop down options on the Home Page Menu Bar
- Attended the April PMICVC Dinner Meeting



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- Met with Director of Catering at the Sheraton Park South Hotel several times and finalized an agreement for meeting space for 4 of the 2011 Professional Development Seminars
- Met with the Group Sales Manager of the Hilton Gardens Inn Hotel in Innsbrook about meeting space for the 2011 Professional Development Seminars. Received and reviewed a proposal from the Hilton but did not select that proposal. The Committee received a better rate from the Sheraton Park South Hotel
- Finalized an agreement with Exigent for the following professional development seminars:
 - Effective Negotiation
 - Creative Problem Solving
 - Earned Value Management
 - 2 Day Project Management Simulation
- Received commitments from four new volunteers for the Professional Development Committee. The Committee now has 10 volunteers.
 - Held a one-on-one meeting with a potential volunteer for the Professional Development Committee and received a commitment for the Volunteer PM Fall Mentorship Program
 - Held a one-on-one meeting with a potential volunteer for the Professional Development Committee and received a commitment for the Fall Mentorship Program team member
 - Held a one-on-one meeting with a potential volunteer for the Professional Development Committee and received a commitment for the Level 1 Offering team member
 - Held a one-on-one meeting with a potential volunteer for the Professional Development Committee and received a commitment for the Level 2 Offering team member
- Held a conference call with the Program Director of the Center for Corporate Education at the VCU School of Business about hosting the Fall Mentorship Kickoff Session. We have a tentative agreement with VCU for them to host that Kickoff meeting in Late September.
- Held a one-on-one with the Level 2 Project Manager to review and update the preliminary Professional Development budget breakdowns by level.
- Created data sheets for the following 6 professional development offerings and requested this information be loaded to our website by April 17th:
 - Communication with Competence and Confidence
 - Creative Problem Solving
 - Dynamic Leadership Skills for Better Project Results
 - Earn Buy-in and Win Support
 - Effective Negotiation
 - Managing Virtual Team
- Created a Professional Development Committee Volunteer Attendance Spreadsheet to track volunteer hours of the Professional Development Committee members. This spreadsheet will be shared with the PMICVC Board of Directors at the May Board meeting.

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

- Linda Oliver, VP, Professional Development



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- Carol Norris, Project Manager Level 2
- Rick Shuman, Level 1 Team Member
- Patricia Warren, Project Manager Fall Mentorship Program
- Anthony Locus, Level 2 Team Member
- Doug Couvillion, Fall Mentorship Program Team Member

Linda Oliver, PMP
VP, Professional Development

VP PROGRAMS

- Attended April BoD and Monthly Dinner meeting
- 75 attendees at the April dinner meeting, 71 pre-registered
- New meeting format seemed to work well for the 3rd mtg of the year....assume all will remain on schedule from this point going forward.
- Programs Committee has all dinner mtg speakers confirmed through 2011.
- A few dinner mtgs still have the 30-min pre-meeting spots open, so if you have an idea or want to present at one, pls contact me and I will put you in touch with the Programs volunteer who coordinates those mtgs.
- Dinner meeting Cancellation and No-Show policy has been reworded on web-site and will be included in all registration confirmation e-mails going forward.

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

- Sue O'Hara
- Regina Rice
- Niki Mason
- Marie Crites
- Cathie Brown
- Clark Griffin
- Suresh Raju
- Nancy Moore
- Pamela Chan
- Jonathan Brandon
- Don Gray
- Janet Beach

Mike Vozar, PMP
VP, Programs

VP VOLUNTEERISM

- Attended April dinner meeting, distributed latest list of volunteer openings
- Spoke with potential candidate for VP, Volunteerism 2012
- Obtained volunteer for nominations oversight
- Solicited new volunteer for Certification
- Held monthly volunteerism committee meeting
 - connected committee member to newsletter editor to start getting vol. openings into bi-monthly newsletter
-



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):

- Jammy Li
- Hamza Mohammed
- Mark Madison

Sally Deering, PMP
VP, Volunteerism

PAST PRESIDENT

- Attended the April Board Meeting
- Organized, scheduled, and began executing the BOD 2011 election cycle plan with the PMI CVC Web team. Met with Neil Halpert who volunteered to be an independent observer for the elections and will certify the process and results. Neil will reach out to the web team in May.
- Responded to a few questions from PMI regarding our recent submission for the Community Improvement through Project Management award.
- Attended the April PMI chapter meeting and presented the 30-Minute PM on the upcoming elections and a description of the board roles.

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

BOD 2011 elections committee

- Paul Gilbo
- Neil Halpert

Moton Museum Committee

- John Festa
- Bill Fraker
- Robert Berlin

Paul Gilbo, PMP
Past-President

PRESIDENT-ELECT & LIG PMO

- Attended April board Meeting
- Attended April dinner meeting
- Updated chapter by-laws
- Attended April PMO-LIG
- Conducted April 15 yr anniversary committee meeting

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

PMO LIG

Dan Ramsey	Susan Fitzgerald
Warren Seay	Bernie Hill
Mark Holmes	Sharon Robbins
Andy Shulick	

PMO GOV

Jane Newell	Nelly Romero
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Pam Kida
Robert Berlin
Elsie Dawson
Bernie Hill
Samuel Henderson

Susan McCreary
Greg Darrisaw
Prashant Dixit
Rebecca Reynolds

15 Year Anniversary Committee

Michelle Monday	Danita Hughes
Renee Moore	Mike Vozar
Tom White	Sue O'Hara
Niki Mason	

Kelly Evans, PMP
President Elect

PRESIDENT

- Presided over April Dinner Meeting
- Presided over April BOD meeting. Prepared the materials for the meeting
- Worked on the COY submission package
- Met with Carl Bentley from S3 so that he could present a \$500 check to the chapter
- Coordinated with Harvey Summers to provide support to Capital One's Project Management Training Day on May 3rd.

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

- None

John Lombardi
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 professionals.



MEETING MINUTES

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, June 1, 2011, 6:00 p.m.
VACO, LLC

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

ATTENDEES & QUORUM STATUS

President	John Lombardi	A	VP Marketing		
Past-President	Paul Gilbo, PMP	A	VP Membership	Barbara Nichols, PMP	P
President Elect	Kelly Evans, PMP	P	VP Prof. Development	Linda Oliver, PMP	A
VP Certification	Susan Thomas, PMP	A	VP Programs	Mike Vozar, PMP	A
VP Communication	Bernie Farkas, PMP	A	VP Volunteerism	Sally Deering, PMP	P
VP Finance	Joyce Glady, PMP	A			
Also Present:					
Quorum Present			A = Attended, P= On-Phone		

AGENDA

Open Meeting:	1. Review & Approve Meeting Agenda	John Lombardi
6:00pm	2. Review & Approve Prior BoD Meeting Minutes	John Lombardi
Old Business:	1. Board Election Update	Paul Gilbo, PMP
6:05pm	2. Charlottesville update	Paul Gilbo, PMP
New Business:	1. Chapter Bylaws	Kelly Evans, PMP
7:15pm	2. Certification materials revision and proposed format of fall workshop	Susan Thomas, PMP
	3. LIG Liaison discussion	Kelly Evans, PMP and John Lombardi
	4. Non-board member access to CiviCRM for member data	Susan Thomas, PMP
Review Committee Reports:	1. Certification	Susan Thomas, PMP
7:15pm	2. Communications	Bernie Farkas, PMP
	3. Finance	Joyce Glady, PMP
	4. Marketing	Christine Herman, PMP
	5. Membership	Barbara Nichols, PMP
	6. Professional Development	Linda Oliver, PMP
	7. Programs	Mike Vozar, PMP
	8. Volunteerism	Sally Deering, PMP
	9. Past-President	Paul Gilbo, PMP

AGENDA		
	10. President-Elect	Kelly Evans, PMP
	11. President	John Lombardi
Review Action Items: 7:45 pm		Bernie Farkas, PMP
Adjourn Meeting: 7:55pm		John Lombardi

ACTION ITEMS		
Action Item	Responsible	Due Date
1. Develop procedures on debit card usage	Joyce	7/15
2. Check other chapters' approach to posting budget and Plan for reporting the chapter budget and providing communication on questions.	Joyce	7/6
3. Create Communications Plan	Bernie	7/6
4. Review Epiware and remove obsolete documents	All	7/6
5. Ask PMI how the new PDU approach should be tracked and how we value activities	John	7/6
6. Send an email of the options on how to use the Hunting Hawk coupons	Joyce	8/6
7. Create a FAQ page on the website	Bernie	7/6
8. Investigate the use of the PMI Job Board for the Chapter	Bernie Kathy Harper	7/6
9. Update the By-laws for not having a candidate for an open board position	Kelly John	7/6
10. Review Partner Agreements	John	7/6
11. Talk to Region 5 about swapping Charlottesville and Fredericksburg	John	7/6
12. Check with PMI what other chapter's do when there is not a candidate for an office.	John	7/6
13. Execute an Agreement with Ray that the Chapter may use his material for the Certification Workshop	Susan	7/6
14. Create Policy and NDA for access to CiviCrm information	Bernie	7/6
15. Add Anniversary Dinner budget to next month's agenda	John	7/6
16. Place Volunteer Tracking System on next Month's agenda	John	7/6

ACTION ITEMS		
Action Item	Responsible	Due Date
17. Discuss travel expenses for PMI Executive for anniversary dinner	John	7/6
18. Send e-mail to board to review budget	Joyce	7/6

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
<ul style="list-style-type: none"> • Agenda - move to accept by Paul, seconded by Susan, approved • Meeting Minutes - move to accept by Susan, seconded by Linda, approved • Restructure the Certification Workshop to 4 Saturdays, arranged by Process Area, run pilot in the Fall at a reduced cost • With the use of a Non-Disclosure Agreement, a Vice President can provide access to a non-board member to CiviCRM information - moved by Paul, seconded by Linda, approved

GENERAL TOPICS OF DISCUSSION
<ul style="list-style-type: none"> ◆ Board Election Update - Paul Gilbo, PMP <ul style="list-style-type: none"> ▪ Survey engine has been modified for an election. Pictures need to be smaller ▪ Good line-up of candidates: 2 candidates for certification, volunteerism, programs; 1 candidate for marketing; none for president elect ▪ Announcement of candidates - slide at the June Dinner Meeting, e-mail blast to the membership with the voting link. ▪ Voting ends July 12 ◆ Charlottesville - Paul Gilbo, PMP <ul style="list-style-type: none"> ▪ Contacted Anne regarding the Charlottesville group; told that DC is working on creating programs ▪ Contacted Charlottesville group; they are in discussions. ▪ Offer to swap Fredericksburg for Charlottesville ◆ Chapter By-laws - Kelly Evans, PMP <ul style="list-style-type: none"> ▪ Article VII - do we want to keep the idea of a committee charter; should we adapt our policies and procedures as a charter; and who is responsible for creating the charter? ▪ Article III.c. - should be modified to state that a member of the board can approve a contract. ▪ What do we do if a position does not have any candidates? The By-laws do not address this situation. ▪ Once draft is complete, board reviews, forward to PMI for review, then post for chapter to view and hold a vote on the bylaws (vote is managed by PMI) ◆ Certification materials revision and proposed format of fall workshop - Susan Thomas, PMP <ul style="list-style-type: none"> ▪ Proposing that the Certification Workshop be organized by process area instead of knowledge area. ▪ Workshop would be ordered in a logical project order. ▪ Create activities during the sessions ▪ Pilot new program in the Fall with a lower cost; expanding to four Saturdays ▪ Exploring options to expand to 35 PDUs; perhaps holding an optional three-hour session with an activity

