

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, January 4, 2012, 6:00 p.m.

Martin's – John Rolfe Parkway

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

ATTENDEES & QUORUM STATUS

President	Kelly Evans, PMP	A	VP Marketing	Chick Utley, PMP	A
Past-President	John Lombardi	A	VP Membership	Barbara Nichols, PMP	A
President Elect	Clark Griffin, PMP	P	VP Prof. Development	Linda Oliver, PMP	P
VP Certification	Susan Thomas, PMP	P	VP Programs	Suresh Raju, PMP	A
VP Communication	Bernie Farkas, PMP	A	VP Volunteerism	September Sickinger, PMP	A
VP Finance	Joyce M. Glady, PMP	A			
Also Present:	Robert Berlin, Jennifer Romero-Green, Susan Burton				
Quorum Present			A = Attended, P= On-Phone		

AGENDA

Open Meeting: 6:00pm	1. Review & Approve Meeting Agenda	Kelly Evans, PMP
	2. Review & Approve Prior BoD Meeting Minutes	Kelly Evans, PMP
Unfinished Business: 6:05pm	1.	
	2.	
New Business: 6:05pm	1. PMIEF Liaison/FLiPM	Robert Berlin, PMP, Jennifer Romero-Green, PMP, Susan Burton
	2. Budget Review	Joyce Glady, PMP
	3. Charter Review	John Lombardi
	4. Volunteer Recognition Dinner	John Lombardi/Suresh Raju/September Sickinger
	5. Chapter Business Cards	Chick Utley, PMP
	6. Strategic Planning Session	Kelly Evans, PMP
	7. Outstanding Action Items	Kelly Evans, PMP
Review Committee Reports: 7:15pm	1. Certification	Susan Thomas, PMP
	2. Communications	Bernie Farkas, PMP
	3. Finance	Joyce M. Glady, PMP
	4. Marketing	Chick Utley, PMP
	5. Membership	Barbara Nichols, PMP
	6. Professional Development	Linda Oliver, PMP
	7. Programs	Suresh Raju, PMP

AGENDA		
	8. Volunteerism	September Sickinger, PMP
	9. Past-President	John Lombardi
	10. President-Elect	Clark Griffin, PMP
	11. President	Kelly Evans, PMP
Review Action Items: 7:45 pm		Bernie Farkas, PMP
Adjourn Meeting: 7:55pm		Kelly Evans, PMP

ACTION ITEMS		
Action Item	Responsible	Due Date
1. Review Epiware and remove obsolete documents	All	On-going
2. Review Partner Agreements	John	2/4
3. Create Policy and NDA for access to CiviCRM information	Bernie	2/4
4. Follow-up with CPA on recommended reserve fund pool for similar not-for-profits and Definition of operating expenses	Joyce	2/4
5. Speak with Hampton Roads about co-sponsoring 2014 Region 5 LIM meeting	John	2/4
6. Tell Joyce what minimum PMI operating expenses are for the committee	All	12/7
7. Provide sponsorship contacts to Chick	John	2/1
8. Create partnership agreement with FLiPM	Kelly	2/1
9. What is the name for the director of finance on agenda for December	John	12/7
10. Review Chapter Charter	All	2/4
11. Send information on Chapter Charter	John	1/5
12. Send e-mail to Chick for individual business card	All	1/6

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS

- Agenda - move to accept by Barbara, seconded by Chick, approved
- Meeting Minutes - move to accept by John, seconded by Clark, approved
- Accept 2012 Budget as amended - move to accept by John, seconded by Chick, approved
- Add \$400 to President's budget for 11 shirts for board members - move by Joyce, seconded by Clark - approved (Chick opposed)
- Will the chapter authorize individual board card if the individual will pay the \$22 expense - moved by chick second by john - approved

GENERAL TOPICS OF DISCUSSION

- ♦ **PMIEF Liaison - by Robert Berlin, PMP**
 - Need volunteers to audit classes and as guest speakers for classes (do not need to be PMP)
 - Requested FLIPM to provide what is needed from the chapter at the February board meeting (# of volunteers, etc.)
 - Kelly will work with FLiPM to develop and sign a partnership agreement which identifies their needs from PMICVC
- ♦ **Budget Review - by Joyce Gladys, PMP**
 - EventBrite estimated cost is \$5500 - need to investigate credit card processor
 - Program Committee requested \$1200 for meetings (3 meetings @\$400 each) - reduced to \$800
 - Volunteerism requested \$600 for postage - based on expense when planning to have a portfolio as the appreciation gift, which has been changed to a gift card - reduced to \$300
 - Eliminating \$400 planning meeting for Marketing
 - Budget is \$1,789 in the black
- ♦ **Charter Review - by John Lombardi**
 - Need to have Charter in place by March
 - John will send link to PMI Chapter Guidelines
 - Need to be sure that the chapter is following the Guidelines
 - John to confirm that Kelly should sign, even though change started last year
- ♦ **Volunteer Recognition Dinner - by John Lombardi**
 - Speaker will present for 1 hour
 - Start meeting a bit before 6pm
- ♦ **Chapter Business Cards - by Chick Utley, PMP**
 - Individual card is \$22 for 500, to be paid by the individual
- ♦ **Strategic Planning Session - by Kelly Evans, PMP**
 - Meeting start at 9am at Martin's
- ♦ **Certification - Susan Thomas, PMP**
 - Can we run a certification workshop in Charlottesville
- ♦ **Membership - Barbara Nichols, PMP**
 - Sent out the survey results; the results have not been evaluated yet
- ♦ **Past-President - John Lombardi**
 - Attended S3 Holiday Party - Met some folks from the Richmond Mayers Youth Academy who are looking for volunteers, John will look into what the requirements are for these volunteers.

ACTIVE SUBCOMMITTEES

Subcommittee	Overview
PMO LIG committee	

ACTIVE SUBCOMMITTEES	
Subcommittee	Overview
GOV LIG	



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

PMI Central Virginia Chapter Board of Directors Meeting Agenda

Wednesday, January 4, 2012 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

Previous Month Activities:

Volunteers for December

Linda Bell-Sinclair

Materials Team:

Beginning to identify volunteers to help with the tweaking and scrubbing of the modules. Several requests from participants for a greater emphasis on exam prep rather than teaching them how to be a project manager.

The following modules have been assigned:

Cost - Robert Young

Time - Robert Berlin

Communication and Scope - Shawn Dunham

Procurement - Rick Pellegrino

Workshop Volunteers:

Almeater Alston has agreed to coordinate the volunteers working at the working

Katie Pemberton will be Registrar

Linda Bell-Sinclair will do instructor management

Several people have responded to the December newsletter article and are interested in helping at the workshop. Names have been sent to Almeater.

Workshop Instructors and Backups/Co-presenters

The following people have agreed to be instructor for the Spring workshop:

Robert Young - Cost

Robert Berlin - Time

Rick Pellegrino - Procurement

Shawn Dunham - TBD

Bruce Slough - TBD

We are planning instructor auditions for January 28 at Martins. Linda Bell-Sinclair is managing the activities and an article will appear in the next newsletter as well as a call for instructors that Bernie will send to all PMPs. Only one of the new instructors from the Fall Workshop performed well enough to be invited back.

Workshop Report

Obtained contract from HGI for spring workshop and sent to Joyce for review

Beginning to identify instructors and volunteers

Looking Ahead

Anticipated activities for January:

Sign contract with HGI following Joyce's review - it's a new format from previous workshops.



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Update the workshop modules and get them in a consistent template and consistent look and feel

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

Previous Month Activities:

- Jammy Li worked on the process to import the DEP into MailChimp lists
- Meeting with Jim Robinson to discuss strategy for software tools
- Working with Joyce to model cost to use Event Brite to replace CiviCRM
- Normal activities - newsletter, site postings, e-mails

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

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

Bernie Farkas, PMP
VP, Communications

VP FINANCE

Previous Month Activities:

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
Registered for R5 LIM

Completed consolidation of each VPs 2012 Proposed Budget presented at Transition Meeting into Chapter Proposed Budget for 2012. Sent to BoD for review.

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

None

Joyce M. Gladly, PMP
VP, Finance

VP MARKETING

Previous Month Activities:

-

Volunteers - Current volunteers/committees (if needed):

-



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Chick Utley
VP Marketing

VP MEMBERSHIP

Previous Month Activities:

- ☐ Updated Transition slides including development of the 2012 Membership budget.
- ☐ Attended Transition meeting on 12/3.
- ☐ Held a monthly conference call with the Membership volunteers.
- ☐ Continued to refresh the job posting website and maintain contact with local recruiters.
- Extracted Nov 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.
- Created the Annual Survey in SurveyMonkey. Arranged for 2 emails to all membership to notify that survey was open. Arranged for a members-only link to survey on the website.
- Monitored survey responses.
- Prepared 2012 Guest passes for BOD.
- Updated 3 slides on the Member Corner Display Board - BODs and Certification slides.

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

- Kathy Harper, Jobs Program Manager
- Matt Williams, Jobs Program Coordinator
- Lynn Blankenship, Survey

Barbara Nichols, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

Previous Month Activities:

- Finalized the 2011 - 2012 Professional Development Transition Plan
- Drafted a 2012 Professional Development Budget
- Attended the December 2011 Transition Meeting
- Held the Level 1 Microsoft Project Professional Development Seminar
- Held the Level 1 Earn Buy-in and Win Support Professional Development Webinar
- Submitted the 2011 Professional Development Committee Volunteers for the January Volunteer Recognition Dinner
- Registered for the 2012 PMI Region 5 Leadership Conference
- Started Preparing for the 2012 Professional Development Committee Meetings



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

- None

Linda Oliver, PMP
VP, Professional Development

VP PROGRAMS

Previous Month Activities:

- Attended Transition meeting on 12/3/2011.
- Attended Monthly BoD Meeting.
- No Monthly Dinner Meeting in December 2011.

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

- No Monthly Dinner Meeting in December 2011.

Suresh Raju, PMP
VP, Programs

VP VOLUNTEERISM

Previous Month Activities:

- Updated Transition slides including development of the 2012 Volunteerism budget.
- Attended Transition meeting on 12/3.
- Attended Monthly BoD Meeting
- Planning continues for the Volunteer Recognition event including weekly meetings

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

- Sally Deering
- Danita Hughes
- Neil Halpert
- Jamme Li
- Hamza Mohammed
- Lynn Blankenship
- Meg Witt
- Richard Mandarino

September Sickinger, PMP
VP, Volunteerism

PAST PRESIDENT

Previous Month Activities:



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- Presided over the board transition meeting. Prepared the materials for the meeting.
- Worked with Kelly to transition President duties
- Worked with Paul to transition Past President duties
- Attended S3' s holiday party as representative from PMI CVC

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

· None

Moton Museum Committee

· None

John Lombardi
Past-President

PRESIDENT-ELECT GOV & LIG PMO

Previous Month Activities:

Kelly's Dec. Activities

- Attended Transition meeting on 12/3
- Registered for R5 Meeting in Charlotte
- Talked with Jim Hayden with XoJom regarding training opportunities he could provide the chapter. Passed this information on to VP ProDev and VP Certifications. It was decided that Certification did not want to use their services at this time. Still waiting to hear back from ProDev to see if they may want to use this company.
- Met with FLIPM - to discuss next steps in the partnership with the chapter. They will be writing an article for our newsletter about the program and presenting it to our members at the Feb dinner meeting. They anticipate needing volunteers beginning in Feb. 2012, I will work with VP Volunteerism to coordinate this.
- Met with John regarding transitioning into new role.