GENERAL TOPICS OF DISCUSSION

- ◆ **LIG Liaison discussion - *Kelly Evans, PMP, John Lombardi***
 - Leave President-Elect as the liaison to both LIGs
- ◆ **Non-board member access to CiviCRM for member data**
 - Need access for current instructor data, validate chapter member, etc.
 - Volunteer and Professional Development also uses this information
- ◆ **Certification - *Susan Thomas, PMP***
 - Grossed over \$40K so far this year; net \$30K
- ◆ **Finance - *Joyce Glady, PMP***
 - Need money to transfer to Kelly for Anniversary Dinner
- ◆ **Marketing -**
 - John met with two committee members; trying to get the committee to re-focus
- ◆ **Membership - *Barbara Nichols, PMP***
 - Request an updated or generic slide for Certification, Professional Development, and Volunteer committees on the membership board
- ◆ **Professional Development - *Linda Oliver, PMP***
 - Interview Prep seminar last month was very successful; next offering will not be free
 - Need to create a list of PMO contacts
- ◆ **Programs - *Mike Vozar, PMP***
 - The Marriott is booked for July; looking into using The Place
- ◆ **President Elect - *Kelly Evans, PMP***
 - Anniversary Dinner has been moved to the South-side; Marriott not available until 5pm.
 - Working on budget estimate

ACTIVE SUBCOMMITTEES

Subcommittee	Overview
PMO LIG committee	Working to establish governance model with the Board
GOV LIG	Need to work with PMO LIG to establish governance model
15 Year Anniversary	<ul style="list-style-type: none"> • Working on planning October's Anniversary Dinner meeting • Working on establishing a budget
BOD 2011 Elections	<ul style="list-style-type: none"> • Streamlining election process to use PMI resources • Executing the BOD Elections for 2011



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 1, 2011 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

Volunteers for May Workshop

- Ramesh
- Dani Tiller
- Susan Fitzgerald
- Tom White
- Sudha Mudgale
- Rick Kaewer
- Ray Wagner
- Michelle Monday

Presenters/Back Up Presenters for May Workshop

- Rick Turnamian
- Linda Bell-Sinclair
- Jimmy Ray
- Richard Martin
- Julie Gravitt
- Steven Jones
- Paul Procopio
- Terence Fowler
- Shawn Dunham
- Bruce Slough
- Robert Berlin
- Rick Pellegrino
- Bob Ramos
- Amanda Ingle
- Tom White
- Milam Walters
- Wes Robertson
- Robert Young
- Walter Stone
- Patrice Brooks

Materials Committee

- Paul Procopio, Team Lead
- Ray Wagner
- Cliff Vaught
- Susan Fitzgerald

Materials Committee Report

The Materials Committee is developing a prototype set of materials for the first process, initiating. The plan is to use instructional design principles, focusing on the competencies from PMI (which are organized by process area rather than knowledge area) and develop learning objectives for each process based on these competencies. Content will include key topics likely to be on the exam, as well as the key content for the process area organized by how a project manager performs her/his activities during that process - including the appropriate components of professional responsibility and ethics applicable to that process. Activities will be included with each process area as well as practice questions.

The Materials Committee continues to recruit writers and reviewers - and we also have a call out for instructional designers/developers.



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Workshop Report

The May workshop included 22 participants enrolled in all three sessions and 6 enrolling in one session. The final Saturday special of \$149 drew 2 PMPs earning PDUs. Two participants were new to PMI and the chapter and joined as part of their workshop fee. Outreach to the Charlottesville group yielded one participant.

Evaluations from the March workshop showed a high level of satisfaction with the facilities. The suggestion was made that on the registration confirmation the name of the hotel be included in addition to the address. There were several comments about some of the sessions seeming to be a bit rushed and a desire for activities and practice on some of the topics.

A special thanks to Bernie for 'just one more' notice about the workshops - it worked!

Total income over the two workshops was \$45,854.00, projected expenses of \$15,838.57, and a projected net income to date of \$30,015.43.

Information Gathering from Region 5

A short survey was sent to Region 5 board members involved in delivering certification workshops. Responses are slow coming in - those who have responded contract with an outside group to provide materials and instructors for their workshops. Much follow up will be required to get a sense of how PMP Exam Prep training is being provided to chapter members throughout Region 5.

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

- Held a conference call with committee members
- Continued preparations for Board of Directors Election
- Set-up Professional Development Seminars
- Posted monthly dinner cancellation policy
- Set-up PMO LIG meeting and e-mail reminder
- Set up GOV LIG meeting and e-mail reminder

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

- Jim Robbins
- Chip Free
- Jammy Li

Bernie Farkas, PMP
VP, Communications



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VP FINANCE

- Processed expense reports submitted
- Processed vendor invoices as received
- Reconciled bank accounts
- Reconciled Credit Card deposits
- Completed work on 2010 taxes, submitted an extension request (were due May 15th), Accountant is working on these now
- Hunting Hawk to give us \$500 in gift certificates (GC). **Need to know when we want these.**

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

- None

Joyce M. Gladly, PMP
VP, Finance

VP MARKETING

Volunteers - Current volunteers/committees (if needed):

-

Christine Herman, PMP
VP Marketing

VP MEMBERSHIP

- Held a monthly conference call with the Membership volunteers
- Continued to refresh the job posting website and maintain contact with local recruiters. **Still in need of a backup coordinator.**
- Extracted April membership data and sent message text to Communications for standard monthly (1) New Member email, (2) Non-Renewal email, and (3) Area Prospecting email. Updated the Membership Report for posting on the website
- Updated the May Dinner meeting slides
- Recruited a volunteer to man the WE Dinner meeting Member Corner
- Provided volunteers to man the Capital One Booth on May 3.

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

- Kerrie Arkwell, Membership Corner WE
- Kathy Harper, Jobs Program Manager, Capital One Booth
- Jesse Wilkinson, Capital One Booth
- Lynn Blankenship, New Mbr Orientation

Barbara Nichols, PMP
VP, Membership

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

-
- Government LIG:



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Barbara Nichols, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

- Attended the May Board Meeting
- Shared the Professional Development Committee Volunteer Attendance Spreadsheet with the PMICVC Board of Directors. The Board does not want to use a spreadsheet to track volunteer hours
- Held the level 2 Interview Preparation for Project Managers Sessions in partnership with Strategic Staffing Solutions
- Registered the Interview Preparation for Project Managers Sessions in the PMI CCRS in order for the session participants to register their PDUs
- Created the Interview Preparation for Project Managers Sessions post event survey to gather feedback from the session attendees on this new Professional Development offering
- Held the level 1 Communicate with Competence and Confidence webinar
- Held the level 2 Dynamic Leadership Skills for Better Project Results webinar
- Held a one on one with the potential Fall Mentorship Project Manager to outline the scope and objectives for our first Mentorship offering
- Requested an email blast for the upcoming June Scrum Master Certification seminar

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

- Linda Oliver
- Patricia Warren
- Carol Norris

Linda Oliver, PMP
VP, Professional Development

VP PROGRAMS

- Attended May BoD and Monthly Dinner meeting
- 95 attendees at the May dinner meeting, 105 pre-registered (largest attendance this year so far)
- Programs Committee has all dinner mtg speakers confirmed through 2011
- Reducing registration to paying on-line only (not allowing pre-registering and not paying until at the door) is working, whereby there is less money exchange at the registration table, as well as fewer to no paying for plates that no one shows up for
- A few dinner mtgs still have the 30-min pre-meeting spots open, so if you have an idea or want to present at one, pls contact me and I will put you in touch with the Programs volunteer who coordinates those mtgs.
- Dinner meeting Cancellation and No-Show policy has been reworded on web-site and will be included in all registration confirmation e-mails going forward.

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

- Sue O'Hara



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.

- . Regina Rice
- . Niki Mason
- . Marie Crites
- . Cathie Brown
- . Clark Griffin
- . Suresh Raju
- . Nancy Moore
- . Pamela Chan
- . Jonathan Brandon
- . Don Gray
- . Janet Beach

Mike Vozar, PMP
VP, Programs

VP VOLUNTEERISM

- . Committee meeting early May - 3 attendees total - discussed next steps for database which is work to get meaningful reporting

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

- . Jammy Li (attended committee meeting and working on database)
- . September Reemtsen (attended committee meeting)
- . Mark Madison (working on getting volunteer openings into newsletter)

Need to add the following to Volunteer tracking:

March: Delores Floyd, Rick Kaerwer volunteered on behalf of PMI-CVC for PBS fundraising campaign

April: Ed Hellerman volunteered for PBS fundraising campaign - gives exposure to PMI-CVC

May: John Lombardi, Rick Mandarino, Kathy Harper, Harvey Summers volunteered at Capital One Project Management Forum informing attendees about PMI-CVC

Sally Deering, PMP
VP, Volunteerism

PAST PRESIDENT

- . Attended the PMI Chapter meeting in May.
- . Attended the Board Meeting in May
- . Met twice with the team assisting with the BOD elections.
- . Validated BOD nominations and email acknowledgements to the candidates
- . Tested the voting site

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

BOD 2011 elections committee

- . Neil Halpert

Moton Museum Committee

.



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Paul Gilbo, PMP
Past-President

PRESIDENT-ELECT & LIG PMO

- Attended May board Meeting
- Attended May dinner meeting
- Met with John for final updates to chapter by-laws
- Approved PDU Registered classes on PMI
- Conducted April 15 yr anniversary committee meeting

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

PMO LIG

Dan Ramsey	Susan Fitzgerald
Jonathan Topp	Bernie Hill
Mark Holmes	Sharon Robbins
Andy Shulick	Dan Galloway

PMO GOV

Jane Newell	Nelly Romero
Pam Kida	Susan McCreary
Robert Berlin	Greg Darrisaw
Elsie Dawson	Prashant Dixit
Bernie Hill	Rebecca Reynolds
Samuel Henderson	

15 Year Anniversary Committee

Michelle Monday	Danita Hughes
Renee Moore	Mike Vozar
Tom White	Sue O'Hara
Niki Mason	

Kelly Evans, PMP
President Elect

PRESIDENT

- Presided over May Dinner Meeting
- Presided over May BOD meeting. Prepared the materials for the meeting
- Worked on the three workshop sessions
- Met with several members of the Marketing committee to better understand their direction
- Met with Kelly to review chapter bylaws.

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

- None

John Lombardi
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 professionals.



MEETING MINUTES

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, July 6, 2011, 6:00 p.m.
VACO, LLC

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

ATTENDEES & QUORUM STATUS

President	John Lombardi	A		VP Marketing		
Past-President	Paul Gilbo, PMP	A		VP Membership	Barbara Nichols, PMP	A
President Elect	Kelly Evans, PMP	A		VP Prof. Development	Linda Oliver, PMP	A
VP Certification	Susan Thomas, PMP	P		VP Programs	Mike Vozar, PMP	A
VP Communication	Bernie Farkas, PMP	A		VP Volunteerism	Sally Deering, PMP	
VP Finance	Joyce Gladly, PMP	A				
Also Present:						
Quorum Present			A = Attended, P= On-Phone			

AGENDA

Open Meeting: 6:00pm	1. Review & Approve Meeting Agenda	John Lombardi
	2. Review & Approve Prior BoD Meeting Minutes	John Lombardi
Old Business: 6:05pm	1. Quarterly Budget Review	Joyce M. Gladly, PMP
	2. Chapter Bylaws	Kelly/John
	3. 15 Year Anniversary committee Budget	Kelly Evans, PMP
	4. Volunteer Tracking System	Sally Deering, PMP
	5. Election Update	Paul Gilbo, PMP
New Business: 7:15pm	1. Strategic Planning Item Timeframes	John Lombardi
	2. R5 Presidents call	John Lombardi
	3. Line of Credit	Joyce Gladly, PMP
Review Committee Reports: 7:15pm	1. Certification	Susan Thomas, PMP
	2. Communications	Bernie Farkas, PMP
	3. Finance	Joyce Gladly, PMP
	4. Marketing	
	5. Membership	Barbara Nichols, PMP
	6. Professional Development	Linda Oliver, PMP
	7. Programs	Mike Vozar, PMP
	8. Volunteerism	Sally Deering, PMP
	9. Past-President	Paul Gilbo, PMP

AGENDA		
	10. President-Elect	Kelly Evans, PMP
	11. President	John Lombardi
Review Action Items: 7:45 pm		Bernie Farkas, PMP
Adjourn Meeting: 7:55pm		John Lombardi

ACTION ITEMS		
Action Item	Responsible	Due Date
1. Develop procedures on debit card usage	Joyce	7/15
2. Check other chapters' approach to posting budget and Plan for reporting the chapter budget and providing communication on questions.	Joyce	8/3
3. Review Epiware and remove obsolete documents	All	On-going
4. Get the Hunting Hawk coupons	Joyce	8/3
5. Create a FAQ page on the website	Bernie	8/3
6. Investigate the use of the PMI Job Board for the Chapter	Kathy Harper	8/3
7. Update the By-laws for not having a candidate for an open board position	Kelly John	8/3
8. Review Partner Agreements	John	8/3
9. Talk to Region 5 about swapping Charlottesville and Fredericksburg	John	8/3
10. Check with PMI what other chapter's do when there is not a candidate for an office.	John	8/3
11. Execute an Agreement with Ray that the Chapter may use his material for the Certification Workshop	Susan	8/3
12. Create Policy and NDA for access to CiviCrm information	Bernie	8/3
13. Discuss travel expenses for PMI Executive for anniversary dinner	John	8/3
14. Contact Anne Jenneman about increasing Membership fee by \$5	Barbara/John	8/3
15. What is the limit of the amount in reserve funds	Joyce	8/3
16. Get Jack's company logo and URL to post as in-kind advertising	Kelly	8/3
17. Investigate line of credit offers	Joyce	8/3

ACTION ITEMS		
Action Item	Responsible	Due Date
18. Investigate governance and policies for use of a line of credit	John	8/3

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
<ul style="list-style-type: none"> • Agenda - move to accept by Paul, seconded by Barbara, approved • Meeting Minutes - move to accept by Kelly, seconded by Barbara, approved • Use the Reserve Fund as needed to cover the 15th Anniversary Dinner budget up to \$12,500 for an assumed attendance of 250 people - Moved by Joyce, seconded by Linda - approved

GENERAL TOPICS OF DISCUSSION
<ul style="list-style-type: none"> ◆ Quarterly Budget Review - by Joyce M. Glady, PMP <ul style="list-style-type: none"> ▪ December 2010 Scrummaster session Invoice (\$10,730.05) arrived in January; expense is in this year's budget ▪ Professional Development expects income to be \$10,000 less than forecasted due to lower enrollment ▪ Marketing not expected to obtain additional Sponsorships ▪ 15th Anniversary Party sponsorship not likely ◆ Chapter Bylaws - by Kelly Evans, PMP / John Lombardi <ul style="list-style-type: none"> ▪ John contacted Randy Weimer who will be providing language to address the situation when there are no candidates for an open board position. ◆ 15 Year Anniversary committee Budget - by Kelly Evans, PMP <ul style="list-style-type: none"> ▪ Total estimated budget \$17,469 (includes \$5,000 included in the Program Committee budget for October) ◆ Volunteer Tracking System - by Sally Deering, PMP <ul style="list-style-type: none"> ▪ Reporting is difficult. They are looking into how to make it easier to use for reporting. Sally will be contacting Kelly. ◆ Election Update - by Paul Gilbo, PMP <ul style="list-style-type: none"> ▪ How do we communicate to members who have incorrect e-mail addresses for next year's election? ◆ Strategic Planning Item Timeframes - by John Lombardi <ul style="list-style-type: none"> ▪ Suggested that the Strategic Plan be reviewed quarterly, on a different month from the budget review. ◆ R5 Presidents call - by John Lombardi <ul style="list-style-type: none"> ▪ PMI offers a \$1,000 scholarship to assist with officer expenses for the LIM; John is looking into how we can apply for it. ▪ DC is looking into an overall social media approach. As they develop information, they will share it with the other chapters ▪ Hampton Roads approached PMICVC to joint host the next open R5 meeting (2013 or 14); perhaps in Williamsburg ▪ Did not discuss the Charlottesville/Fredericksburg swap - John will follow-up and determine next steps

GENERAL TOPICS OF DISCUSSION

- ◆ **Line of Credit - Joyce Glady, PMP**
 - Been approached by banks for lines of credit.
 - Credit Card - low annual fee (\$50); higher rate (prime + 5%)
 - Business Line of Credit - High annual fee (\$150), lower rate (1.5%)
- ◆ **Certification - Susan Thomas, PMP**
 - Looking for good people to lead materials committee
- ◆ **Finance - Joyce Glady, PMP**
 - Accounts are converting from Wachovia to Wells Fargo the weekend of August 6
- ◆ **Membership - Barbara Nichols, PMP**
 - Next 5-minute survey will be in August

ACTIVE SUBCOMMITTEES

Subcommittee	Overview
PMO LIG committee	Working to establish governance model with the Board
GOV LIG	Need to work with PMO LIG to establish governance model
15 Year Anniversary	<ul style="list-style-type: none"> • Working on planning October's Anniversary Dinner meeting • Working on establishing a budget
BOD 2011 Elections	<ul style="list-style-type: none"> • Streamlining election process to use PMI resources • Executing the BOD Elections for 2011



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PMI Central Virginia Chapter Board of Directors Meeting Agenda

Wednesday, July 6, 2011 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

Volunteers for June

- Ray Wagner
- Linda Bell Sinclair
- Paul Procoppio

Materials Committee Report

Paul Procoppio has resigned as lead for the Materials Committee, citing increased workload at Capital One. He has agreed to reach out to instructors from 2009 - 2011 to ask for activities and case studies. We continue to seek a replacement.

Ray Wagner has developed a prototype module - Initiation - for the process-based approach that we plan to launch in the Spring 2012 workshop. For Fall 2011 we will have expanded Integration module, and activities and case studies in the Knowledge modules as well as more specific focus on test prep. The materials Ray has developed for the new Initiation module will be included in the expanded Integration module.

Workshop Report

Workshop will be expanded to 4 Saturdays in a 2+2 configuration so participants are not giving up 4 consecutive Saturdays. Dates are Sep 17 and 24 and Oct 8 and 15. HGI is sold out for Sept 17 so we'll go across the parking lot to the Hyatt Place. Considering \$750 for the fee for participants and a \$189 per day fee for PDUs.

RMC is running an early bird special on the new Rita books - 40% off. Chapter discount is 30% so purchased copies for the next 3 workshops. (Spring 2013 will be based on PMBOK 5)

Information Gathering from Region 5

Two responses so far and they outsource their PMP Exam Prep workshops.

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

•

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

- Jim Robbins
- Chip Free
- Jammy Li

Bernie Farkas, PMP
VP, Communications



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VP FINANCE

- Processed expense reports submitted
- Processed vendor invoices as received
- Reconciled bank accounts
- Reconciled Credit Card deposits
- Accountant is working on 2010 taxes
- Hunting Hawk to give us \$500 in gift certificates (GC). *Still trying to get in touch with HH.*

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

Volunteers - Current volunteers/committees (if needed):

Vacant
VP Marketing

VP MEMBERSHIP

- Extracted June membership data and sent message text to Communications for standard monthly (1) New Member email, (2) Non-Renewal email, and (3) Area Prospecting email.
- Updated the Membership Report for posting on the website
- Updated the June Dinner meeting slides
- Updated the Membership Board display with current info regarding Certifications and Professional Development
- Attended SS Dinner meeting
- Continued to refresh the job posting website and maintain contact with local recruiters
- Attended Board Strategy session

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

- Jesse Wilkinson, Membership Corner SS
- Kathy Harper, Jobs Program Manager

Barbara Nichols, PMP
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.

VP PROFESSIONAL DEVELOPMENT

- Attended the June Board Meeting
- Attended the June Monthly Chapter Dinner Meeting
- Attended the June Strategic Planning Meeting
- Created a PMI Central Virginia Chapter Seminar evaluation form to be used for the 2011 Professional Development seminar to gather feedback from the Professional Development seminar participants
- Created a PMICVC Hardship application for use with the Scrum Master Certification Seminar. This document is generic and can be used by other VPs and for other events
- Requested the June and July Professional Development seminars be added to our PMICVC LinkedIn page
- Held a post event review meeting to discuss lesson learned, best practices and success stories from the Interview Preparation for Project Managers seminar
- Drafted a Post Event Report for the Interview Preparation for Project Managers seminar.
- Registered the Interview Preparation for Project Managers seminar with PMI for Education Credits
- Held a level 2 Seminar - Effective Presentation on June 9th and 10th. This was the first seminar in partnership with the Community College Workforce Alliance
- Submitted an expense voucher for the instructor expenses from the Effective Presentation Seminar
- Created an attendance certificate template for the Effective Presentation Seminar. The committee decided not to use this template because CCWA created and distributed a template with their format
- Held a post event review meeting to discuss lessons learned, best practices and success stories from the Effective Presentations seminar
- Held the first level 3 seminar - Scrum Master Certification seminar on June 17th and 18th at the Sheraton Park South Hotel
- Created an Attendance Certificate for the Scrum Master Certification Seminar
- Registered the 2011 Spring Scrum Master Certification seminar with PMI for Educational Credit

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

- Linda Oliver
- Elliott Friedman
- Carol Norris
- Eileen O'Malley

Linda Oliver, PMP
VP, Professional Development

VP PROGRAMS

- Attended June BoD and June Monthly Dinner 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.

- 76 attendees at the June dinner meeting, 71 pre-registered
- Programs Committee has all dinner mtg speakers confirmed through 2011
- Reducing registration to paying on-line only (not allowing pre-registering and not paying until at the door) is working, whereby there is less money exchange at the registration table, as well as fewer to no paying for plates that no one shows up for
- A few dinner mtgs still have the 30-min pre-meeting spots open, so if you have an idea or want to present at one, pls contact me and I will put you in touch with the Programs volunteer who coordinates those mtgs.
- Dinner meeting Cancellation and No-Show policy has been reworded on web-site and will be included in all registration confirmation e-mails going forward.
- Beginning to organize agenda for Programs transition process for new VP of Programs

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

- Sue O'Hara
- Regina Rice
- Niki Mason
- Marie Crites
- Cathie Brown
- Clark Griffin
- Suresh Raju
- Nancy Moore
- Pamela Chan
- Jonathan Brandon
- Don Gray
- Janet Beach

Mike Vozar, PMP
VP, Programs

VP VOLUNTEERISM

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

Sally Deering, PMP
VP, Volunteerism

PAST PRESIDENT

- Kicked off the BOD elections cycle.
- Attended the June Board Meeting

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.

BOD 2011 elections committee

- Neil Halpert

Moton Museum Committee

- None

Paul Gilbo, PMP
Past-President

PRESIDENT-ELECT & LIG PMO

- Held 15 Year Anniversary Committee Meeting
 - Created budget
 - Updated task list
 - Sent out newsletter article
 - Updated logo for website
- Planned and attended Strategic Planning session on 6/25
- Updated Bylaws and sent to John
- Followed up with John about Coops and Partner agreements, waiting to see if we have someone able to pursue these.

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

PMO LIG

Bernie Hill	Mark Holmes	Sharon Robbins
Andy Shulick		

PMO GOV

No information provided for June volunteers

15 Year Anniversary Committee

Michelle Monday	Danita Hughes
Renee Moore	Mike Vozar
Sue O'Hara	Kelly Evans
Niki Mason	

Kelly Evans, PMP
President Elect

PRESIDENT

- Presided over June Dinner Meeting
- Presided over June BOD meeting. Prepared the materials for the meeting
- Attended Strategic planning offsite
- Participated in R5 President's call
- Participated in Certification call to discuss workshop direction

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

- None



John Lombardi
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.

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 professionals.



MEETING MINUTES

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, August 3, 2011, 6:00 p.m.