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

PMO LIG

Andy Shulick
Dan Galloway
Performed by Bay Harbor Consulting
Susan Fitzgerald
Jonathan Topp
Mark Holmes
Warren Seay
Sharon Robins
Bernie Hill
Dan Ramsey
Kelly Evans

PMO GOV



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Robert Berlin
Elsie Dawson
Prashant Dixit
Samuel Henderson
Bernie Hill
Pam Kida
Susan McCleary
Jane Newall
Nelly Romero

Kelly Evans, PMP
Clark Griffin, PMP
President Elect

PRESIDENT

Previous Month Activities:

-

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

- None

Kelly Evans, PMP
President

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MEETING MINUTES

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, February 1, 2012, 6:00 p.m.

Federal Reserve Bank – 701 East Byrd Street, Richmond, VA 23219

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

ATTENDEES & QUORUM STATUS

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

AGENDA

Open Meeting: 6:00pm	1. Review & Approve Meeting Agenda	Kelly Evans, PMP
	2. Review & Approve Prior BoD Meeting Minutes	Kelly Evans, PMP
Unfinished Business: 6:05pm	1.	
	2.	
New Business: 6:05pm	1. PMIEF Liason Update	Robert Berlin, PMP
	2. Volunteer Opportunities Proposed Process	September Sickinger, PMP
	3. Dinner Meeting Receipts	September Sickinger, PMP
	4. FLiPM Coop Agreement	Kelly Evans, PMP
	5. Charlottesville topic	John Lombardi
	6. Sponsorship	Chick Utley, PMP
	7.	
	8. Outstanding Action Items	Kelly Evans, PMP
Review Committee Reports: 7:15pm	1. Certification-	Susan Thomas, PMP
	2. Communications	Bernie Farkas, PMP
	3. Finance	Joyce M. Gladly, PMP
	4. Marketing	Chick Utley, PMP
	5. Membership	Barbara Nichols, PMP
	6. Professional Development	Linda Oliver, PMP
	7. Programs	Suresh Raju, PMP

AGENDA		
	8. Volunteerism	September Sickinger, PMP
	9. Past-President	John Lombardi
	10. President-Elect	Clark Griffin, PMP
	11. President	Kelly Evans, PMP
Review Action Items: 7:45 pm		Bernie Farkas, PMP
Adjourn Meeting: 7:55pm		Kelly Evans, PMP

ACTION ITEMS		
Action Item	Responsible	Due Date
1. Review Epiware and remove obsolete documents	All	On-going
2. Create Policy and NDA for access to CiviCRM information	Bernie	3/7
3. Follow-up with CPA on recommended reserve fund pool for similar not-for-profits and Definition of operating expenses	Joyce	3/7
4. Speak with Hampton Roads about co-sponsoring 2014 Region 5 LIM meeting	John	Complete
5. Tell Joyce what minimum PMI operating expenses are for the committee	All	Complete
6. Provide sponsorship contacts to Chick	John	Complete
7. Create partnership agreement with FLiPM	Kelly	Complete
8. What is the name for the director of finance on agenda for December	John	Complete
9. Review Chapter Charter	All	Complete
10. Send information on Chapter Charter	John	Complete
11. Send e-mail to Chick for individual business card	All	Complete

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

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

DECISIONS

-

GENERAL TOPICS OF DISCUSSION

- Volunteer Opportunity process will start earlier in the month to allow more time to review volunteer needs prior to the monthly dinner meeting. A new form, based on one used by other chapters, will be used to request volunteers.
- Proteon demo was done during the meeting. Tim and Mike from Proteon walked the board through several different functionalities and answered questions.
- A question was raised regarding the dollar value listed on the January dinner meeting receipts. After discussion it was found to not be an issue.
- Preparation for the 2014 R5 LIM was discussed. Joyce will schedule a meeting after she returns from vacation to discuss volunteer concerns.

ACTIVE SUBCOMMITTEES

Subcommittee	Overview
PMO LIG committee	
GOV LIG	



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PMI Central Virginia Chapter Board of Directors Meeting Agenda

Wednesday, February 1, 2012 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

Volunteers for January

The following volunteers helped with the auditions:

Linda Bell-Sinclair
Julie Gravitt
Pinkaj Klollenga
Terence Fowler
Patrice Brooks
Rick Turnamian
Robert Berlin
Raviteja Sagiraju
Shawn Dunham

Almeater Alston is working on filling volunteer slots for the workshop

The following people are helping to revise the workshop materials:

Robert Young
Robert Berlin
Nancy Ellis
Jane McKinley
Rick Pellegrino
Shawn Dunham
Amanda Ingles

Report on Auditions

Seven people auditioned; three will be invited to be a backup presenter for spring, three will be invited to join our instructor mentoring program and one will be thanked.

Workshop Preparations

After Joyce's review, signed contracts with the Hilton Garden Inn for the spring workshop
All instructor slots are now filled; just a few backup slots remain
Continue to look for volunteers to help with the USB sticks and putting all the modules into a new template.

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

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

Previous Month Activities:

-

Bernie Farkas, PMP



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VP, Communications

VP FINANCE

Previous Month Activities:

- Attended Monthly BoD Meeting
- BoD approval of 2012 Budget received 1/4/12
- Entered 2012 Budget into QBOL
 - Created new memorized report for 2012 Budget Overview
 - Created new memorized report for 2012 Budget vs. Actuals
- Processed expense reports as submitted
- Processed vendor invoices as received
- Reconciled bank accounts (checking and money mkt)
- Reconciled Credit Card deposits
- Attended R5 LIM in CLT
- Began prep of 2011 Chapter tax documents for submission to CPA
- Began initial planning for 2014 R5 LIM. This will be sponsored by CVC and Hampton Roads Chapters. Location TBD. ☺
- Scheduled meeting for early March with potential new AVP/Director of Finance for training and succession of my role. Hope to have someone on board by 3/31/12.
- Working on BoD communication for expense submission and SLA for processing.
- *I am on vacation (not reachable!!) from Sun, 2/12 thru Fri, 2/24. **All expense reports must be submitted no later than Mon, 2/6 for processing.** I will not process again until at least Mon, 2/27.*

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

Previous Month Activities:

- Re-signed Experis as a Bronze Sponsor
- Scheduled meeting for S3 (to be held in February)
- Obtained Badges and Business Cards for Board Member use

Volunteers - Current volunteers/committees (if needed):

-

Chick Utley
VP Marketing

VP MEMBERSHIP

Previous Month Activities:

- Prepared for the BOD Strategy session by analyzing survey data, re-reading results from the 2011 session, and reviewing transition materials.
- Attended the Strategy session and the January Board meeting on 1/14/12.



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- Wrote the Membership script for the Volunteer Recognition Dinner.
- Updated the Pre-meeting and Meeting slides for the January Dinner.
- Attended the January Dinner meeting.
- Communicated with Membership Committee members to verify continuing commitment in 2012.
- Continued to refresh the job posting website and maintain contact with local recruiters.
Extracted Dec 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.
Communicated with multiple members seeking Chapter information or responding to mailings.
Scheduled several planning sessions for Job Posting volunteers, Social Media, and Member Board representatives.
Scheduled the pre-meeting New Member Orientation sessions for the year (Feb, June, Oct) and recruited a volunteer to present at the February dinner.

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

- Kathy Harper, Jobs Program Manager
- Matt Williams, Jobs Program Coordinator
- Lynn Blankenship, Survey, Member Board

Barbara Nichols, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

Previous Month Activities:

- Participated in the January PMICVC Board of Directors Meeting
- Participated in the 2012 PMICVC Strategic Planning Meeting
- Updated the pre-meeting and meeting slides for the PMICVC Volunteer Recognition Dinner
- Updated the professional development script for the PMICVC Volunteer Recognition Dinner
- Attended the 2011 PMICVC Volunteer Recognition Dinner
- Attended the 2012 PMI Region 5 Leadership Conference
- Requested and received a contract from Roeder for an on-site 2012 professional development seminar offering

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

- Linda Oliver

Linda Oliver, PMP
VP, Professional Development

VP PROGRAMS

Previous Month Activities:

- Attended Monthly BoD Meeting on 1/4/2012.



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- Had the Volunteer Dinner Meeting on 1/18/2012. 145 attended.
- Attended Region 5 Leadership Meeting in Charlotte, NC from 1/19/2012 to 1/21/2012.

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

- Pamela Chan
- Niki Mason
- Marie Crites
- Regina Rice
- Teresa Hudgins
- Jonathan Brandon
- Janet Beach
- Cathie Brown
- Michael Vozar
- Ramesh Appathurai

Suresh Raju, PgMP, PMP
VP, Programs

VP VOLUNTEERISM

Previous Month Activities:

- Attended Strategy meeting on 12/3.
- Attended Monthly BoD Meeting
- Held Volunteer Recognition event
- Held Lessons Learned from Volunteer
-

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

- Sally Deering
- Danita Hughes
- Neil Halpert
- Jamme Li
- Hamza Mohammed
- Lynn Blankenship
- Meg Witt

Richard Mandarino

Metrics:

- 5 potential volunteers expressed interest

September Sickinger, PMP
VP, Volunteerism

PAST PRESIDENT

Previous Month Activities:

- Presided over January dinner meeting. Prepared some of the slides for the meeting.
- Attended R5 LIM in Charlotte
- Talked to President Elect of Hampton Roads chapter regarding co-sponsoring 2014 R5 LIM. They are



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interested. We need to reach out to coordinate. I will discuss further with Joyce.

- Met with Bernie to discuss infrastructure needs
- Met with Proteon to discuss needs and confirm that their software could support those needs
- Scheduled an online demo for the board for January 26, had to cancel due to minimal board availability
- Reschedule demo for immediately after the February BOD meeting.
- Sent list of potential sponsor contacts to Chick
- Reviewed list of partner organizations to forward to Clark.

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

- None

John Lombardi
Past-President

PRESIDENT-ELECT GOV & LIG PMO

Previous Month Activities:?

Gov-LIG had 40 attendees at the January meeting. Are in very early stages of planning a Government Project Manager Day for the Fall. Want to make sure that does not conflict on the calendar with other Professional Development activities. We should use Gov LIG for recruiting new CVC members.

PMO LIG waiting for info from Andy about the Feb and April Meetings (speakers available for those 2, others months are still TBD). Then they'll load that info to the web site for those "looking ahead a month or three...."

Social Media effort - Identified two volunteers. Met with Barb and Kathy Harper to discuss Linked In and job postings. Results of the meeting were that Barb needs to find a successor for Kathy, Clark and Barb will be added as managers of the Linked In site, Clark for membership, and Barb for job postings. This conversation exposed some additional layers for the Social Media effort.