VACO, LLC

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

ATTENDEES & QUORUM STATUS

President	John Lombardi	A		VP Marketing		
Past-President	Paul Gilbo, PMP	A		VP Membership	Barbara Nichols, PMP	P
President Elect	Kelly Evans, PMP			VP Prof. Development	Linda Oliver, PMP	A
VP Certification	Susan Thomas, PMP	P		VP Programs	Mike Vozar, PMP	A
VP Communication	Bernie Farkas, PMP	A		VP Volunteerism	Sally Deering, PMP	A
VP Finance	Joyce M. Glady, PMP	P				
Also Present:	Clark Griffin					
Quorum Present			A = Attended, P= On-Phone			

AGENDA

Open Meeting: 6:00pm	1. Review & Approve Meeting Agenda	John Lombardi
	2. Review & Approve Prior BoD Meeting Minutes	John Lombardi
Old Business: 6:05pm	1.	
	2.	
	3.	
	4.	
	5.	
New Business: 7:15pm	1.	
	2.	
	3.	
Review Committee Reports: 7:15pm	1. Certification	Susan Thomas, PMP
	2. Communications	Bernie Farkas, PMP
	3. Finance	Joyce M. Glady, PMP
	4. Marketing	
	5. Membership	Barbara Nichols, PMP
	6. Professional Development	Linda Oliver, PMP
	7. Programs	Mike Vozar, PMP
	8. Volunteerism	Sally Deering, PMP
	9. Past-President	Paul Gilbo, PMP

AGENDA		
	10. President-Elect	Kelly Evans, PMP
	11. President	John Lombardi
Review Action Items: 7:45 pm		Bernie Farkas, PMP
Adjourn Meeting: 7:55pm		John Lombardi

ACTION ITEMS		
Action Item	Responsible	Due Date
1. Check other chapters' approach to posting budget and Plan for reporting the chapter budget and providing communication on questions.	Joyce	10/3
2. Review Epiware and remove obsolete documents	All	On-going
3. Get the Hunting Hawk coupons	Joyce	9/3
4. Create a FAQ page on the website	Bernie	9/3
5. Investigate the use of the PMI Job Board for the Chapter	Kathy Harper	9/3
6. Update the By-laws for not having a candidate for an open board position	Kelly John	9/3
7. Review Partner Agreements	John	9/3
8. Talk to Region 5 about swapping Charlottesville and Fredericksburg	John	9/3
9. Create Policy and NDA for access to CiviCrm information	Bernie	9/3
10. Discuss travel expenses for PMI Executive for anniversary dinner	John	9/3
11. Contact Anne Jenneman about increasing Membership fee by \$5	Barbara/John	9/3
12. What is the limit of the amount in reserve funds	Joyce	10/3
13. Investigate line of credit offers	Joyce	10/3
14. Investigate governance and policies for use of a line of credit	John	10/3
15. Add Volunteer Database to September Agenda	John	8/31
16. Schedule someone from PMI Certification team to review new PDU rules with the board	John	9/7
17. Notify Joyce about plans to attend the LIM and the number of nights you will be attending	All	8/31

ACTION ITEMS		
Action Item	Responsible	Due Date
18. Forward Drew's LIM Registration note to incoming counterparts	Outgoing Members	8/10
19. Check set-up of Fall Workshop event registration so Susan can view who is registered.	Bernie	8/10
20. Post September dinner meeting presentation before the end of August so Susan can update it.	John	8/15
21. Remind Strategic Staffing Solutions of what is available to them as a sponsor	John	8/10
22. Send Bernie information about temporary email addresses and dates to include them in VP.Certification distribution list.	Susan	8/10

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
<ul style="list-style-type: none"> • Agenda - move to accept by xxx, seconded by xxx, approved • Meeting Minutes - move to accept by xxx, seconded by xxx, approved

GENERAL TOPICS OF DISCUSSION
<ul style="list-style-type: none"> ◆ Agenda Item - by <ul style="list-style-type: none"> ▪ ◆ Certification - Susan Thomas, PMP <ul style="list-style-type: none"> ▪ ◆ Communication - Bernie Farkas, PMP <ul style="list-style-type: none"> ▪ ◆ Finance - Joyce Gladly, PMP <ul style="list-style-type: none"> ▪ Account converts to Wells Fargo this weekend; cannot pay bills until next Monday. ◆ Marketing - <ul style="list-style-type: none"> ▪ Spoke with Signature Consulting about becoming a sponsor ◆ Membership - Barbara Nichols, PMP <ul style="list-style-type: none"> ▪ ◆ Professional Development - Linda Oliver, PMP <ul style="list-style-type: none"> ▪ Cancelled Effective Negotiations due to low registration ◆ Programs - Mike Vozar, PMP <ul style="list-style-type: none"> ▪ The Place next year would average \$26/plate instead of \$40 at the Marriott. Considering moving meetings to The Place next year and lowering the cost.

GENERAL TOPICS OF DISCUSSION

- Potentially, only have the meeting at the West end.
- Plan to hold the January meeting (volunteer) in a larger venue
- ◆ **Volunteer - Sally Deering, PMP**
 - If unable to use the database, looking into receive a refund of the \$1,000 fee.
- ◆ **Past-President - Paul Gilbo, PMP**
 - Did not receive award for Morton Museum
- ◆ **President Elect - Kelly Evans, PMP**
 - Working on the Agenda for the Anniversary Celebration meeting
- ◆ **President - John Lombardi**
 -

ACTIVE SUBCOMMITTEES

Subcommittee	Overview
PMO LIG committee	Working to establish governance model with the Board
GOV LIG	Need to work with PMO LIG to establish governance model
15 Year Anniversary	<ul style="list-style-type: none"> • Working on planning October's Anniversary Dinner meeting • Working on establishing a budget
BOD 2011 Elections	<ul style="list-style-type: none"> • Streamlining election process to use PMI resources • Executing the BOD Elections for 2011



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 3, 2011 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

Volunteers for July

- . Michelle Monday
- . Hope Berry
- . Jimmy Ray
- . Rick Kaewer
- . Robert Berlin
- . Robert Young
- . Shawn Dunham
- . Nancy Ingalls
- . Rick Pellegrino
- . John Lombardi
- . Linda Bell-Sinclair
- . Michelle Leitch
- . Ray Harper
- . Danita Tiller

Materials Committee Report

Paul Procopio stepped down as team lead so I've been picking up and trying to get the project moving. We have lead writers for all modules except for Time and Risk. Plan to send a call for help this week - BUT need to know what we can offer in terms of PDUs.

Ray Harper developed a template - that includes learning objectives, key points for the exam, and succinct messaging on the slides. Participants will receive a process placemat as well as the PMBOK so we're not putting in all the process slides. Plan is to use more graphics and fewer words on a page - with speaker notes.

All module leads have the template deck plus the current deck. We still need module leaders for Time and Risk. About 25% of those who signed up to help are now too busy.

Workshop Report

Bernie has the registration site up and we have 2 enrollments. There were a couple of glitches but it seems to be working now. Linda Bell-Sinclair is handling the rosters again, and Dani Tiller will work with Ray to do the USB sticks. Michelle Monday and Nancy Ingalls are managing presenters -and we're hoping those working on the modules will want to teach them. I have the contracts. I'll order the books this month - John has agreed to receive them. Some people have asked to get their materials early - after they register - and it's better to have the materials in Richmond so they can pick them up.

Information Gathering from Region 5

The silence from those from whom I've requested information is deafening - including Randy.

Susan Thomas, PMP
VP, Certification

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.

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

- Arnetta Langham
 - Chip Free
 - Jim Robinson
 - Kostadin Bishorov
 - Li Lieh-Cheng
 - Manny Siddiqui
 - Stacy Seltzer
-
- E-Mail training session was held on July 17 to show Arnetta, Kostadin, and Stacy how to create e-mail blasts. They will begin preparing e-mail announcements in September
 - Held a meeting on July 18 with Jammy and Manny to discuss the plan for new infrastructure to support the chapter. Jammy is investigating Office 365 for document storage, collaboration, and other potential uses. Manny is investigating a e-mail solution. Bernie is looking into a solution for event registration and billing. All three expect to meet again the week of August 8.

Bernie Farkas, PMP
VP, Communications

VP FINANCE

- Attended July BoD Meeting
- Attended July Membership Meeting
- Processed expense reports as submitted
- Processed vendor invoices as received
 - Assisted Pro Dev Volunteer with info gathering so Lyssa Adkins could be paid
- Reconciled bank accounts (checking and money mkt)
- Reconciled Credit Card deposits
- Accountant is almost done with 2010 taxes, due 8/15 and will be submitted by that date!
 - Responded to CPA questions about 2010 expenses and income.
- Hunting Hawk to give us \$500 in gift certificates (GC). *Still trying to get in touch with HH.*

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

Volunteers - Current volunteers/committees (if needed):

Vacant
VP Marketing



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VP MEMBERSHIP

- Held a monthly conference call with the Membership volunteers
- Continued to refresh the job posting website and maintain contact with local recruiters.
Urgently in need of a backup coordinator.
- Extracted June membership data and sent message text to Communications for standard monthly (1) New Member email, (2) Non-Renewal email, and (3) Area Prospecting email. Updated the Membership Report for posting on the website
- Updated the July Dinner meeting slides
- Recruited volunteers to man the WE Dinner meeting Member Corner.

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

- Kathy Harper, Jobs Program Manager, Member Corner volunteer
- Jesse Wilkinson, Attended Membership meeting
- Lynn Blankenship, Member Corner volunteer

Barbara Nichols, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

·

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

·

Linda Oliver, PMP
VP, Professional Development

VP PROGRAMS

- Attended July BoD and Monthly Dinner meeting
- 77 attendees at the July dinner meeting, 72 pre-registered
- Programs Committee needs to fill the November dinner meeting speaker, anyone who has a recommendation of a speaker should send contact information to me
- I will begin setting up meetings with the new VP of Programs (Suresh Raju) over the upcoming weeks to begin laying out a transition plan
- Since both site leads have taken on board roles, we will need to open a volunteer req for this role starting in 2012

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

- Sue O'Hara
- Regina Rice
- Niki Mason
- Marie Crites
- Cathie Brown
- Clark Griffin
- Suresh Raju



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- Nancy Moore
- Pamela Chan
- Jonathan Brandon
- Don Gray
- Janet Beach

Mike Vozar, PMP
VP, Programs

VP VOLUNTEERISM

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

Sally Deering, PMP
VP, Volunteerism

PAST PRESIDENT

- Attended July Board Meeting
- Attended the July Chapter Dinner Meeting
- Concluded the BOD elections process. Prepared the election slides for the monthly meeting deck. Sent email announcements to the board and all candidates who ran for positions this year.
- Received the PMI award submission results for the Moton Museum project. Sent out emails to the board and the museum committee that we did not win our award this year.

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

BOD 2011 elections committee

- Bernie Farkas
- Neil Halpert

Moton Museum Committee

- None

Paul Gilbo, PMP
Past-President



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PRESIDENT-ELECT & LIG PMO

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

PMO LIG

Bernie Hill Mark Holmes Sharon Robbins
Andy Shulick

PMO GOV

No information provided for June volunteers

15 Year Anniversary Committee

Michelle Monday Danita Hughes
Renee Moore Mike Vozar
Sue O'Hara Kelly Evans
Niki Mason

Kelly Evans, PMP
President Elect

PRESIDENT

- Presided over July Dinner Meeting
- Presided over July BOD meeting. Prepared the materials for the meeting
-

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

- None

John Lombardi
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 professionals.



MEETING MINUTES

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, September 7, 2011, 6:00 p.m.

VACO, LLC

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

ATTENDEES & QUORUM STATUS

President	John Lombardi	A		VP Marketing		
Past-President	Paul Gilbo, PMP	A		VP Membership	Barbara Nichols, PMP	P
President Elect	Kelly Evans, PMP			VP Prof. Development	Linda Oliver, PMP	A
VP Certification	Susan Thomas, PMP			VP Programs	Mike Vozar, PMP	
VP Communication	Bernie Farkas, PMP	A		VP Volunteerism	Sally Deering, PMP	
VP Finance	Joyce M. Glady, PMP	A				
Also Present:	Clarke Griffin, September Reemtsen					
Quorum Present				A = Attended, P= On-Phone		

AGENDA

Open Meeting: 6:00pm	1. Review & Approve Meeting Agenda	John Lombardi
	2. Review & Approve Prior BoD Meeting Minutes	John Lombardi
Old Business: 6:05pm	1. LIM Attendance	John Lombardi
	2. Chapter Bylaws	John Lombardi/Kelly Evans, PMP
	3.	
	4.	
	5.	
New Business: 7:15pm	1. Location for 2012 Board Meetings	John Lombardi
	2. Volunteer Database	Sally
	3.	
Review Committee Reports: 7:15pm	1. Certification	Susan Thomas, PMP
	2. Communications	Bernie Farkas, PMP
	3. Finance	Joyce M. Glady, PMP
	4. Marketing	
	5. Membership	Barbara Nichols, PMP
	6. Professional Development	Linda Oliver, PMP
	7. Programs	Mike Vozar, PMP
	8. Volunteerism	Sally Deering, PMP

AGENDA		
	9. Past-President	Paul Gilbo, PMP
	10. President-Elect	Kelly Evans, PMP
	11. President	John Lombardi
Review Action Items: 7:45 pm		Bernie Farkas, PMP
Adjourn Meeting: 7:55pm		John Lombardi

ACTION ITEMS		
Action Item	Responsible	Due Date
1. Check other chapters' approach to posting budget and Plan for reporting the chapter budget and providing communication on questions.	Joyce	10/3
2. Review Epiware and remove obsolete documents	All	On-going
3. Get the Hunting Hawk coupons	Joyce	10/3
4. Create a FAQ page on the website	Bernie	10/3
5. Update the By-laws for not having a candidate for an open board position	Kelly John	10/3
6. Review Partner Agreements	John	10/3
7. Talk to Region 5 about swapping Charlottesville and Fredericksburg	John	10/3
8. Create Policy and NDA for access to CiviCrm information	Bernie	10/3
9. Follow-up with CPA on recommended reserve fund pool for similar not-for-profits	Joyce	10/3
10. Investigate line of credit offers	Joyce	10/3
11. Investigate governance and policies for use of a line of credit	John	10/3
12. Add Volunteer Database to September Agenda	John	10/3
13. Schedule someone from PMI Certification team to review new PDU rules with the board	John	10/31
14. Review By-Laws	All	10/3
15. Speak with PMI about new zip codes	John	10/3
16. Look into availability of room for Board Meetings	Kelly, September, Joyce, John	10/3

QUESTIONS / ISSUES

Question / Issue	Approach / Resolution

DECISIONS

- Agenda - move to accept by Paul, seconded by Joyce, approved
- Meeting Minutes - move to accept by Joyce, seconded by Linda, approved

GENERAL TOPICS OF DISCUSSION

- ◆ **LIM Attendance - *John Lombardi***
 - Joyce is gathering details of all board members who are planning to attend
 - Suresh will attend if the chapter covers the cost of airfare; John will review the budget and get back to Suresh.
- ◆ **Chapter By-Laws - *John Lombardi, Kelly Evans, PMP***
 - Completed revision sent to all board members.
- ◆ **Location for 2012 Board Meetings - *John Lombardi***
 - Kelly has gotten permission to use a room at the Fed; they also are offering refreshments
 - September will check at her office
 - Joyce will check use of Martin's
- ◆ **Communication - *Bernie Farkas, PMP***
 - Mass e-mail facility has been shut-off. New tool requires Jim to send e-mail
 - Will look to move to another tool (MailChimp) as quickly as possible
- ◆ **Finance - *Joyce Gladly, PMP***
 - Taxes filed
- ◆ **Marketing -**
 - John spoke with S3 and will make a small contribution for the anniversary dinner
 - Will speak with Mark Young at Signature about sponsoring the dinner
 - Fahrenheit Technology is interested in a sponsorship
- ◆ **President - *John Lombardi***
 - December 3 is the Transition Meeting

ACTIVE SUBCOMMITTEES

Subcommittee	Overview
PMO LIG committee	Working to establish governance model with the Board
GOV LIG	Need to work with PMO LIG to establish governance model
15 Year Anniversary	<ul style="list-style-type: none"> • Working on planning October's Anniversary Dinner meeting • Working on establishing a budget



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 7, 2011 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

Volunteers for August

Almeater Alston

Amanda Ingle

Areti Thirumala

Bernie Hill

Beth Cear Kalman

Brad Hill

Bill Fraker

Bob Ramos

Brian Moneymaker

Brian Sullivan

Bruce Slough

Christopher Mauck

Carrie Cybulski

Chick Utley

Consuela Toye

Cordela Starkes

Curtis Williams

Danita Tiller

David Breidenback

David Klein

Davis Stankovic

Debbie Hinton

Delores Floyd

Deilita McKnight

Edward Marshall

Harvey Summers

Hope Berry

Jaidepp Sindhu

Jimmy Ray

John Sheldon

Julie Forbes

Julie Gravitt

Jo Jo Martin

Karen Lucci

Kathleen Doswell

Katie Pemberton

Linda Bell-Sinclair

Lynn Blankenship

Mary C Clarke

Meredith Edison-Billiet

Michael Poe

Michelle Leitch

Michelle Monday

Milam Walters



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Nancy Ellis
Nancy Ingalls
Niki Mason
Pam Kida
Patrice Brooks
Patty Samuels
Paul Bradbury
Paul Procopio
Paula Spene
Ramest Appathurai
Ravi Cheekai
Rene Collins
Richard Henning
Richard Martin
Rick Kaewer
Rick Pellegrino
Robert Berline
Robert Young
Sharon Robinns
Shawn Dunham
Stacy Seltzer
Sudha Mudgde
Susan Fitzgerald
Susan Seay
Terri Besson
Tom White
Wendy Hirsch

Materials Committee Report

Work is coming well on the modules. Michelle Monday will serve as project manager while I'm in South Africa

Workshop Report

Registrations are beginning to come in. Workshop materials will be available to participants prior to the workshop if they want them.

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

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

- Arnetta Langham
- Chip Free
- Jim Robinson
- Kostadin Bishorov
- Li Lieh-Cheng



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- Manny Siddiqui
- Stacy Seltzer

Met with Manny to review requirements for replacement event, e-mail, and document management tools. Discussed future website requirements. Set September 18 to complete overall architecture.

Increased storage capacity to 10GB, which is the hosts standard offering and therefore it did not increase our annual website cost.

Renewed SSL certificate

CiviCRM upgrade resulted in errors in the e-mail system that have caused it to not be able to send to lists larger than about 50 people; installed new tool that only Jim is capable of using.

Notified of pending host upgrade of php that may result in problems with the versions of Drupal, CiviCRM, and Epiware; anticipate that only Epiware could be a risk. The other tools should be compatible with the new version of php.

Bernie Farkas, PMP
VP, Communications

VP FINANCE

- Attended Monthly BoD Meeting
- Processed expense reports as submitted
- Processed vendor invoices as received
- Reconciled bank accounts (checking and money mkt)
- Reconciled Credit Card deposits

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

Volunteers - Current volunteers/committees (if needed):

·

Vacant
VP Marketing

VP MEMBERSHIP

- Held a monthly conference call with the Membership volunteers
- Continued to refresh the job posting website and maintain contact with local recruiters. **Still in need of a backup coordinator.**
- Extracted July membership data and sent message text to Communications for standard monthly (1) New Member email, (2) Non-Renewal email, and (3) Area Prospecting email. Updated the Membership Report for posting on the website
- Updated the Sept Dinner meeting slides
- Recruited a volunteer to man the Dinner meeting Member Corner



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

- Kathy Harper, Jobs Program Manager, Capital One Booth
- Jesse Wilkinson, Capital One Booth
- Lynn Blankenship, New Mbr Orientation

Barbara Nichols, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

- Attended the August Board Meeting.
- Attended the Professional Development Mentorship Planning Meeting.
- Purchased a copy of Linda Phillips Jones' book "The New Mentors & Proteges - How to succeed with the New Mentorship Partnership". This book is a great reference for how our Chapter should organize and establish our Mentorship Program .
- Outlined a plan for the Professional Development Mentorship Program.
- Created a project schedule with milestones for the Professional Development Mentorship Program.
- Based on our preparations thus far, the Professional Development Mentorship Program kickoff is scheduled for early Spring 2012.

Volunteers - list current volunteers for August (if needed):

- Linda Oliver
- Patricia C. Warren
- Doug Couvillion
- James A. Ward

Linda Oliver, PMP
VP, Professional Development

VP PROGRAMS

- Working with incoming VP of Programs for attending PMI-LIM
- Transition sessions for Programs activities being planned for October and November
- Need to secure Sept Dinner Mtg 30-min Pre-Meeting topic and spkr; Niki Mason working on this

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

- Sue O'Hara
- Regina Rice
- Niki Mason
- Marie Crites
- Cathie Brown
- Clark Griffin
- Suresh Raju
- Nancy Moore
- Pamela Chan



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- Jonathan Brandon
- Don Gray
- Janet Beach

Mike Vozar, PMP
VP, Programs

VP VOLUNTEERISM

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

Sally Deering, PMP
VP, Volunteerism

PAST PRESIDENT

- Attended the August Board Meeting

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

- None

Moton Museum Committee

- None

Paul Gilbo, PMP
Past-President

PRESIDENT-ELECT & LIG PMO

- Met with 15 Year Anniversary team in July, everything currently in final planning phase.
- Met with Mike and John in August to develop the meeting agenda and timeline for all events.
- Final meeting with team in September to wrap up any loose ends.
- Bylaws are complete and need to be approved by the Board so they can be sent to PMI Global for final approval before the end of the 2011.
- Working with John to determine a new meeting place for board meetings in 2012.

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

PMO LIG

Bernie Hill	Sharon Robbins
Andy Shulick	Susan Fitzgerald

PMO GOV



Jane Newell
Susan McCleary
Robert Berlin

Bernie Hill
Nelly Romero
Samuel Henderson

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.

Elsie Dawson
Pam Kida

Greg Darrisaw
Prashant Dixit

15 Year Anniversary Committee

Michelle Monday
Mike Vozar
Sue O'Hara
Niki Mason

Danita Hughes
John Lombardi
Kelly Evans

Kelly Evans, PMP
President Elect

PRESIDENT

- Presided over August BOD meeting. Prepared the materials for the meeting
- Met with S3 to discuss possible options for sponsorship of the anniversary dinner. Some funds may be available, more information to come.
- Traded emails with PMI GOC representative who will be attending the board meeting. He will be requesting mileage reimbursement only and will need no more than 15 minutes for his part of the presentation.
- Met with Mike and Kelly to review agenda for the anniversary dinner meeting.
- Talked with Signature Consulting about possible sponsorship at anniversary dinner. More information to come.

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

- None

John Lombardi
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 professionals.



MEETING MINUTES

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, October 5, 2011, 6:00 p.m.

VACO, LLC

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

ATTENDEES & QUORUM STATUS

President	John Lombardi	A		VP Marketing		
Past-President	Paul Gilbo, PMP	A		VP Membership	Barbara Nichols, PMP	A
President Elect	Kelly Evans, PMP			VP Prof. Development	Linda Oliver, PMP	A
VP Certification	Susan Thomas, PMP			VP Programs	Mike Vozar, PMP	A
VP Communication	Bernie Farkas, PMP	A		VP Volunteerism	Sally Deering, PMP	A
VP Finance	Joyce M. Glady, PMP	A				
Also Present:	Robert Berlin, Clark Griffin, September Reemtsen, Chick Utley					
Quorum Present			A = Attended, P= On-Phone			

AGENDA

Open Meeting: 6:00pm	1. Review & Approve Meeting Agenda	John Lombardi
	2. Review & Approve Prior BoD Meeting Minutes	John Lombardi
Old Business: 6:05pm	1. LIM	John Lombardi
	2. Anniversary Dinner	John Lombardi
	3. Board meeting site 2012	John Lombardi
	4. Volunteer Database	Sally Deering, PMP
	5. Chapter Bylaws	John Lombardi
New Business: 7:15pm	1. Education Update – first item	Robert Berlin, PMP
	2. PDU Update	John Lombardi
	3. LIG check requests	John Lombardi
Review Committee Reports: 7:15pm	1. Certification	Susan Thomas, PMP
	2. Communications	Bernie Farkas, PMP
	3. Finance	Joyce M. Glady, PMP
	4. Marketing	
	5. Membership	Barbara Nichols, PMP
	6. Professional Development	Linda Oliver, PMP
	7. Programs	Mike Vozar, PMP
	8. Volunteerism	Sally Deering, PMP
	9. Past-President	Paul Gilbo, PMP

AGENDA		
	10. President-Elect	Kelly Evans, PMP
	11. President	John Lombardi
Review Action Items: 7:45 pm		Bernie Farkas, PMP
Adjourn Meeting: 7:55pm		John Lombardi

ACTION ITEMS		
Action Item	Responsible	Due Date
1. Check other chapters' approach to posting budget and Plan for reporting the chapter budget and providing communication on questions.	Joyce	11/2
2. Review Epiware and remove obsolete documents	All	On-going
3. Create a FAQ page on the website	Bernie	12/3
4. Review Partner Agreements	John	11/2
5. Talk to Region 5 about swapping Charlottesville and Fredericksburg	John	11/2
6. Create Policy and NDA for access to CiviCrm information	Bernie	11/2
7. Follow-up with CPA on recommended reserve fund pool for similar not-for-profits	Joyce	11/2
8. Speak with PMI about new zip codes	John	11/2
9. Look into getting a refund for the Volunteer database	Sally	11/2
10. Add discussion of VP Communications role to the November agenda	John	11/2
11. When at the LIM, find out what level of detail of member's volunteer activity towards PDUs that other chapters are tracking	All LIM attendees	11/2

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
<ul style="list-style-type: none"> • Agenda - move to accept by xxx, seconded by xxx, approved • Meeting Minutes - move to accept by xxx, seconded by xxx, approved • PMICVC will support Future Leaders in Project Management - move to accept by Paul, seconded by Sally,

DECISIONS

approved.