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

PMO LIG

Andy Shulick
Daniel C. Galloway, Jr., PMP
Michelle Corridon
Jerry Zhu
Mark Bell
Todd Phillips
Mark Holmes

PMO GOV

Jane Newell



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Nelly Romero
Patty Samuels
Brett Sheffield
Sam Henderson
Elsie Dawson
Susan McCleary
Balaji Kantheti
Bernie Hill
Michelle Corridon

Clark Griffin, PMP
President Elect

PRESIDENT

Previous Month Activities:

Coordinated and attended the Strategic Planning Session at Martins with BOD
Met with Jack Fisher to discuss facilitation of SPS
Met w/John Lombardi
Attended Volunteer recognition dinner
Attended R5 Conference in Charlotte, NC
Contributed article to chapter newsletter
Developed partnership agreement with FLIPM sent out to BOD prior to signoff

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

- Sheria Waters - Newsletter writer

Kelly Evans, PMP
President

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MEETING MINUTES

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, March 7, 2012, 6:00 p.m.

Martins – 2250 John Rolfe Pkwy, Richmond, VA 23233

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

ATTENDEES & QUORUM STATUS

President	Kelly Evans, PMP	A	VP Marketing	Chick Utley, PMP	A
Past-President	John Lombardi	A	VP Membership	Barbara Nichols, PMP	A
President Elect	Clark Griffin, PMP	A	VP Prof. Development		
VP Certification	Susan Thomas, PMP	P	VP Programs	Suresh Raju, PgMP, PMP	A
VP Communication	Bernie Farkas, PMP	A	VP Volunteerism	September Sickinger, PMP	P
VP Finance	Joyce M. Gladly, PMP	A			
Also Present:					
Quorum Present			A = Attended, P= On-Phone		

AGENDA

Open Meeting: 6:00pm	1. Review & Approve Meeting Agenda	Kelly Evans, PMP
	2. Review & Approve Prior BoD Meeting Minutes	Kelly Evans, PMP
Unfinished Business: 6:05pm	3.	
	4.	
New Business: 6:05pm	1. Sr. Project Extravaganza Night	Kelly Evans, PMP
	2. July Dinner Meeting	Kelly Evans, PMP
	3. PMIEF Update	Kelly Evans, PMP
	4. PMICVC PMs for Mayor's Youth Academy	Chick Utley, PMP
	5. S3 and Educational program with schools	Chick Utley, PMP
	6. Invoicing Sponsors	Chick Utley, PMP
	7. VP Professional Development – Next steps	Kelly Evans, PMP
	8. Chapter Dues Increase from PMI	Kelly Evans, PMP
	9. Job Postings – Is there benefit to having them? If so, who will be responsible for tracking and keeping up to date.	Kelly Evans, PMP / Barb Nichols, PMP
	10. Guest Passes – Visitors / Sponsors	Kelly Evans, PMP
	11. Charlottesville Update	John Lombardi
	12. Proteon – Next Steps	John Lombardi

AGENDA		
	13. Chapter Award Submissions	John Lombardi
	14. Workshop sample questions for Patti Samuels work with VITA	Susan Thomas, PMP
	15. PMI Volunteer Database	Barb Nichols, PMP
	16. October dinner meeting, move to 10/11/12 due to LIM	Suresh Raju, PMP
	17. Strategic Plan Review	Kelly Evans, PMP
	18. Outstanding Action Items	Kelly Evans, PMP
Review Committee Reports: 7:15pm	1. Certification-	Susan Thomas, PMP
	2. Communications	Bernie Farkas, PMP
	3. Finance	Joyce M. Gladly, PMP
	4. Marketing	Chick Utley, PMP
	5. Membership	Barbara Nichols, PMP
	6. Professional Development	Linda Oliver, PMP
	7. Programs	Suresh Raju, PMP
	8. Volunteerism	September Sickinger, PMP
	9. Past-President	John Lombardi
	10. President-Elect	Clark Griffin, PMP
	11. President	Kelly Evans, PMP
Review Action Items: 7:45 pm		Bernie Farkas, PMP
Adjourn Meeting: 7:55pm		Kelly Evans, PMP

ACTION ITEMS		
Action Item	Responsible	Due Date
1. Review Epiware and remove obsolete documents (Mktg ☐)	All	On-going
2. Create Policy and NDA for access to CiviCRM information	Bernie	OBE
3. Follow-up with CPA on recommended reserve fund pool for similar not-for-profits and Definition of operating expenses	Joyce	4/5
4. Check on use of Authorize.net for payment processing	Bernie	OBE
5. Schedule meeting with volunteers regarding 2014 R5 LIM	Joyce	4/5
6. Follow up with Robert regarding Molina certification class	John	Complete

ACTION ITEMS		
Action Item	Responsible	Due Date
7. Email award submission deadlines to board	John	Complete
8. Meet to discuss Proteon direction	Kelly, Clark, Bernie, John	Complete
9. Update February meeting minutes to indicate Chick in attendance.	John	4/5
10. Talk to Anne about having media at a dinner meeting recognizing Flipm graduates.	Kelly	4/5
11. Update BOD information on the chapter website	Bernie	4/5
12. Review bylaws to see if there is a requirement to have a VP of Pro Development	Clark	4/5
13. Research yahoo group for PMICVC	Bernie	4/5
14. Follow up with Anne regarding a non-expiring partnership agreement	Clark	4/5
15. Follow up with Proteon and review references for lessons learned	John	4/5
16. Clarify non-profit limitations	John	4/5
17. Check on Proteon tie in with VRMS	John	4/5
18. Confirm linkage to VRMS and registration	Bernie	4/5
19. Follow up with The Place about moving the July dinner meeting to the Fed	Suresh	4/5

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

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

GENERAL TOPICS OF DISCUSSION

- Need to update the meeting minutes from February to show Chick as attending.
- In coordination with Flipm the BOD will be judges at Deep Run High School's Senior Extravaganza. BOD decision will be 1/3 of the total score.
- Recent graduates of the Flipm program will be recognized at the July dinner meeting.
- PMIEF will present the April pre-meeting and discuss community outreach
- Discussion of the Mayor's Youth Academy and reached a decision to ask for volunteers as mentors and help with career guidance.
- Motion: Chapter will not support the Mayor's Youth Academy officially, but will present at the dinner meeting to ask for volunteers. Approved.
- S3 is proposing a quarterly think tank with the chapter providing assistance to companies. May want to be involved with Flipm. Chick will connect S3 with Flipm.
- Sponsors will be invoiced for a 12 month cycle, instead of being limited to the calendar year.
- VP of Pro Dev will be covered by a group of volunteers.
- The PMI dues increase will be posted on the web site, but not the home page.
- Motion: Remove the job listings page and replace it with a link to the PMI job listings page. Approved.
- Motion: Move that PMICVC switch the web site and infrastructure to Proteon software at the rate of approximately \$14,000 transfer fee and approximately \$700 per month maintenance fee. Approved.
- Discussion of a members request to use the chapters sample PMP test questions for internal training. A decision was reached to not do so.
- The chapter has been registered with the VRMS system.
- Decided to move the October dinner meeting up one week to allow for BOD members to travel to National LIM the third week.
- July BOD meeting has been moved to the 5th.
- Motion: ask Jonathon to take headshots of the board for the web site, not to exceed \$50.00. Approved.
- Clark moves to close, Barb seconds

ACTIVE SUBCOMMITTEES

Subcommittee	Overview
PMO LIG	
GOV LIG	
PMIEF	



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 7, 2012 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

Volunteers for February

Linda Bell-Sinclair is doing instructor management. The three top 'auditioners' are serving as back up instructors and will be invited to teach at the next workshop. Three others are in a mentoring program, working with Linda.

Almeater Alston is working on filling volunteer slots for the workshop

The following people are helping to revise the workshop materials:

Robert Young
Robert Berlin
Nancy Ellis
Jane McKinley
Rick Pellegrino
Shawn Dunham
Amanda Ingles
Jimmy Ray
David Breidenbach
Cliff Vaught
Tom White
Bruce Slough
Rick Kaewer
Carrie Cybulski
Karen Lucci
Lynn Blankenship
Consuela Toye Wilson
Susan Fitzgerald
Herbert Jones

Working on the USB Sticks

Dani Tiller
Robert Young
Debbie Hinton

Managing registration

Katie Pembleton

Registration is down much more than expected - the last day of the workshop is Palm Sunday - did not realize that when we were trying to work around Richmond spring breaks. We may consider a second workshop in the June timeframe if we can find instructors.

All modules have been updated based on feedback from the Fall Workshop; additional focus on test prep has been included.

Susan Thomas, PMP



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VP, Certification

VP COMMUNICATIONS

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

Chip Free

Jammy Li

Jim Robbins

John Lombardi

Kostadin Bisharov

Previous Month Activities:

- Met with Kelly, Clark, and John to discuss approach to moving to Proteon
- Removed Linda as VP Professional Development from the website and epiware
- Sent first sponsored dinner meeting notice, worked with Chick to establish procedure for year's schedule
- Posted FLiPM information on website
- Work to arrange training of dinner committee to post dinners on website calendar

Bernie Farkas, PMP

VP, Communications

VP FINANCE

Previous Month Activities:

- 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
- Worked on prep of 2011 Chapter tax documents for submission to CPA
- Began initial planning for 2014 R5 LIM. This will be sponsored by CVC and Hampton Roads Chapters. Location TBD.
- Scheduled meeting for late March with potential new AVP/Director of Finance for training and succession of my role. Hope to have someone on board by 4/30/12.
- Working on BoD communication for expense submission and SLA for processing.

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

• None

Joyce M. Glady, PMP

VP, Finance



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VP MARKETING

Previous Month Activities:

- Met with Udig and have secured \$1,400 in partnership commitment for over the year.
- Gave a membership and the value of the Chapter presentation to Icomna associates at Capital One.
- Met with S3 and discussed various initiatives and co-projects. Received a verbal commitment for an annual sponsorship of \$5,000. Also how the FLiPM program could be used as a "feeder" into their hiring practices.
- Discussed ways our Chapter can assist the City of Richmond's Mayor Youth Academy through helping teach students how to become someone a company wants to hire and other job related skills. May be a great opportunity to have additional FLiPM coverage.

Volunteers - Current volunteers/committees (if needed):

Charles M. "Chick" Utley, PMP
VP Marketing

VP MEMBERSHIP

Previous Month Activities:

- Updated the Membership Info and Benefits pages on the website with current information regarding dues and chapter data.
- Attended the February Board meeting on 2/1/12.
- Updated the Pre-meeting and Meeting slides for the February Dinner.
- Communicated with Membership Committee members to verify Member Display Board and New Member Orientation Pre-meeting volunteers.
- Continued to refresh the job posting website and maintain contact with local recruiters. Posted volunteer positions for job posting managers and leads.
- Extracted Jan membership data from the DEP and sent message text to Communications for standard monthly (1) New Member email, (2) Non-Renewal email, and (3) Area Prospecting email. Created the 2012 Membership report which provides YTD information from the DEP.
- Extracted data from the DEP regarding *all* certifications instead of just PMPs for posting and dinner meeting slides.
- Communicated with multiple members seeking Chapter information or responding to mailings.
- Followed up with Board members on several outstanding issues.
- Began updates to the Membership brochures.

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

- Kathy Harper, Jobs Program Manager
- Lynn Blankenship, New Member Orientation Pre-meeting speaker
- Salil Raje, Member Board coordinator
- Christine Kerkeslager, Member Board coordinator

Barbara Nichols, PMP
VP, Membership



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VP PROFESSIONAL DEVELOPMENT

Previous Month Activities:

- Linda Oliver resigned her position as VP Professional Development on 2/22.
- Susan Thomas has a contact for classes that she is going to reach out to for classes
- Kelly has reached out to several individuals that have expressed an interest in helping.
- Kelly is working with Jennifer Romero Greene to contact CCWA. We should have two class offerings by March from this vendor.