GENERAL TOPICS OF DISCUSSION

- ◆ **Education Update - *Robert Berlin***
 - Robert presented information of a new non-profit called future Leaders in Project Management. He is requesting the chapter to support the initiative. Details were provided to the board subject to a Non-Disclosure Agreement that each member executed.
- ◆ **LIG Check Requests - *John Lombardy***
 - John explained that the Chapter LIG Representative (President-Elect) is authorized to sign contracts that LIGs desire to enter. All contracts must be signed by a board member and reviewed by Joyce (VP of Finance).
- ◆ **2012 Board Meeting Location - *John Lombardi***
 - John stated that there are several options for board meeting locations starting in January. The board will rotate between several and decide which location to use.
- ◆ **Volunteer Database - *Sally Deering, PMP***
 - The reporting feature of the volunteer database is not easy to use. The system will make more work for board members. It is recommended that we not use the database and seek a refund (we did receive training).
- ◆ **Chapter By-laws - *John Lombardi***
 - PMI made one significant change to the by-laws: limit to serving on the board to eight consecutive years.
 - The current and revised By-Laws are being posted on the website and an e-mail is being sent to inform chapter members of the changes.
 - PMI will run the vote to adopt the revised By-laws.
- ◆ **PDU Update - *John Lombardi***
 - One PDU = One-hour of activity (however, it does not include idle time such as lunch breaks).
 - Discussed the amount of volunteer activity detail that the chapter should track to support a member being audited.
- ◆ **E-Renewal - *John Lombardi and Barbara Nichols, PMP***
 - Received information from PMI to allow a link on our website that allows membership renewals for chapter members.
- ◆ **Marketing - *John Lombardi (acting)***
 - Spoke with S3 about renewing sponsorship
 - Speaking with Expiris and Fahrenheit to become sponsors
- ◆ **Membership - *Barbara Nichols, PMP***
 - Annual survey will be sent out next month
- ◆ **Professional Development - *Linda Oliver, PMP***
 - The Earned Value Management seminar is cancelled; only one-person registered

ACTIVE SUBCOMMITTEES

Subcommittee	Overview
PMO LIG committee	Working to establish governance model with the Board
GOV LIG	Need to work with PMO LIG to establish governance model



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, 2011 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

Volunteers for October

Almeater Alston
Amanda Ingle
Areti Thirumala
Bernie Hill
Beth Cear Kalman
Brad Hill
Bill Fraker
Bob Ramos
Brian Moneymaker
Brian Sullivan
Bruce Slough
Christopher Mauck
Carrie Cybulski
Chick Utley
Consuela Toyne
Cordela Starkes
Curtis Williams
Danita Tiller
David Breidenback
David Klein
Davis Stankovic
Debbie Hinton
Delores Floyd
Deilita McKnight
Edward Marshall
Harvey Summers
Hope Berry
Jaidepp Sindhu
Jimmy Ray
John Sheldon
Julie Forbes
Julie Gravitt
Jo Jo Martin
Karen Lucci
Kathleen Doswell
Katie Pemberton
Linda Bell-Sinclair
Lynn Blankenship
Mary C Clarke
Meredith Edison-Billiet
Michael Poe
Michelle Leitch
Michelle Monday
Milam Walters



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Nancy Ellis
Nancy Ingalls
Niki Mason
Pam Kida
Patrice Brooks
Patty Samuels
Paul Bradbury
Paul Procopio
Paula Spene
Ramest Appathurai
Ravi Cheekai
Rene Collins
Richard Henning
Richard Martin
Rick Kaewer
Rick Pellegrino
Robert Berline
Robert Young
Sharon Robinns
Shawn Dunham
Stacy Seltzer
Sudha Mudgde
Susan Fitzgerald
Susan Seay
Terri Besson
Tom White
Wendy Hirsch

Materials Committee Report

Team has completed all the materials and they were sent to Dani Tiller to put on the USB sticks.

Workshop Report

25 people participated in the Fall Workshop.

The first day did not go well - the instructors for the most part were those who revised the materials - and most could have done better. Fortunately the second day as well as the second weekend went much better with experienced instructors.

Participants were positive about the 4 day format and the additional activities. There are still areas in the modules that need revision, additional activities, etc. But for the magnitude of the revision overall the workshop went well.

The HGI continues to provide great meeting support and participants thoroughly enjoy the catering.

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

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



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- Chip Free
 - Jim Robinson
 - Kostadin Bishorov
 - Li Lieh-Cheng
 - Manny Siddiqui
-
- The CiviCRM e-mail issue has been resolved; e-mail is again being processed using CiviCRM
 - Investigating switching to MailChimp. Jammy has signed a NDA to work with the DEP. Requested John to provide Jammy with DEP access
 - Manny is working on Architecture plan for web-based tools to support events, documents, email, etc.

Bernie Farkas, PMP
VP, Communications

VP FINANCE

- Attended Monthly BoD Meeting
- Processed expense reports as submitted
- Processed vendor invoices as received
- Reconciled bank accounts (checking and money mkt)
- Reconciled Credit Card deposits

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

Volunteers - Current volunteers/committees (if needed):

Vacant
VP Marketing

VP MEMBERSHIP

- Held a monthly conference call with the Membership volunteers
- Reviewed materials for New Mbr Orientation for Sept pre-meeting
- Continued to refresh the job posting website and maintain contact with local recruiters.
- Extracted Sept membership data and sent message text to Communications for standard monthly (1) New Member email, (2) Non-Renewal email, and (3) Area Prospecting email. Updated the Membership Report for posting on the website
- Updated the Sept Dinner meeting slides
- Recruited a volunteer to man the SS Dinner meeting Member Corner.

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

- Tanya Lavelle-Gracik, Membership Corner SS
- Kathy Harper, Jobs Program Manager



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- Jesse Wilkinson, Membership Corner SS
- Lynn Blankenship, New Mbr Orientation

Barbara Nichols, PMP
VP, Membership

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

- Kathy Harper, Jobs Program Manager, Member Corner volunteer
- Jesse Wilkinson, Attended Membership meeting
- Lynn Blankenship, Member Corner volunteer

Barbara Nichols, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

-

Volunteers - list current volunteers for August (if needed):

- Linda Oliver
- Patricia C. Warren
- Doug Couvillion
- James A. Ward

Linda Oliver, PMP
VP, Professional Development

VP PROGRAMS

- Was not able to attend Sept BoD or Monthly Dinner meeting
- 64 attendees at the Sept dinner meeting, 56 pre-registered
- We're seeing a single digit % in walk-ins to pre-registered, meaning folks are definitely getting used to pre-registering and paying on-line and attending (option to register and pay later has been taken out at beginning of year)
- Saw lowest No-Show % this year last at the Sept dinner mtg, reinforcing bullet above
- While feedback score for Facility and Meal was average (3.43 out of a scale of 1-4, 1 = Strongly Disagree and 4 = Strongly Agree), the feedback scores for Main Topic, Presenter and Overall Cost to Benefit were the highest this year! (3.62, 3.68, 3.74 respectively).
- Transition meetings with in-coming VP of Programs will be set up after Suresh attends the LIM
- RFP for 2012 Dinner Mtg location/facility to be sent by mid-October for end of October replies. Plan is to have Suresh (in-coming VP of Programs) be the main POC for replies so locations get used to working with him in the upcoming years. We will contact 3 locations for the RFP, the Marriott, the Sheraton and The Place.
- End of year Programs Committee meeting will be scheduled for early December



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

- Sue O'Hara
- Regina Rice
- Niki Mason
- Marie Crites
- Cathie Brown
- Clark Griffin
- Suresh Raju
- Nancy Moore
- Pamela Chan
- Jonathan Brandon
- Don Gray
- Janet Beach

Mike Vozar, PMP
VP, Programs

VP VOLUNTEERISM

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

Sally Deering, PMP
VP, Volunteerism

PAST PRESIDENT

- Attended the September BOD Meeting

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

- None

Moton Museum Committee

None

Paul Gilbo, PMP
Past-President



CVC Mission: To serve the professional interests of chapter members by enhancing expertise through project management education and training, supporting Project Management Professional (PMP) certification, and promoting association with other project management professionals.

PRESIDENT-ELECT & LIG PMO

- Met with 15 Year Anniversary Committee members at Plaza Azteca on 9/13 to finalize event tasks.
- Sent revised bylaws to BOD for approval by 9/21. Sent BOD approved bylaws to PMI global on 9/23, PMI global approval received on 9/23 with minor revisions.
- Met with John Lombardi on 9/27 to discuss the minor revisions to the Bylaws and other outstanding items.
- Working with PMI Global, Anne Jenneman to set up VoteNet for voting on our bylaws by the members.
- Ordered the PMI Global chapter milestone 15 year pens. Trying to get them prior to the 10/13 meeting to give to the attendees.
- Purchased the dinner gift cards and envelopes with Joyce on 9/24. Joyce also received the Hunting Hawk gift cards.
- Scheduled final anniversary meeting for 10/6.
- Liason with PMO and GOV Ligs to provide information for BOD and dinner meetings

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

PMO LIG

Bernie Hill	Sharon Robbins
Andy Shulick	Susan Fitzgerald

PMO GOV

Nelly Romero	Susan McCleary	Robert Berlin	Bernie Hill
Elsie Dawson	Jane Newell	Prashant Dixit	

15 Year Anniversary Committee

Michelle Monday	Danita Hughes
Mike Vozar	John Lombardi
Sue O'Hara	Kelly Evans
Niki Mason	

Kelly Evans, PMP
President Elect

PRESIDENT

- Presided over September BOD meeting. Prepared the materials for the meeting.
- Presided over September Dinner Meeting
- Conducted follow up calls with S3 to discuss sponsorship of the anniversary dinner. Some funds are available, more information to come.
- Met with Mrs. Jones at Atlee High School to discuss the music for the anniversary dinner. I will get a final list of participants on Monday, Oct 10.
- Sent emails to Signature Consulting and Entivia Solutions to enquire about anniversary sponsorship.
- Met with Kelly to review bylaws and other action items.

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.

John Lombardi
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 professionals.



MEETING MINUTES

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, November 2, 2011, 6:00 p.m.