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

Sheria Waters
Jennifer Romero-Greene
Kelly Evans

Open

VP, Professional Development

VP PROGRAMS

Previous Month Activities:

- Attended Monthly BoD Meeting on 2/1/2012.
- Attended Proteon Epiware Conversion Demo on 2/1/2012.
- Coordinated with the Programs Committee and prepared for the February Dinner Meeting.
- Had the Monthly Dinner Meeting on 2/16/2012. 108 attended.
- Compiled and submitted the Dinner Meeting paperwork to the VP of Finance for further action.
- Communicated with potential speakers on speaking engagement for the Monthly Dinner Meetings. Speakers have been confirmed thru 2012 except for October.
- Brought to the attention of the Board that October Dinner Meeting on 10/18/2012 conflicts with the PMI Leadership Institute Meeting (October 18 - 20, 2012). Suggested that the Dinner Meeting could be moved to 10/11/2012. This will be discussed at the March BoD Meeting on 3/7/2012.

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

Pamela Chan
Sue O'Hara
Niki Mason
Marie Crites
Regina Rice
Teresa Hudgins
Janet Beach
Jonathan Brandon
Michael Vozar
Ramesh Appathurai



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Suresh Raju, PgMP, PMP, RMP
VP, Programs

VP VOLUNTEERISM

Previous Month Activities:

- Attended Monthly BoD Meeting
- Submitted expenses from Volunteer Recognition Event
- Updated Volunteer Request form and Volunteer Request Procedure

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

- Jamme Li
- Hamza Mohammed

Metrics:

- 4 potential volunteers expressed interest

September Sickinger, PMP
VP, Volunteerism

PAST PRESIDENT

Previous Month Activities:

- Attended the February BOD Meeting
- Completed the minutes for the February BOD meeting
- Attended the February dinner meeting
- Met with Kelly, Clark, and Bernie to discuss path forward with Proteon. We set some general priorities of Events and payment processing first to insure we get what will most likely be the tricky part converted first.
- Had a call with PMI DC President to discuss having training events in Charlottesville. She is okay with doing so since we have members who live there. We should always inform (advertise) with the DC chapter as well. We talked in terms of a certification type event, but can expand the conversation as needed. She will be addressing with her board on Wednesday, 3/7/12.
- Talked with Mike from Proteon to demo Epiware and discuss conversion options. They can convert the whole site for us in about a week and then we can start the review and update process (one option, nothing is set yet).
- Worked on preliminary data collection for the Chapter of the year and Volunteer of the year awards packages. Deadline for these is April 30, 2012. Still need to get information regarding provider of the year award.
- Met with Kelly and Linda regarding issues with her flow of communication and follow up. Since her resignation I have emailed her to arrange to pick up the chapter's projector that she has, but have not heard back yet.
- Sat in on a Flipm class at Highland Springs High School. I will be presenting to the class on Thursday, March 8th.
- Met with Robert to discuss concerns about letting Molina use our materials to provide an in-house PMP Certification class. There are a number of potential conflict issues in relation to other providers and the use of our non-profit status. More investigation is needed, in particular the question of whether our 5013c status has limitations on this.



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

- ☐ Will be looking for a nominations committee volunteer soon

John Lombardi
Past-President

PRESIDENT-ELECT GOV & LIG PMO

Previous Month Activities:?

Sent Agile Virginia a partnership agreement. Waiting for response/changes. Will use what we come up with as a template for other partnership agreements in regards to duration of agreement and possible auto-renewal language.

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

PMO LIG

Andy Shulick
Daniel C. Galloway, Jr., PMP
Michelle Corridon
Jerry Zhu
Mark Bell
Todd Phillips
Mark Holmes
Susan Merritt
Rich Shurtz
Michelle Corridon

PMO GOV

Jane Newell
Nelly Romero
Patty Samuels
Brett Sheffield
Dan Burns
Prashant Dixit
Sam Henderson
Elsie Dawson
Susan McCleary
Balaji Kantheti
Bernie Hill
Michelle Corridon
Robert Berlin

Clark Griffin, PMP
President Elect

PRESIDENT

Previous Month Activities:



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- Attended Feb. BOD Meeting
- Attended Proteon demo
- Met with Bernie, John and Clark regarding next steps to move forward with Proteon and a new website
- Attended R5 Presidents call. Forwarded emails from Randy to the BOD
- Attended February PMICVC Dinner meeting
- John Lombardi and I met with Linda Oliver to discuss her resignation. VP ProfDev resigned on 2/22/12 - reported to Anne Jenneman and Randy Waymer. Sent emails to several persons interested in helping in this position.
- Susan Thomas and Jennifer Romero Greene are reaching out to potential vendors for class offerings.
- Removed VP ProfDev from component system and requested Bernie remove her from all local chapter areas.
- Met with Jennifer Romero Greene and Susan Burton to discuss FLiPM needs which include Sr. Project Extravaganza Night on May 23rd, would like BOD to attend and vote on projects for Scholarship consideration.
- Met with Roeder and Sheria Waters (helping with ProDev) to discuss upcoming Advanced Project Stakeholder Management class in May.
- Organized team of 3, Sheria Waters, Mike Vozar, Hank Mayer to take of ProDev responsibilities. They will report in through me for the time being.
- Talked with Robert Berlins to get updates regarding his activities as PMIEF Liason:
 - [Contacted PMI EF Global for fundraising guidelines](#)
 - [Added a new member to the committee](#)
 - [Began a draft of the PMI EF Liaison for PMI CVC](#)
 - [Requested committee members to identify project for this calendar year](#)
 - [Planning a meeting with FLiPM to coordinate activities as I am receiving many requests for K-12 programs](#)

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

- Sheria Waters - Newsletter writer
- Robert Berlin - PMIEF Liason, FLiPM volunteer coordinator

Professional Development

Sheria Waters	Hank Mayer	Mike Vozar	Jennifer Romero Greene
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PMIEF Committee

Robert Berlin	Angela Edwards	Brett Sheffield
Kimberly Sowers	Tilithia Brown	Carolyn Troiano

Kelly Evans, PMP
President

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MEETING MINUTES

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, April 4, 2012, 6:00 p.m.

Martins – 2250 John Rolfe Pkwy, Richmond, VA 23233

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

ATTENDEES & QUORUM STATUS

President	Kelly Evans, PMP	A	VP Marketing	Chick Utley, PMP	
Past-President	John Lombardi	A	VP Membership	Barbara Nichols, PMP	A
President Elect	Clark Griffin, PMP		VP Prof. Development		
VP Certification	Susan Thomas, PMP	P	VP Programs	Suresh Raju, PgMP, PMP, RMP, ACP	A
VP Communication	Bernie Farkas, PMP	A	VP Volunteerism	September Sickinger, PMP	A
VP Finance	Joyce M. Gladly, PMP	A			
Also Present:					
Quorum Present			A = Attended, P= On-Phone		

AGENDA

Open Meeting: 6:00pm	1. Review & Approve Meeting Agenda	Kelly Evans, PMP
	2. Review & Approve Prior BoD Meeting Minutes	Kelly Evans, PMP
Unfinished Business: 6:05pm	3.	
	4.	
New Business: 6:05pm	1. Dinner Meetings (July and Oct)	Suresh Raju, PgMP, PMP, RMP, ACP
	2. Head Shots	Kelly Evans, PMP
	3.	
	4.	
	5.	
	6.	
	7.	
	8.	
	9.	
	10.	
	11.	
	12.	
	13. Outstanding Action Items	Kelly Evans, PMP
Review Committee Reports:	1. Certification-	Susan Thomas, PMP

AGENDA		
7:15pm	2. Communications	Bernie Farkas, PMP
	3. Finance	Joyce M. Gladly, PMP
	4. Marketing	Chick Utley, PMP
	5. Membership	Barbara Nichols, PMP
	6. Professional Development	Linda Oliver, PMP
	7. Programs	Suresh Raju, PgMP, PMP, RMP, ACP
	8. Volunteerism	September Sickinger, PMP
	9. Past-President	John Lombardi
	10. President-Elect	Clark Griffin, PMP
	11. President	Kelly Evans, PMP
Review Action Items: 7:45 pm		Bernie Farkas, PMP
Adjourn Meeting: 7:55pm		Kelly Evans, PMP

ACTION ITEMS		
Action Item	Responsible	Due Date
1. Review Epiware and remove obsolete documents (Mktg □)	All	On-going
2. Follow-up with CPA on recommended reserve fund pool for similar not-for-profits and Definition of operating expenses	Joyce	5/2
3. Schedule meeting with volunteers regarding 2014 R5 LIM	Joyce	7/5
4. Update February meeting minutes to indicate Chick in attendance.	John	Complete
5. Talk to Anne about having media at a dinner meeting recognizing Flipm graduates.	Kelly	Complete
6. Update BOD information on the chapter website	Bernie	Complete
7. Review bylaws to see if there is a requirement to have a VP of Pro Development	Clark	Complete
8. Research yahoo group for PMICVC	Bernie	5/2
9. Follow up with Anne regarding a non-expiring partnership agreement	Clark	5/2
10. Follow up with Proteon and review references for lessons learned	John	Complete
11. Clarify non-profit limitations	John	5/2

ACTION ITEMS		
Action Item	Responsible	Due Date
12. Check on Proteon tie in with VRMS	John	5/2
13. Confirm linkage to VRMS and registration	Bernie	5/2
14. Follow up with The Place about moving the July dinner meeting to the Fed	Suresh	5/2
15. Follow up with the place for October dinner meeting	Suresh	4/15
16. Follow up with Fed for July dinner meeting	Kelly	4/12
17. Schedule BOD meetings for July through December – including Transition meeting (12/1)	Joyce	6/5
18. Registered letter to Linda about pro dev projector	John	5/2
19. Give access to have pro dev for survey monkey	Kelly	5/2
20. Volunteer of the year letter for Michelle	Kelly, Susan	4/15

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
<ul style="list-style-type: none"> Agenda - move to accept by Barbara, seconded by John, approved Meeting Minutes - move to accept by Barbara, seconded by Joyce, approved Adjourn - moved by Barbara, seconded by September

GENERAL TOPICS OF DISCUSSION
<ul style="list-style-type: none"> October dinner meetings Wednesday of the third week is still not a good date because that is the travel day for LIM. Two dates for consideration are Wednesday 10/10 or Tuesday 10/16 July dinner meeting check pricing for the FED food

ACTIVE SUBCOMMITTEES	
Subcommittee	Overview
PMO LIG	

ACTIVE SUBCOMMITTEES	
Subcommittee	Overview
GOV LIG	
PMIEF	



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PMI Central Virginia Chapter Board of Directors Meeting Agenda

Wednesday, April 4, 2012 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

Volunteers for March

Linda Bell-Sinclair is doing instructor management. The following persons are part of the instructor mentoring program and attended the workshop as part of their training: Sean O'Sullivan, Tim Arnette, Kathryn Stankovic.

Almeater Alston is working on filling volunteer slots for the workshop.

The following people are helping to revise the workshop materials:

Robert Young
Robert Berlin
Nancy Ellis
Jane McKinley
Rick Pellegrino
Shawn Dunham
Amanda Ingles
Jimmy Ray
David Breidenbach
Cliff Vaught
Tom White
Bruce Slough
Rick Kaewer
Carrie Cybulski
Karen Lucci
Lynn Blankenship
Consuela Toye Wilson
Susan Fitzgerald
Herbert Jones

Working on the USB Sticks

Dani Tiller
Robert Young
Debbie Hinton
Brad Hill

Managing registration

Katie Pembleton
Robin Hill, assistant

All modules have been updated based on feedback from the Fall Workshop; additional focus on test prep has been included.

The following people volunteered at the workshop for PDUs

Carrie Cybulski
Sheria Waters



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Jane McKinley
Karen Lucci
Herbert Jones
Wael Daou
Michelle Lietch
Chevelle Hewlett
Almeater Alston
Susan Fitzgerald
Warren Seay
Rick Kaewer
Sudha Mudgade

Instructors for the workshop:

Richard Martin
Rick Turnamian
Russ Meerman
Jimmy
Ray
Bruce Slough
David Stankovic
James Grant
Raviteja Sagiraju
Tim Arnett
Shawn Dunham
Julie Gravitt
Terence Fowler
John Sheldon
Amanda Ingle
Milam Walters
Robert Berlin
Robert Young

There were 25 participants in the workshop. Two new instructors from the auditions - James Grant and Tim Arnett. Did a good job and will be invited to present at the fall workshop which is planned for September.

We learned that PMBOK 5 will be published in the January timeframe with the PMP based on PMBOK 5 beginning in July. This information is from Anne Jenneman and is deemed to be reliable. Based on this information, we will begin the materials revision process this summer. We are changing the structure of the materials to focus on the processes and the knowledge areas within them - since this is now how the PMP results are presented. Currently the modules are based on the knowledge areas with some mention of the processes within each of the knowledge areas.

Our understanding is that the major change in PMBOK 5 will be the addition of the Stakeholder Management knowledge area, which means that the Communications Management module will also change substantially. Based on the substantial work we've done on the modules over the past year, we believe that there's minimal risk for re-assembling these materials into the process format and updating these materials to PMBOK 5 after the reorganization. We will be looking for a revision manager over the next couple of months.



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Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

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

Chip Free
Jammy Li
Jim Robbins
John Lombardi
Kostadin Bisharov

Previous Month Activities:

- Begin working with Proteon to convert the website, events, registration, and document library. Thus far we have set-up the basic website, begun designing the menus, begun the migration of the email service.

Bernie Farkas, PMP
VP, Communications

VP FINANCE

Previous Month Activities:

☐ xx

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

• None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

Previous Month Activities:

- ☐ Renewed Sponsorship agreement with S3

Volunteers - Current volunteers/committees (if needed):

Charles M. "Chick" Utley, PMP
VP Marketing

VP MEMBERSHIP

Previous Month Activities:

- Attended the March Board meeting on 3/7/12.
- Updated the Pre-meeting and Meeting slides for the March Dinner meeting and attended 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.

meeting on 3/15/12.

- Continued to refresh the job posting website and maintain contact with local recruiters. Posted volunteer positions for job posting managers and leads. Will begin phasing out this program as we transition to the new website.
- Extracted Feb membership data from the DEP and sent message text to Communications for standard monthly (1) New Member email, (2) Non-Renewal email, and (3) Area Prospecting email. Updated the 2012 Membership report which provides YTD information from the DEP.
- Communicated with multiple members seeking Chapter information or responding to mailings.
- Reviewed the existing Membership brochures and scouted for new branding materials to use.

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

- Kathy Harper, Jobs Program Manager

Barbara Nichols, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

Previous Month Activities:

- New team met in March to discuss strategy and next steps. More calls have been set up.
- Presented new team at the membership dinner meeting. Several people from the old committee expressed an interest to help. They have been put in touch with the new team.
- Spoke to Roader regarding Advanced SH Management class in May. This class is now being offered.
- Suresh sent information on November speaker to see if team could use her to put on a class that weekend.

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

Sheria Waters
Jennifer Romero-Greene
Mike Vozar
Hank Mayer
Kelly Evans

Open (Sheria Waters facilitating meetings)
VP, Professional Development

VP PROGRAMS

Previous Month Activities:

- Attended Monthly BoD Meeting on 3/7/2012.
- Coordinated with the Programs Committee and prepared for the March Dinner Meeting.
- Had the Monthly Dinner Meeting on 3/15/2012. 102 attended.
- Compiled and submitted the March Dinner Meeting paperwork to the VP of Finance for further action.



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.

- Forwarded the November speaker (Dr. Ginger Levin) information to the ProDev team for a possible ProDev event in November.
- Forwarded the email from Platinum Edge regarding a possible Certified Scrum Master event in the summer as well to the ProDev team. Michele Maurer from Platinum Edge presented during the February Dinner meeting.
- During the March BoD meeting, the BoD approved moving the October Dinner meeting to 10/11/2012 from 10/18/2012, due to the PMI LIM starting on 10/18/2012 at Vancouver, BC, Canada. Communicated with The Place on moving the October Dinner meeting to 10/11/2012 from 10/18/2012. The Ballroom is not available for 10/11/2012, only The Salons (capacity 88) are available. But, the Ballroom is available on 10/17/2012. Need to discuss this at the April BoD meeting and decide the October Dinner meeting date. Need to convey this date to The Place and the October speaker ASAP.
- During the March BoD meeting, the BoD asked me to check with The Place if they will have any problem if the July Dinner meeting is moved out of The Place and held at the Feds as a sponsored event. Checked with The Place and found out that they don't have any issue, but they want to know this ASAP.

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

Pamela Chan
Marie Crites
Regina Rice
Teresa Hudgins
Cathie Brown
Janet Beach
Jonathan Brandon
Ramesh Appathurai
Saravanan Rajamanickam

Suresh Raju, PgMP, PMP, RMP, ACP
VP, Programs

VP VOLUNTEERISM

Previous Month Activities:

- Attended Monthly BoD Meeting

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

- Jamme Li
- Hamza Mohammed
-

September Sickinger, PMP
VP, Volunteerism

PAST PRESIDENT

Previous Month Activities:

- xx



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):

- ☐ Will be looking for a nominations committee volunteer soon

John Lombardi
Past-President

PRESIDENT-ELECT GOV & LIG PMO

Previous Month Activities:?

- xx

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

PMO LIG

Andy Shulick
Daniel C. Galloway, Jr., PMP
Michelle Corridon
Jerry Zhu
Mark Bell
Todd Phillips
Mark Holmes
Susan Merritt
Rich Shurtz
Michelle Corridon

PMO GOV

Jane Newell
Nelly Romero
Patty Samuels
Brett Sheffield
Dan Burns
Prashant Dixit
Sam Henderson
Elsie Dawson
Susan McCleary
Balaji Kantheti
Bernie Hill
Michelle Corridon
Robert Berlin

Clark Griffin, PMP
President Elect

PRESIDENT

Previous Month Activities:

- Attended March BOD Meeting
- Attended March 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.

- Met with new ProDev team 2x in March to discuss strategy for classes
- Completed my section of the Charter renewal due the end of the month.
- Met with PMIEF Committee to discuss upcoming events. Robert is giving a presentation on PMIEF to membership during the April pre-meeting.
- Sent signed contract to Roeder
- Signed Proteon Contract. Received fully signed contract, posted in Epiware.
- Began meeting weekly with Proteon and John, Bernie, and Joyce to begin transition to new website.

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

- Robert Berlin - PMIEF Liason, FLiPM volunteer coordinator

PMIEF Committee

Robert Berlin
Kimberly Sowers

Angela Edwards
Tilithia Brown

Brett Sheffield
Carolyn Troiano

Kelly Evans, PMP
President

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



MEETING MINUTES

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, May 2, 2012, 6:00 p.m.

Martins – 2250 John Rolfe Pkwy, Richmond, VA 23233

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

ATTENDEES & QUORUM STATUS

President	Kelly Evans, PMP			VP Marketing	Chick Utley, PMP	
Past-President	John Lombardi			VP Membership	Barbara Nichols, PMP	
President Elect	Clark Griffin, PMP			VP Prof. Development		
VP Certification	Susan Thomas, PMP			VP Programs	Suresh Raju, PgMP, PMP, RMP, ACP	
VP Communication	Bernie Farkas, PMP			VP Volunteerism	September Sickinger, PMP	
VP Finance	Joyce M. Gladly, PMP					
Also Present:						
Quorum Present				A = Attended, P= On-Phone		

AGENDA

Open Meeting: 6:00pm	1. Review & Approve Meeting Agenda	Kelly Evans, PMP
	2. Review & Approve Prior BoD Meeting Minutes	Kelly Evans, PMP
Unfinished Business: 6:05pm	3.	
	4.	
New Business: 6:05pm	1. Government LIG would like to co-sponsor (non-financial co-sponsor) a state sponsored Project Management Day in October	Jane Newell, PMP
	2. FLiPM – May Event at Deep Run	Jennifer Greene, PMP
	3. Update on July Dinner Meeting	Kelly Evans, PMP
	4. ProDev Class Update	Kelly Evans, PMP/Sheria Waters
	5. Website Update	Bernie Farkas, PMP
	6. Social Media Update	Clark Griffin, PMP
	7. Outstanding Action Items	Kelly Evans, PMP
	8.	
	9.	
	10.	
	11.	
	12.	
	13.	

AGENDA		
Review Committee Reports: 7:15pm	1. Certification-	Susan Thomas, PMP
	2. Communications	Bernie Farkas, PMP
	3. Finance	Joyce M. Gladly, PMP
	4. Marketing	Chick Utley, PMP
	5. Membership	Barbara Nichols, PMP
	6. Professional Development	Vacant
	7. Programs	Suresh Raju, PgMP, PMP, RMP, ACP
	8. Volunteerism	September Sickinger, PMP
	9. Past-President	John Lombardi
	10. President-Elect	Clark Griffin, PMP
	11. President	Kelly Evans, PMP
Review Action Items: 7:45 pm		John Lombardi
Adjourn Meeting: 7:55pm		Kelly Evans, PMP

ACTION ITEMS		
Action Item	Responsible	Due Date
1. Review Epiware and remove obsolete documents (Mktg ✓)	All	On-going
2. Follow-up with CPA on recommended reserve fund pool for similar not-for-profits and Definition of operating expenses	Joyce	5/2
3. Schedule meeting with volunteers regarding 2014 R5 LIM	Joyce	7/5
4. Research yahoo group for PMICVC	Bernie	5/2
5. Follow up with Anne regarding a non-expiring partnership agreement	Clark	5/2
6. Clarify non-profit limitations	John	5/2
7. Check on Proteon tie in with VRMS	John	5/2
8. Confirm linkage to VRMS and registration	Bernie	5/2
9. Follow up with The Place about moving the July dinner meeting to the Fed	Suresh	Complete
10. Follow up with the place for October dinner meeting	Suresh	Complete

ACTION ITEMS		
Action Item	Responsible	Due Date
11. Follow up with Fed for July dinner meeting	Kelly	Complete
12. Schedule BOD meetings for July through December – including Transition meeting (12/1)	Joyce	Complete
13. Registered letter to Linda about prodev projector	John	5/2
14. Give access to have prodev for survey monkey	Kelly	5/2
15. Volunteer of the year letter for Michelle	Kelly, Susan	Complete

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
<input type="checkbox"/> Agenda - move to accept by xxxx, seconded by xxxx, approved <input type="checkbox"/> Meeting Minutes - move to accept by xxxx, seconded by xxxx, approved <input type="checkbox"/> Adjourn - moved by xxxx, seconded by xxxx

GENERAL TOPICS OF DISCUSSION
<input type="checkbox"/>

ACTIVE SUBCOMMITTEES	
Subcommittee	Overview
PMO LIG	
GOV LIG	
PMIEF	See April Addendum



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 2, 2012 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

Volunteers for March

Linda Bell-Sinclair is doing instructor management. The following persons are part of the instructor mentoring program and attended the workshop as part of their training: Sean O'Sullivan, Tim Arnette, Kathryn Stankovic.