VACO, LLC

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

ATTENDEES & QUORUM STATUS

President	John Lombardi	A		VP Marketing		
Past-President	Paul Gilbo, PMP	A		VP Membership	Barbara Nichols, PMP	
President Elect	Kelly Evans, PMP	P		VP Prof. Development	Linda Oliver, PMP	A
VP Certification	Susan Thomas, PMP	P		VP Programs	Mike Vozar, PMP	
VP Communication	Bernie Farkas, PMP	P		VP Volunteerism	Sally Deering, PMP	A
VP Finance	Joyce M. Glady, PMP	A				
Also Present:	Clark Griffin, Suresh Raju, September Reemtsen					
Quorum Present			A = Attended, P= On-Phone			

AGENDA

Open Meeting: 6:00pm	1. Review & Approve Meeting Agenda	John Lombardi
	2. Review & Approve Prior BoD Meeting Minutes	John Lombardi
Old Business: 6:05pm	1. LIM	John Lombardi
	2. Anniversary Dinner	John Lombardi
	3. Board meeting site 2012	John Lombardi
	4. Budget Review	All
	5. Chapter Bylaws	John Lombardi
New Business: 7:15pm	1. Transition Meeting	John Lombardi
	2. Region 5 Meeting – 2014	John Lombardi
	3. Strategic Planning Session	John (for Kelly)
Review Committee Reports: 7:15pm	1. Certification	Susan Thomas, PMP
	2. Communications	Bernie Farkas, PMP
	3. Finance	Joyce M. Glady, PMP
	4. Marketing	
	5. Membership	Barbara Nichols, PMP
	6. Professional Development	Linda Oliver, PMP
	7. Programs	Mike Vozar, PMP
	8. Volunteerism	Sally Deering, PMP
	9. Past-President	Paul Gilbo, PMP

AGENDA		
	10. President-Elect	Kelly Evans, PMP
	11. President	John Lombardi
Review Action Items: 7:45 pm		Bernie Farkas, PMP
Adjourn Meeting: 7:55pm		John Lombardi

ACTION ITEMS		
Action Item	Responsible	Due Date
1. Check other chapters' approach to posting budget and Plan for reporting the chapter budget and providing communication on questions.	Joyce	1/4
2. Review Epiware and remove obsolete documents	All	On-going
3. Create a FAQ page on the website	Bernie	12/7
4. Review Partner Agreements	John	1/4
5. Talk to Region 5 about swapping Charlottesville and Fredericksburg	John	12/2
6. Create Policy and NDA for access to CiviCrm information	Bernie	12/2
7. Follow-up with CPA on recommended reserve fund pool for similar not-for-profits	Joyce	1/4
8. Speak with PMI about new zip codes	John	12/7
9. Look into getting a refund for the Volunteer database	Sally	12/7
10. Add discussion of VP Communications role to the November agenda	John	12/7
11. Add PMI Education Liaison role to December Meeting Agenda & discuss at November Dinner Meeting	John	12/7
12. Develop proposal for PMI Education Liaison	Kelly	12/7
13. Email Kelly with date for Strategic Planning and preference for meeting in Charlottesville	All	11/5
14. Future Leaders in Project Management NDA must be submitted by all board members	All	11/5
15. Speak with Hampton Roads about co-sponsoring 2014 Region 5 LIM meeting	John	12/7

ACTION ITEMS		
Action Item	Responsible	Due Date
16. Definition of operating expenses	Joyce	12/7
17. Tell Joyce what minimum operating expenses are for the committee	All	12/7
18. Have not received R5 donation request	John	12/7
19. Send out a notice to the board for volunteer of the year nominations due by transition meeting	Sally	12/3
20. Make sure volunteer information is accurate in each month's addendum	All	12/7
21. Place director of finance on agenda for December	John	12/7

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
<ul style="list-style-type: none"> • Agenda - move to accept by Susan, seconded by Paul, approved • Meeting Minutes - move to accept by Paul, seconded by Sally, approved

GENERAL TOPICS OF DISCUSSION
<ul style="list-style-type: none"> ◆ PMI Liaison - by Kelly Evans, PMP <ul style="list-style-type: none"> ▪ Recommend that the chapter choose somebody for the role for PMI Education/Community Liaison. Should it be added to a VP role or the president ▪ Kelly has two candidates to approach for this role ◆ Strategic Planning - by Kelly Evans, PMP <ul style="list-style-type: none"> ▪ Nov 14 or 21 ◆ Board Meeting Location - by Kelly Evans, PMP <ul style="list-style-type: none"> ▪ Kelly will pick a month to have it at the Federal Reserve ▪ Will rotate to other sites before selecting permanent location ◆ FLIPM - by Kelly Evans, PMP <ul style="list-style-type: none"> ▪ The organization has started to snow-ball; lots of interest by the governor, and others ▪ Trying to slow adoption down to get it started in Virginia and partnering with PMICVC ▪ Kelly will meet with them next week and report next month ◆ Chapter By-Laws - by Kelly Evans, PMP <ul style="list-style-type: none"> ▪ November 21 voting will begin (run by PMI) ◆ LIM - by John <ul style="list-style-type: none"> ▪ Submit expense reports ASAP ◆ Anniversary Dinner - by John Lombardi <ul style="list-style-type: none"> ▪ Great turnout

GENERAL TOPICS OF DISCUSSION

- Great event
- Anniversary committee thank you dinner this Friday
- ◆ **Region 5 Meeting - by John Lombardi**
 - Kelly volunteered to ask the board to approve hosting the Region 5 meeting in 2014
 - At end of 2011 meeting, Hampton Roads approached us about co-chairing the meeting
 - 2012 - in Charlotte, 2013 - West Virginia
 - Joyce volunteers to lead the planning committee
- ◆ **Budget Review - by John Lombardi**
 - Budget looks ok
 - Get outstanding expenses, invoices, etc. to Joyce immediately so that they are in the 2011 budget
 - Joyce is proposing a new reserve account that will contain one-year's minimum operating expenses (the IRS will remove non-profit status if we hold more than two-year's operating expenses)
- ◆ **Transition Meeting - by John Lombardi**
 - Scheduled for 1st Saturday in December
 - Outgoing VPs meet with incoming VP and prepare slide deck
 - Joyce will send out what she needs for finance information
 - John will send a description of the meeting and what is expected from each board member
- ◆ **Volunteer of the Year - by John Lombardi**
 - Normally do this later, need three weeks to prepare
 - Generally it is about volunteer work in 2011 and not because they have been a volunteer for a length of time; not a seniority
 - Board members are not eligible
- ◆ **Certification - Susan Thomas, PMP**
 - Volunteers are asking for a letter documenting their work at the workshops
 - Board decided that the chapter will not document the number of hours volunteer worked; volunteers must self-report
 - Can provide a thank you letter that specifically defines their role; it should not include the number of hours or PDUs
- ◆ **Marketing - John**
 - Have had conversations with Expiris about Bronze Sponsorship
 - Waiting for response from S3 and Fahrenheit
 - Need to follow-up with Vaco
- ◆ **Professional Development - Linda Oliver, PMP**
 - Paying by check - register on their behalf and have check sent to Joyce or Linda
- ◆ **Volunteer - Sally Deering, PMP**
 - Held kick-off for recognition dinner
 - Send Sally any volunteer tracking in addition to what is in the addendum in the next couple of days
 - Will ask all VPs to review recognition brochure and respond within 4 or 5 days
 - Thinking about a 'hands' theme; open to suggestions
- ◆ **President - John Lombardi**
 - Met with Kathy Harper to move forward with social media proposals
 - Is anyone interested in attending the Endowed Scholarship Dinner next Monday

ACTIVE SUBCOMMITTEES

Subcommittee	Overview
PMO LIG committee	Working to establish governance model with the Board

ACTIVE SUBCOMMITTEES

Subcommittee	Overview
GOV LIG	Need to work with PMO LIG to establish governance model



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 2, 2011 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

Volunteers for October

Materials Team:

Aretia Thirumala, Bernie Hill, Brad Hill, Bill Fraker, Brian Money maker, Brian Sullivan, Bruce Slough, Christopher Mauck, Carrie Cybulski, Consuela Toye, Curtis Williams, David Breidenbach, David Stanovic, Debbie Hinton, Dielita McKnight, Edward Marshall, Harvey Summers, Hope Berry, Jaideep Sindhu, Jinny Ray, Julie Forbes, Julie Gravitt, Jo Jo Martin, Kathleen Doswell, Linda Bell-Sinclair, Lynn Blankenship, Meredith Edison-Billiet, Michael Poe, Michelle Leitch, Nancy Ellis, Nancy Ingalls, Patrice Brooks, Patty Samuels, Paul Bradbury, Paula Spence, Rene Collins, Richard Henning, Rick Kaewer, Rick Pellegrino, Robert Berlin, Robert Young, Sharon Robbins, Shawn Dunham, Stacy Seltzer, Sudha Mudgade, Susan Fitzgerald, Terri Besson, and Wendy Hirsch.

Workshop Volunteers:

Linda Bell-Sinclair, Karen Lucci, Michelle Monday, Almeater Alston, Niki Mason (need to get the rest of the list from Almeater),

Dani Tiller did the USB sticks

Workshop Instructors and Backups/Co-presenters

The following chapter members served as instructors as the Fall workshop:

Module	Lead Presenter	Backup or Co-Presenter
Application Process & Study Tips	Consuela Toye Wilson	Beth Kalman
Framework	Jimmy Ray	Bill Fraker
PMP Process Overview	Michael Poe	Debbie Hinton
Integration	Hope Berry	Lynn Blankenship
Scope	Paula Spence	Paul Bradbury
Time	David Stanovic	
Cost	Robert Young	Robert Berlin
Quality	Bruce Slough	Sharon Robbins
Human Resources	Shawn Dunham	Amanda Ingle, Co-Presenter
Communications	Nancy Ingalls	Delores Floyd
Risk	Sharon Robbins	Brian Sullivan
Procurement	Rick Pellegrino	John Sheldon

Workshop Report



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.

A total of 28 participants - with one calling me Friday evening Oct 28 to come for the second weekend for PDUs - attended the workshop - and the 28th person pushed us over the \$65K income mark!

Lesson learned: Auditions are a must! We had some instructors who led the revisions and served as instructors - and we observed that skills in teaching the module are very different from revising the module! Going forward we'll have auditions and ask that the person observe some workshop sessions before serving as back-up co-presenter and finally presenter. And all those who taught with no audition must audition before teaching again!

For the most part the materials worked well - but need a bit of tweaking - and use of a common template. We'll be working on that activity from now into February - when we hope to be finished! We do have volunteers for some of the modules - the experienced instructors - who want to make some changes and teach the module again for spring. We'll be reaching out selectively to volunteers to help with the revisions later this month.

Looking Ahead

At the LIM I learned there will be a new module in PMBOK 5 - Stakeholder Management. There are also significant changes to several processes, particularly planning - to connect output from one process to inputs in another process. Apparently there are currently several links. Also learned there will be a greater focus on Project Life Cycle Management - although the PMBOK will still be organized by knowledge areas.

PMBOK 5 is scheduled to be available for comment in February - and we'll start the updating process after the spring workshop.

Spring workshop - March 16-17 and March 31 - April 1 pending confirmation from hotel

We anticipate that a second spring workshop may be required given the scope of changes to PMBOK 5 and the number of people that will want to get their PMP before the changes. We plan to cap the workshop at 30 - the 47 we had for last March was too many! So we may do a second spring workshop in May and perhaps one over the summer plus the fall workshop - pending availability of instructors.

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

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

- Chip Free
- Jim Robinson
- Kostadin Bishorov
- Li Lieh-Cheng
- Manny Siddiqui

-



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.