Almeater Alston is working on filling volunteer slots for the workshop.

The following people are helping to revise the workshop materials:

Robert Young
Robert Berlin
Nancy Ellis
Jane McKinley
Rick Pellegrino
Shawn Dunham
Amanda Ingles
Jimmy Ray
David Breidenbach
Cliff Vaught
Tom White
Bruce Slough
Rick Kaewer
Carrie Cybulski
Karen Lucci
Lynn Blankenship
Consuela Toye Wilson
Susan Fitzgerald
Herbert Jones

Working on the USB Sticks

Dani Tiller
Robert Young
Debbie Hinton
Brad Hill

Managing registration

Katie Pembleton
Robin Hill, assistant

All modules have been updated based on feedback from the Fall Workshop; additional focus on test prep has been included.

The following people volunteered at the workshop for PDUs

Carrie Cybulski
Sheria Waters



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Jane McKinley
Karen Lucci
Herbert Jones
Wael Daou
Michelle Lietch
Chevelle Hewlett
Almeater Alston
Susan Fitzgerald
Warren Seay
Rick Kaewer
Sudha Mudgade

Instructors for the workshop:

Richard Martin
Rick Turnamian
Russ Meerman
Jimmy
Ray
Bruce Slough
David Stankovic
James Grant
Raviteja Sagiraju
Tim Arnett
Shawn Dunham
Julie Gravitt
Terence Fowler
John Sheldon
Amanda Ingle
Milam Walters
Robert Berlin
Robert Young

There were 25 participants in the workshop. Two new instructors from the auditions - James Grant and Tim Arnett. Did a good job and will be invited to present at the fall workshop which is planned for September.

We learned that PMBOK 5 will be published in the January timeframe with the PMP based on PMBOK 5 beginning in July. This information is from Anne Jenneman and is deemed to be reliable. Based on this information, we will begin the materials revision process this summer. We are changing the structure of the materials to focus on the processes and the knowledge areas within them - since this is now how the PMP results are presented. Currently the modules are based on the knowledge areas with some mention of the processes within each of the knowledge areas.

Our understanding is that the major change in PMBOK 5 will be the addition of the Stakeholder Management knowledge area, which means that the Communications Management module will also change substantially. Based on the substantial work we've done on the modules over the past year, we believe that there's minimal risk for re-assembling these materials into the process format and updating these materials to PMBOK 5 after the reorganization. We will be looking for a revision manager over the next couple of months.



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Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

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

Chip Free
Jammy Li
Jim Robbins
John Lombardi
Kostadin Bisharov

Previous Month Activities:

- Begin working with Proteon to convert the website, events, registration, and document library. Thus far we have set-up the basic website, begun designing the menus, begun the migration of the email service.

Bernie Farkas, PMP
VP, Communications

VP FINANCE

Previous Month Activities:

- xx

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

Previous Month Activities:

- xx

Volunteers - Current volunteers/committees (if needed):

Charles M. "Chick" Utley, PMP
VP Marketing

VP MEMBERSHIP

Previous Month Activities:

- Attended the April Board meeting on 4/4/12.
- Updated the Pre-meeting and Meeting slides for the April Dinner meeting.



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- Began phasing out the job posting website by removing the job posting request capability and posting a new link to the Global Career center. Contacted Fahrenheit to inform them their ongoing posting will be removed in May. Contacted frequent recruiters to let them know the posting board is being removed.
- Extracted Mar membership data from the DEP and sent message text to Communications for standard monthly (1) New Member email, (2) Non-Renewal email, and (3) Area Prospecting email. Updated the 2012 Membership report which provides YTD information from the DEP.
- Communicated with multiple members seeking Chapter information or responding to mailings.
- Determined that the Membership brochure just needs minor updates such as color updates to conform to branding standards, new pictures, and one article update. Will begin changes in May.
- Responded to a request from the PMO LIG to use Survey Monkey. The BOD needs a policy decision on how best to utilize survey tools and who is authorized to approve surveys sent to member lists.

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

- Kathy Harper, Jobs Program Manager
- Salil Raje, Kerrie Arkwell, and Tonya Lavelle-Gracik - Membership Display coordinators
- Lynn Blankenship - Survey Monkey SME

Barbara Nichols, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

Previous Month Activities:

- Discussed Locations for Training
 - ITT to hold classes
 - Strayer classes
 - The Place
- Conducted raffle at April dinner meeting for 2 free registrations to the May Roeder class.
- Looking at an August class with Roeder – International and Virtual Teams
- Contacted To contact CCWA for classes, prices, and contracts
- to email Dr. Levine to let her know that we want a class in November

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

Sheria Waters
Jennifer Romero-Greene
Mike Vozar
Hank Mayer

Open (Sheria Waters facilitating meetings and giving updates)
VP, Professional Development

VP PROGRAMS



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

Previous Month Activities:

- Attended Monthly BoD Meeting on 3/7/2012.
- Coordinated with the Programs Committee and prepared for the March Dinner Meeting.
- Had the Monthly Dinner Meeting on 3/15/2012. 102 attended.
- Compiled and submitted the March Dinner Meeting paperwork to the VP of Finance for further action.
- Forwarded the November speaker (Dr. Ginger Levin) information to the ProDev team for a possible ProDev event in November.
- Forwarded the email from Platinum Edge regarding a possible Certified Scrum Master event in the summer as well to the ProDev team. Michele Maurer from Platinum Edge presented during the February Dinner meeting.
- During the March BoD meeting, the BoD approved moving the October Dinner meeting to 10/11/2012 from 10/18/2012, due to the PMI LIM starting on 10/18/2012 at Vancouver, BC, Canada. Communicated with The Place on moving the October Dinner meeting to 10/11/2012 from 10/18/2012. The Ballroom is not available for 10/11/2012, only The Salons (capacity 88) are available. But, the Ballroom is available on 10/17/2012. Need to discuss this at the April BoD meeting and decide the October Dinner meeting date. Need to convey this date to The Place and the October speaker ASAP.
- During the March BoD meeting, the BoD asked me to check with The Place if they will have any problem if the July Dinner meeting is moved out of The Place and held at the Feds as a sponsored event. Checked with The Place and found out that they don't have any issue, but they want to know this ASAP.

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

Pamela Chan
Marie Crites
Regina Rice
Teresa Hudgins
Cathie Brown
Janet Beach
Jonathan Brandon
Ramesh Appathurai
Saravanan Rajamanickam

Suresh Raju, PgMP, PMP, RMP, ACP
VP, Programs

VP VOLUNTEERISM

Previous Month Activities:

- Attended Monthly BoD Meeting
- Researching VRMS
- Gathering team together for initial planning meeting for VRMS rollout
- Welcomed new volunteer to committee – William Suitt for Volunteer Ambassador
- Received interest form from 7 potential volunteers

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

- Jamme Li
- Hamza Mohammed



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· William Suitt

September Sickinger, PMP
VP, Volunteerism

PAST PRESIDENT

Previous Month Activities:

- xx

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

- Will be looking for a nominations committee volunteer soon

John Lombardi
Past-President

PRESIDENT-ELECT GOV & LIG PMO

Previous Month Activities:?

- Get the agreement from Agile Richmond, but had to return it to them to complete unfinished pieces. They have agreed to a clause to keep it in place until someone cancels it rather than having to renew it every three years.

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

PMO LIG

Andy Shulick
Daniel C. Galloway, Jr., PMP
Jerry Zhu
Mark Bell
Todd Phillips
Mark Holmes
Clark Griffin
Susan Merritt
Rich Shurtz

PMO GOV

Jane Newell
Nelly Romero
Patty Samuels
Brett Sheffield
Dan Burns
Prashant Dixit
Sam Henderson
Elsie Dawson
Susan McCleary
Balaji Kantheti



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Bernie Hill
Michelle Corridon
Robert Berlin

Clark Griffin, PMP
President Elect

PRESIDENT

Previous Month Activities:

- Attended and facilitated April BOD Meeting
- Attended and facilitated April Dinner Meeting
- Received sponsorship check from S3 for \$2,500 and gave to VP Finance.
- Met with ProDev - Sheria Waters to discuss upcoming events and next steps.
- Arranged July dinner meeting and speaker for the FLiPM event at the Federal Reserve Bank of Richmond on 7/18. The speaker for the evening will be Jon Mihalic. We will be responsible for paying for his travel and dinner that evening. We will also have a regular dinner meeting on 7/19 at the Place.
- Met with Jennifer to determine student needs and possible sponsorship opportunities.
- Went to Highland Springs High School to meet and speak to the FLiPM students
- Met with Robert Berlin to discuss PMIEF committee status. Working with HandsOn Greater Richmond to provide training for their employees as well as identifying volunteers needed for a 1000 person community day in October
- Scheduled meeting with Chick and Jennifer to begin discussing sponsorships opportunities and media blitz.

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

PMIEF Committee

Robert Berlin
Kimberly Sowers
Berry Sheffield

Angela Edwards
Tilithia Brown

Brett Sheffield
Carolyn Troiano

FLiPM

Jennifer Romero-Greene

John Lombardi

Kelly Evans

Kelly Evans, PMP
President

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

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, June 6, 2012, 6:00 p.m.

Martins – 2250 John Rolfe Pkwy, Richmond, VA 23233

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

ATTENDEES & QUORUM STATUS

President	Kelly Evans, PMP	A	VP Marketing	Chick Utley, PMP	
Past-President	John Lombardi		VP Membership	Barbara Nichols, PMP	P
President Elect	Clark Griffin, PMP	A	VP Prof. Development	Sheria representing	
VP Certification	Susan Thomas, PMP	P	VP Programs	Suresh Raju, PgMP, PMP, RMP, ACP	A
VP Communication	Bernie Farkas, PMP	A	VP Volunteerism	September Sickinger, PMP	A
VP Finance	Joyce M. Gladly, PMP	A			
Also Present:					
Quorum Present			A = Attended, P= On-Phone		

AGENDA

Open Meeting: 6:00pm	1. Review & Approve Meeting Agenda	Kelly Evans, PMP
	2. Review & Approve Prior BoD Meeting Minutes	Kelly Evans, PMP
Unfinished Business: 6:05pm	3.	
	4.	
New Business: 6:05pm	1. Discussion of VP Finance Role	Kelly Evans, PMP John Lombardi
	2. Website – Credit Card Processing	Bernie Farkas, PMP
	3. July 18 Dinner meeting (agenda, dinner payment, pmt for 2 nd dinner for BoD members. etc)	Kelly Evans, PMP
	4. Motion for BoD to approve dinner for 10 CAPM students	Kelly Evans, PMP
	5. Website Update	Bernie Farkas, PMP
	6. Election Update	John Lombardi
	7. BoD Roles	Bernie Farkas, PMP
	8. VRMS	September Sickinger, PMP
	9. Prodev – CCWA	Kelly Evans, PMP
	10. Outstanding Action Items	Kelly Evans, PMP
	11.	
	12.	

AGENDA		
Review Committee Reports: 7:15pm	1. Certification-	Susan Thomas, PMP
	2. Communications	Bernie Farkas, PMP
	3. Finance	Joyce M. Gladly, PMP
	4. Marketing	Chick Utley, PMP
	5. Membership	Barbara Nichols, PMP
	6. Professional Development	Vacant
	7. Programs	Suresh Raju, PgMP, PMP, RMP, ACP
	8. Volunteerism	September Sickinger, PMP
	9. Past-President	John Lombardi
	10. President-Elect	Clark Griffin, PMP
	11. President	Kelly Evans, PMP
Review Action Items: 7:45 pm		John Lombardi
Adjourn Meeting: 7:55pm		Kelly Evans, PMP

ACTION ITEMS		
Action Item	Responsible	Due Date
1. Review Epiware and remove obsolete documents (Mktg ✓)	All	On-going
2. Follow-up with CPA on recommended reserve fund pool for similar not-for-profits and Definition of operating expenses	Joyce	7/5
3. Schedule meeting with volunteers regarding 2014 R5 LIM	Joyce	7/5
4. Clarify non-profit limitations	John	7/5
5. Registered letter to Linda about prodev projector	John	7/5
6. Follow up with Sheria regarding the proposed speakers' costs	Kelly	7/5
7. Create proposed re-organization plan for Board	Clark Bernie	7/5
8. Find out if there is a VRMS test system	September	7/5
9. Review Board Role Description	All	7/5
10.		
11.		

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
<ul style="list-style-type: none"> • Agenda - move to accept by Clark, seconded by Susan, approved • Meeting Minutes - move to accept by Clark, seconded by Joyce, approved • Motion: Board member who attends the 7/18 CAPM Recognition Dinner does not have to pay for the 7/19 Dinner Meeting. Move to accept by Suresh, seconded by Clark, NOT approved • Motion: The Chapter will pay for the dinners for the 10 CAPM students to attend the 7/18 dinner (money to be taken from Kelly and Clark's budgets). Moved to accept by Kelly, seconded by September, approved. • Motion: Make each VP responsible for updating VRMS with volunteer opportunities, which transfers this responsibility from the VP of Volunteerism. Moved to accept by September, seconded by Joyce, approved. • Adjourn - moved by Bernie, seconded by Clark

GENERAL TOPICS OF DISCUSSION
<ul style="list-style-type: none"> • V.P. Finance: Have a candidate; Joyce will work begin training. New credit card processing account is approved. • Board of Directors Nominations - Lynne Blankenship is a possible candidate for VP of Membership • CCWA (Community College Workforce Alliance) wants to stop using Rene to verify and register courses for PDUs. They have asked if the chapter can certify courses for PDUs. It was recommended that CCWA work with PMI Global to become a LEP

ACTIVE SUBCOMMITTEES	
Subcommittee	Overview
PMO LIG	
GOV LIG	
PMIEF	



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

PMI Central Virginia Chapter Board of Directors Meeting Agenda

Wednesday, June 6, 2012 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

Volunteers for May

Almeater Alston - Volunteer Coordinator - helping create master roster of volunteers

Jennifer Plank - Manager, Volunteer Roster

Continuing to gather names and contact information for all volunteers to date.

Selected dates for Fall workshop, working with hotel to secure commitment

Prepared individual evaluation reports for the spring workshop instructors

Susan Thomas, PMP

VP, Certification

VP COMMUNICATIONS

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

Jim Robbins

Previous Month Activities:

- Continue working with Proteon to convert the website, events, registration, and document library. The web site is nearly complete, the documents in epiware are being migrated to the Proteon, and email was transitioned to zimbra on May 28. Pending board approval and completion of setting up credit card processing with our Wells Fargo account, the switch over will be scheduled this month. Proteon has raised concerns with our chapter's decision to use authorize.net for credit card processing. According to Proteon, most chapters are moving from authorize.net to PayPal. Proteon says that the chapter will be subject to a monthly non-compliance PCI fee of \$25/credit card (\$900/year) and that at some point, Wells Fargo will not support the chapter's use of authorize.net.

Bernie Farkas, PMP

VP, Communications

VP FINANCE

Previous Month Activities:

- 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
- Worked on prep of 2011 Chapter tax documents for submission to CPA
- Began initial planning for 2014 R5 LIM. This will be sponsored by CVC and Hampton Roads Chapters. Location TBD.



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.

- Will schedule meeting for late June - early July with potential new AVP/Director of Finance for training and succession of my role. Hope to have someone on board by 7/15/12.
- For June: Set up new Merchant Card Processing account and test with Proteon event, ETA for completion 6/8/12.
- For June: Cancel old Merchant Card Processing account.

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

Previous Month Activities:

- xx

Volunteers - Current volunteers/committees (if needed):

Charles M. "Chick" Utley, PMP
VP Marketing

VP MEMBERSHIP

Previous Month Activities:

- Attended the May Board meeting.
- Updated the Pre-meeting and Meeting slides for the May Dinner meeting.
- Answered questions regarding the phasing out of the job posting service. Released Kathy Harper from future responsibilities - she's moved to the Atlanta area.
- Reviewed and accepted/rejected members to the LinkedIn group.
- Extracted April membership data from the DEP and sent message text to Communications for standard monthly (1) New Member email, (2) Non-Renewal email, and (3) Area Prospecting email. Updated the 2012 Membership report which provides YTD information from the DEP.
- Communicated with members seeking Chapter information or responding to mailings.
- Attended the Deep Run Capstone / FlipM event on 5/23 to judge student projects
- Reviewed training materials for the new website. Setup new email.
- Prepared for pre-meeting New Member Orientation.

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

- 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

Previous Month Activities:

- Our team is currently finalizing details and contracts for speakers for the remainder of the 2012 year. We plan to schedule into the 2013 for the incoming VP and committee to reduce the stress associated with on-boarding as a new team.

Rough Schedule

July/ September -

- Webinars
- Scrum/ Master Certifications

August 10 -

- Roeder - International Project Mgmt./ Virtual Teams
- October 5

November

- Pat Johns
- Dr. Levine (?)
- Also working with CCWA, for additional classes.
- Team developing a check list of items that need to be done for each workshop and looking for volunteers to monitor workshops.

Volunteers - list current volunteers:

Sheria Waters
Mike Vozar
Hank Mayer
Robert Lapsley

Open (Sheria Waters facilitating meetings and giving updates)
VP, Professional Development

VP PROGRAMS

Previous Month Activities:

- Attended Monthly BoD Meeting on 5/2/2012.
- Coordinated with the Programs Committee and prepared for the May Dinner Meeting.
- Had the Monthly Dinner Meeting on 5/17/2012. Successfully conducted the Speed Networking activity.
- Compiled and submitted the May Dinner Meeting paperwork to the VP of Finance for further action.

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

Pamela Chan
Sue O'Hara
Niki Mason
Marie Crites
Regina Rice
Teresa Hudgins



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.

Janet Beach
Jonathan Brandon
Saravanan Rajamanickam
Kerrie Arkwell
Salil Raje

Suresh Raju, PgMP, PMP, RMP, ACP
VP, Programs

VP VOLUNTEERISM

Previous Month Activities:

- Attended Monthly BoD Meeting
- Beginning weekly VRMS rollout meetings
- Gathering team together for initial planning meeting for VRMS rollout
- Welcomed another new volunteer to committee – Shannon Powell for Volunteer Ambassador
- Received interest form from 6 potential volunteers

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

- Jamme Li
- Hamza Mohammed
- William Suitt
- Shannon Powell
-
-

September Sickinger, PMP
VP, Volunteerism

PAST PRESIDENT

Previous Month Activities:

- Attended the May BOD meeting
- Attended the May Dinner Meeting , took the minutes and updated them in Epiware
- Worked on 2012 Election materials, reached out to potential candidates
- Attended the Senior Extravaganza at Deep Run High School and participated in voting on the eligible projects.
- Discussed possible future FLiPM involvement with Jennifer Green
- Worked on workshop feedback for Certification

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

- Jennifer Plank has offered to assist with Nomination Committee

John Lombardi
Past-President

PRESIDENT-ELECT GOV & LIG PMO

Previous Month Activities:



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.

Social Media committee established with three members, Johnathan Brandon, Mark Bell, and Pam Kida. Arranging an informal meeting to precede more formal meetings.

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

PMO LIG

Andy Shulick
Daniel C. Galloway, Jr., PMP
Jerry Zhu
Mark Bell
Todd Phillips
Mark Holmes
Clark Griffin
Susan Merritt
Rich Shurtz

PMO GOV

Jane Newell
Nelly Romero
Patty Samuels
Brett Sheffield
Dan Burns
Prashant Dixit
Sam Henderson
Elsie Dawson
Susan McCleary
Balaji Kantheti
Bernie Hill
Michelle Corridon
Robert Berlin

Clark Griffin, PMP
President Elect

PRESIDENT

Previous Month Activities:

- Attended and facilitated May BoD Meeting
- Attended and facilitated May Dinner Meeting
- Maintained dialog with ProDev - Sheria Waters to discuss upcoming events and next steps.
- Spoke to Mike Vozar and Hank Mayer about running for the ProDev position in June. Spoke to Kerrie Arkwell about running for the VP Membership position.
- Worked on final planning for the July dinner meeting at the Federal Reserve Bank of Richmond on 7/18. Worked with Jon Mihalic on dialog for his presentation.
- Met with Jennifer Green and Chick Utley to discuss advertizing the event and additional sponsorship opportunities.
- Spoke to class at Deep Run High School FLiPM students



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

- Attended Senior Extravaganza on 5/23 to judge Deep Run High School projects
- Met with representative from Hanover Cares to discuss PM opportunities to bring back to the chapter.
- Met with Jennifer to discuss agenda for the evening of 7/18 and outstanding action items.

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

PMIEF Committee

Previous Month Activities:

- Established a Lunchtime presentation on 06/22/2012 with the HandsOn Greater Richmond to share the benefits of project management for Nonprofit organizations.
- Recruited a volunteer trainer, Stephen Honore, to lead the 12-session workshop on project management for HandsOn Greater Richmond (HandsOn will confirm after the 6/22/2012 meeting)

Upcoming events:

- breaking into the lower elementary school area for some project management basics for children
- establishing a relationship with the new United Way Director, Lynn Pharr, by offering project management education for United Way and its agencies
- [representing PMI CVC at the SyncRVA event held at the University of Richmond](#)
-

Robert Berlin
Kimberly Sowers
Stephen Honore

Angela Edwards
Tilithia Brown

Brett Sheffield
Carolyn Troiano

FLiPM

Jennifer Romero-Greene

Kelly Evans

Kelly Evans, PMP
President

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

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Thursday, July 5, 2012, 6:00 p.m.