Bernie Farkas, PMP
VP, Communications

VP FINANCE

- Attended October BoD Meeting
- Attended Anniversary Party
- Processed expense reports as submitted
- Processed vendor invoices as received
- Reconciled bank accounts (checking and money mkt)
- Reconciled Credit Card deposits
- Picked up Hunting Hawk gift certificates
- Attended PMI NA LIM

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

Volunteers - Current volunteers/committees (if needed):

Vacant
VP Marketing

VP MEMBERSHIP

- Held a monthly conference call with the Membership volunteers
- Continued to refresh the job posting website and maintain contact with local recruiters.
- Extracted Oct membership data and sent message text to Communications for standard monthly (1) New Member email, (2) Non-Renewal email, and (3) Area Prospecting email. Updated the Membership Report for posting on the website
- Updated the Oct Dinner meeting slides
- Attended the Oct Anniversary dinner

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

- Kathy Harper, Jobs Program Manager
- Jesse Wilkinson, Membership Corner SS
- Lynn Blankenship, New Mbr Orientation

Barbara Nichols, PMP
VP, Membership



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VP PROFESSIONAL DEVELOPMENT

- Attended the October Board Meeting
- Attended the PMICVC 15th Anniversary Dinner Meeting
- Attended the 2011 PMI National Leadership Conference in Dallas
- Requested a last call email for the Effective Meetings Professional Development seminar
- Held the Effective Meetings Professional Development seminar
- Held the Earned Buy-in and Win Support Professional Development Webinar session #1
- Cancelled the October Managing Virtual Teams Professional Development seminar per the vendor's request. Not enough members registered for this seminar to cover seminar cost
- Postponed the Earned Value Management Professional Development seminar. Not enough members registered for this seminar to cover seminar cost but if there is enough interest we can re-schedule for February 2012

Volunteers - list current volunteers for October (if needed):

- Linda Oliver

Linda Oliver, PMP
VP, Professional Development

VP PROGRAMS

- Total count was 174 for the 15th Anniversary dinner mtg
- RFPs to Sheraton, Marriott and The Place to be sent by end of week, with Friday, Nov 11 being the reply by deadline. The Place has already sent in their proposal with an all-inclusive price (room, spkr system, taxes, gratuities) of \$26/person.
- Anticipating The Place to be front-runner, and potentially the location for all of the 2012 dinner meetings. Running the numbers, and I'm anticipating to reduce the dinner mtg fee to \$20 (member, pre-registering) and still not losing as much in the past (per plate cost)
- EOY Programs Committee meeting to be scheduled for December. This will also serve as the end of my term and introduction of Suresh as the new VP of Programs
- Initial transition meeting held with incoming VP of Programs, Suresh Raju, on Sat. 10/29. All aspects of role have been discussed except for Budget and Transition meeting responsibilities. Plan is to have one more session (first one lasted over 2 hours) within the next couple weeks

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

- Sue O'Hara
- Regina Rice
- Niki Mason
- Marie Crites
- Cathie Brown
- Clark Griffin
- Suresh Raju
- Nancy Moore



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- Pamela Chan
- Jonathan Brandon
- Don Gray
- Janet Beach

Mike Vozar, PMP
VP, Programs

VP VOLUNTEERISM

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

Sally Deering, PMP
VP, Volunteerism

PAST PRESIDENT

- Attended the October BOD Meeting
- Attended the October 15 year celebration event.

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

- None

Moton Museum Committee

None

Paul Gilbo, PMP
Past-President



CVC Mission: To serve the professional interests of chapter members by enhancing expertise through project management education and training, supporting Project Management Professional (PMP) certification, and promoting association with other project management professionals.

PRESIDENT-ELECT & LIG PMO

- Worked with Anne Jenneman on the chapter bylaws. Bylaws are on PMICVC website for member review until 11/20. PMI Global will send out a votenet link on 11/21 to all of our active members for voting on the bylaws
- Worked with GOV LIG on signing contract with the Va War Memorial to arrange for a meeting room for the Oct GOV LIG meeting. Also worked with Anne Jenneman and Joyce to obtain the certificate of Insurance and our letter of determination
- Final preparations for 15 Year Anniversary Dinner on 10/13
- Attended 10/13 Anniversary Dinner Meeting
- Attended 2011 PMI Leadership Institute Meeting
- Attended 2011 PMI Global Congress
- Met with John Lombardi to discuss LIM notes and outstanding BOD items

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

PMO LIG

Bernie Hill	Sharon Robbins	Dan Galloway
Andy Shulick	Susan Fitzgerald	Mark Holmes
Warren Seay		

PMO GOV

Nelly Romero	Susan McCleary	Robert Berlin	Bernie Hill
Elsie Dawson	Jane Newell	Prashant Dixit	Samuel Henderson

15 Year Anniversary Committee

Danita Hughes	Niki Mason
Mike Vozar	John Lombardi
Sue O'Hara	Kelly Evans

Kelly Evans, PMP
President Elect

PRESIDENT

- Presided over October BOD meeting. Prepared the materials for the meeting.
- Presided over October's Anniversary Dinner Meeting
- Conducted follow up calls with S3 to discuss sponsorship of the anniversary dinner. Confirmed sponsorship of \$1000.00.
- Had a phone call with Entivia Solutions to confirm anniversary sponsorship of \$200.00.
- Assisted in the final setup for the Anniversary dinner.

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

- None

John Lombardi
President

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MEETING MINUTES

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, December 7, 2011, 6:00 p.m.

VACO, LLC

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

ATTENDEES & QUORUM STATUS

President	John Lombardi	A		VP Marketing		
Past-President	Paul Gilbo, PMP	A		VP Membership	Barbara Nichols, PMP	A
President Elect	Kelly Evans, PMP	A		VP Prof. Development	Linda Oliver, PMP	A
VP Certification	Susan Thomas, PMP	A		VP Programs	Mike Vozar, PMP	A
VP Communication	Bernie Farkas, PMP	A		VP Volunteerism	Sally Deering, PMP	
VP Finance	Joyce M. Glady, PMP	A				
Also Present:	September Sickinger, Clark Griffin, Suresh Raju					
Quorum Present			A = Attended, P= On-Phone			

AGENDA

Open Meeting: 6:00pm	1. Review & Approve Meeting Agenda	John Lombardi
	2. Review & Approve Prior BoD Meeting Minutes	John Lombardi
Old Business: 6:05pm	1.	
	2.	
New Business: 7:15pm	1.	
	2.	
Review Committee Reports: 7:15pm	1. Certification	Susan Thomas, PMP
	2. Communications	Bernie Farkas, PMP
	3. Finance	Joyce M. Glady, PMP
	4. Marketing	
	5. Membership	Barbara Nichols, PMP
	6. Professional Development	Linda Oliver, PMP
	7. Programs	Mike Vozar, PMP
	8. Volunteerism	Sally Deering, PMP
	9. Past-President	Paul Gilbo, PMP
	10. President-Elect	Kelly Evans, PMP
	11. President	John Lombardi
Review Action Items: 7:45 pm		Bernie Farkas, PMP

AGENDA

Adjourn Meeting: 7:55pm		John Lombardi
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ACTION ITEMS

Action Item	Responsible	Due Date
1. Check other chapters' approach to posting budget and Plan for reporting the chapter budget and providing communication on questions.	Joyce	1/4
2. Review Epiware and remove obsolete documents	All	On-going
3. Create a FAQ page on the website	Bernie	12/7
4. Review Partner Agreements	John	1/4
5. Talk to Region 5 about swapping Charlottesville and Fredericksburg	John	12/2
6. Create Policy and NDA for access to CiviCrm information	Bernie	12/2
7. Follow-up with CPA on recommended reserve fund pool for similar not-for-profits	Joyce	1/4
8. Speak with PMI about new zip codes	John	12/7
9. Look into getting a refund for the Volunteer database	Sally	12/7
10. Add discussion of VP Communications role to the November agenda	John	12/7
11. Speak with Hampton Roads about co-sponsoring 2014 Region 5 LIM meeting	John	12/7
12. Definition of operating expenses	Joyce	12/7
13. Tell Joyce what minimum operating expenses are for the committee	All	12/7
14. Place director of finance on agenda for December	John	12/7

QUESTIONS / ISSUES

Question / Issue	Approach / Resolution

DECISIONS

- Agenda - move to accept by Susan, seconded by Kelly, approved
- Meeting Minutes - move to accept by xxx, seconded by xxx, approved
- Provide a certificate of appreciation to the Volunteer of the Year nominees

GENERAL TOPICS OF DISCUSSION

- ◆ **Volunteer Recognition - by September**
 - List of volunteers needed by end of next week
- ◆ **Volunteer of the Year Voting - by John**
 - Nominees: Michelle Monday (Certification & Anniversary), Kathy Harper (Membership), Sue O'Hara (Programs & Anniversary)
 - Election: Michelle Monday
- ◆ **VP Marketing Contingency - by John**
 - The concern is that we went last year without a VP, this hurt the chapter
 - Chick has family issues; do we need to have someone who can step in if needed
 - John will meet with Chick and follow-up via e-mail
- ◆ **RFI Meeting - by xxx**
 -
- ◆ **Certification - Susan Thomas, PMP**
 -
- ◆ **Communication - Bernie Farkas, PMP**
 -
- ◆ **Finance - Joyce Glady, PMP**
 -
- ◆ **Marketing - John**
 -
- ◆ **Membership - Barbara Nichols, PMP**
 -
- ◆ **Professional Development - Linda Oliver, PMP**
 -
- ◆ **Programs - Mike Vozar, PMP**
 -
- ◆ **Volunteer - Sally Deering, PMP**
 -
- ◆ **Past-President - Paul Gilbo, PMP**
 -
- ◆ **President Elect - Kelly Evans, PMP**
 -
- ◆ **President - John Lombardi**
 -

ACTIVE SUBCOMMITTEES

Subcommittee	Overview
PMO LIG committee	Working to establish governance model with the Board
GOV LIG	Need to work with PMO LIG to establish governance model



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, December 7, 2011 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

Volunteers for October

Materials Team:

Workshop Volunteers:

Workshop Instructors and Backups/Co-presenters

Workshop Report

Looking Ahead

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

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

-

Bernie Farkas, PMP
VP, Communications

VP FINANCE

- Attended Monthly BoD Meeting
- Processed expense reports as submitted
- Processed vendor invoices as received
- Reconciled bank accounts (checking and money mkt)
- Reconciled Credit Card deposits

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

-



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Volunteers - Current volunteers/committees (if needed):

Vacant
VP Marketing

VP MEMBERSHIP

- Held a monthly conference call with the Membership volunteers
- Reviewed materials for PDUs pre-meeting presentation
- Continued to refresh the job posting website and maintain contact with local recruiters.
- Extracted Oct membership data and sent message text to Communications for standard monthly (1) New Member email, (2) Non-Renewal email, and (3) Area Prospecting email. Updated the Membership Report for posting on the website .
- Updated the Nov Dinner meeting slides.
- Recruited a volunteer to man the Dinner meeting Member Corner.

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

- Tanya Lavelle-Gracik, Membership Corner SS
- Kathy Harper, Jobs Program Manager
- Jesse Wilkinson, Membership Corner SS
- Lynn Blankenship, New Mbr Orientation

Barbara Nichols, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

- Attended the November Board Meeting
- Requested updates to the November volunteer job description
- Held the Earned Buy-in and Win Support Professional Development Webinar Session #2
- Cancelled the November Project Management Simulation Professional Development seminar per the vendor's request. The vendor had a scheduling conflict.
- Cancelled the November Conflict Resolution Professional Development seminar. Not enough members registered for this seminar to cover seminar cost
- Started the 2011 - 2012 Professional Development Transition Plan

Volunteers - list current volunteers for November (if needed):

- Linda Oliver

Linda Oliver, PMP
VP, Professional Development

VP PROGRAMS

-



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

-

Mike Vozar, PMP
VP, Programs

VP VOLUNTEERISM

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

-

Sally Deering, PMP
VP, Volunteerism

PAST PRESIDENT

-

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

- None

Moton Museum Committee

- None

Paul Gilbo, PMP
Past-President

PRESIDENT-ELECT GOV & LIG PMO

- Met with John Lombardi to prepare for Transition meeting
- Submitted request to PMIEF to assign Robert Berlin as our chapter liason
- Attended November Dinner meeting

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

PMO LIG

Bernie Hill	Sharon Robbins	Dan Galloway
Andy Shulick	Susan Fitzgerald	Mark Holmes
Warren Seay		

PMO GOV

Nelly Romero	Susan McCleary	Robert Berlin	Bernie Hill
Elsie Dawson	Jane Newell	Prashant Dixit	Samuel Henderson



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Kelly Evans, PMP
President Elect

PRESIDENT

- Presided over November BOD meeting. Prepared the materials for the meeting.
- Presided over November's Dinner Meeting
- Met with Paul to discuss transition of Past President role
- Met with Kelly to discuss transition of President role and the content of the transition meeting
- Met with Debbie to pick up PMI CVC materials that were still in storage at Anthem
- Prepared the primary slide deck for the transition meeting

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

- None

John Lombardi
President