Martins – 2250 John Rolfe Pkwy, Richmond, VA 23233

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

ATTENDEES & QUORUM STATUS

President	Kelly Evans, PMP	P	VP Marketing	Chick Utley, PMP	
Past-President	John Lombardi	P	VP Membership	Barbara Nichols, PMP	P
President Elect	Clark Griffin, PMP	P	VP Prof. Development	Sheria representing	
VP Certification	Susan Thomas, PMP	P	VP Programs	Suresh Raju, PgMP, PMP, RMP, ACP	P
VP Communication	Bernie Farkas, PMP	P	VP Volunteerism	September Sickinger, PMP	
VP Finance	Joyce M. Gladly, PMP	P			
Also Present:					
Quorum Present: Yes			A = Attended, P= On-Phone		

AGENDA

Open Meeting: 6:00pm	1. Review & Approve Meeting Agenda	Kelly Evans, PMP
	2. Review & Approve Prior BoD Meeting Minutes	Kelly Evans, PMP
Unfinished Business: 6:05pm	3.	
	4.	
New Business: 6:05pm	1. Website - Update	Bernie Farkas, PMP
	2. July 18 Dinner meeting - Update	Kelly Evans, PMP
	3. Election Update	John Lombardi
	4. LIM (Who is going)	Kelly Evans, PMP
	5. BoD Roles	Bernie Farkas, PMP/Clark Griffin, PMP
	6. Partnership Agreements (Agile Richmond)	Clark Griffin, PMP
	7. Chapter Conference Line	Kelly Evans, PMP
	8. Outstanding Action Items	Kelly Evans, PMP
	9.	
	10.	
	11.	
	12.	
Review Committee Reports: 7:15pm	1. Certification-	Susan Thomas, PMP
	2. Communications	Bernie Farkas, PMP

AGENDA		
	3. Finance	Joyce M. Glady, PMP
	4. Marketing	Chick Utley, PMP
	5. Membership	Barbara Nichols, PMP
	6. Professional Development	Vacant
	7. Programs	Suresh Raju, PgMP, PMP, RMP, ACP
	8. Volunteerism	September Sickinger, PMP
	9. Past-President	John Lombardi
	10. President-Elect	Clark Griffin, PMP
	11. President	Kelly Evans, PMP
Review Action Items: 7:45 pm		John Lombardi
Adjourn Meeting: 7:55pm		Kelly Evans, PMP

ACTION ITEMS		
Action Item	Responsible	Due Date
1. Review Epiware and remove obsolete documents (Mktg ✓)	All	On-going
2. Follow-up with CPA on recommended reserve fund pool for similar not-for-profits and Definition of operating expenses	Joyce	8/1
3. Schedule meeting with volunteers regarding 2014 R5 LIM	Joyce	9/5
4. Clarify non-profit limitations	John	8/1
5. Check on Proteon tie in with VRMS	John	Complete
6. Confirm linkage to VRMS and registration	Bernie	Complete
7. Registered letter to Linda about prodev projector – what options available if no response	John	8/1
8. Follow up with Sheria regarding the proposed speakers' costs	Kelly	Complete
9. Follow up with Jim or Chip about newsletter	Bernie	8/1
10. Flipm dinner budget	Kelly	Complete
11. BOD Roles	Bernie, Clark	9/5
12. Set up additional conference line	Joyce	8/1

ACTION ITEMS		
Action Item	Responsible	Due Date
13. Check on adding new line to the web site for scheduling	Bernie	8/1
14. Follow up with Jennifer about July dinner meeting sponsors	Kelly	8/1
15. Terms of use and privacy policy legal review by PMI Global	Kelly	8/1
16. Add budget review to August BOD meeting agenda	Kelly	8/1
17. Add chapter retention to August BOD meeting	Kelly	8/1
18. Reach out to Chick about availability	Kelly	8/1
19. Policy and procedures for LinkedIn members	Clark	8/1
20.		

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
<ul style="list-style-type: none"> <input type="checkbox"/> Agenda - move to accept by Clark, seconded by Joyce, approved <input type="checkbox"/> Meeting Minutes - move to accept by Suresh, seconded by Clark, approved <input type="checkbox"/> Website set to auto approve and publish until we can work through the issues with the publish functionality. Will be looking to move the private documents to Zimbra. Minor issues with new site, but all have been easily worked through. <input type="checkbox"/> Discussion about registration concern for members who are not logged in. Recognized that there will be a learning curve and it will provide some additional work in the short term. <input type="checkbox"/> Elections update - 44 votes so far. Bernie to confirm the vote submission process. <input type="checkbox"/> LIM attendees - Clark, Kelly, Susan, Suresh <input type="checkbox"/> BOD Roles - presentation for September BOD meeting. Barbara mentioned considering changing the VP membership role. <input type="checkbox"/> Partnership agreement - BOD reviewed and ready for Clark to sign. <input type="checkbox"/> BOD conference line - Joyce is setting up a separate line for BOD use only. Old one for committees, new number for BOD meetings only, and one new one for LIGs to use. <input type="checkbox"/> Barbara having issues trying to reconcile membership information between website (Proteon) and PMI Global. Bernie will work with her to reconcile. <input type="checkbox"/> Adjourn - moved by Barbara, seconded by Clark

GENERAL TOPICS OF DISCUSSION	
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ACTIVE SUBCOMMITTEES	
Subcommittee	Overview
PMO LIG	
GOV LIG	
PMIEF	



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

PMI Central Virginia Chapter Board of Directors Meeting Agenda

Wednesday, July 5, 2012 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

Volunteers for May

Almeater Alston - Volunteer Coordinator - helping create master roster of volunteers

Jennifer Plank - Manager, Volunteer Roster

Continuing to gather names and contact information for all volunteers to date.

Selected dates for Fall workshop, working with hotel to secure commitment

Prepared individual evaluation reports for the spring workshop instructors

Susan Thomas, PMP

VP, Certification

VP COMMUNICATIONS

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

Jim Robbins

New site was rolled out on June 19. Jim reduced security on the old site so that it can be accessed via IP address (64.22.68.143) in case we need to obtain some files or other information. The conversion went relatively smooth. The new document repository requires significant effort to address its organization and appropriate permissions. Sharon Robinson has informally volunteered to assist with the taxonomy and historical files. Chip has shown renewed interest in working on the newsletter. Remaining priorities are:

1. Plan and schedule orientation sessions
2. Reorganization of document repository (split into two repositories: 1. Zimbra for private board use; and 2. Web Site for Committee Operations)
3. Recruit new committee

Previous Month Activities:

- Continue working with Proteon to convert the website, events, registration, and document library. The web site is nearly complete, the documents in epiware are being migrated to the Proteon, and email was transitioned to zimbra on May 28. Pending board approval and completion of setting up credit card processing with our Wells Fargo account, the switch over will be scheduled this month. Proteon has raised concerns with our chapter's decision to use authorize.net for credit card processing. According to Proteon, most chapters are moving from authorize.net to PayPal. Proteon says that the chapter will be subject to a monthly non-compliance PCI fee of \$25/credit card (\$900/year) and that at some point, Wells Fargo will not support the chapter's use of authorize.net.

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

Previous Month Activities:

- 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
- Worked on prep of 2011 Chapter tax documents for submission to CPA
- Began initial planning for 2014 R5 LIM. This will be sponsored by CVC and Hampton Roads Chapters. Location TBD.
- Will schedule meeting for late June - early July with potential new AVP/Director of Finance for training and succession of my role. Hope to have someone on board by 7/15/12.
- For June: Set up new Merchant Card Processing account and test with Proteon event, ETA for completion 6/8/12.
- For June: Cancel old Merchant Card Processing account.

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

- None

Joyce M. Glady, PMP
VP, Finance

VP MARKETING

Previous Month Activities:

- xx

Volunteers - Current volunteers/committees (if needed):

Charles M. "Chick" Utley, PMP
VP Marketing

VP MEMBERSHIP

Previous Month Activities:

- Attended the June Board meeting.
- Updated the Pre-meeting and Meeting slides for the June Dinner meeting.
- Reviewed and accepted/rejected members to the LinkedIn group.
- Extracted May membership data from the DEP and sent message text to Communications for standard monthly (1) Non-Renewal email and (2) Area Prospecting email. Updated the 2012 Membership report which provides YTD information from the DEP.
- Informed Communications of incorrect New Member emails by Proteon. Monitored recall process.
- Attended June dinner meeting. Member Display Board was not returned so no Board this meeting.
- Communicated with members seeking Chapter information or responding to mailings.



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

- none

Barbara Nichols, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

Previous Month Activities:

- Our team is currently finalizing details and contracts for speakers for the remainder of the 2012 year. We plan to schedule into the 2013 for the incoming VP and committee to reduce the stress associated with on-boarding as a new team.
- Working on additional classes for 2012. Have a contract with CCWA, Roeder and Pat Johns

Volunteers - list current volunteers:

Sheria Waters
Mike Vozar
Hank Mayer

Open (Sheria Waters facilitating meetings and giving updates)
VP, Professional Development

VP PROGRAMS

Previous Month Activities:

- Attended Monthly BoD Meeting on 6/6/2012.
- Coordinated with the Programs Committee and prepared for the June Dinner Meeting.
- Had the Monthly Dinner Meeting on 6/21/2012.
- Compiled and submitted the June Dinner Meeting paperwork to the VP of Finance for further action.

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

Sue O'Hara
Marie Crites
Regina Rice
Teresa Hudgins
Janet Beach
Kerrie Arkwell
Salil Raje
Mike Vozar

Suresh Raju, PgMP, PMP, RMP, ACP
VP, Programs

VP VOLUNTEERISM

Previous Month Activities:



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

- Attended Monthly BoD Meeting
- Beginning weekly VRMS rollout meetings
- Gathering team together for initial planning meeting for VRMS rollout
- Welcomed another new volunteer to committee – Shannon Powell for Volunteer Ambassador
- Received interest form from 6 potential volunteers

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

- Jamme Li
- Hamza Mohammed
- William Suitt
- Shannon Powell
-
-

September Sickinger, PMP
VP, Volunteerism

PAST PRESIDENT

Previous Month Activities:

- Attended the May BOD meeting
- Attended the May Dinner Meeting , took the minutes and updated them in Epiware
- Worked on 2012 Election materials, reached out to potential candidates
- Attended the Senior Extravaganza at Deep Run High School and participated in voting on the eligible projects.
- Discussed possible future FLiPM involvement with Jennifer Green
- Worked on workshop feedback for Certification

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

- Jennifer Plank has offered to assist with Nomination Committee

John Lombardi
Past-President

PRESIDENT-ELECT GOV & LIG PMO

Previous Month Activities:

Social Media committee established with three members, Johnathan Brandon, Mark Bell, and Pam Kida. Arranging an informal meeting to precede more formal meetings.

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

PMO LIG

Andy Shulick
Daniel C. Galloway, Jr., PMP
Jerry Zhu
Mark Bell
Todd Phillips
Mark Holmes



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Clark Griffin
Susan Merritt
Rich Shurtz

PMO GOV

Jane Newell
Nelly Romero
Patty Samuels
Brett Sheffield
Dan Burns
Prashant Dixit
Sam Henderson
Elsie Dawson
Susan McCleary
Balaji Kantheti
Bernie Hill
Michelle Corridon
Robert Berlin

Clark Griffin, PMP
President Elect

PRESIDENT

Previous Month Activities:

- Attended and facilitated June BoD Meeting
- Attended and facilitated June Dinner Meeting
- Maintained dialog with ProDev - Sheria Waters to discuss upcoming events and next steps.
- Worked on final planning for the July dinner meeting at the Federal Reserve Bank of Richmond on 7/18. Worked with Jon Mihalic on dialog for his presentation.
- Met with Jennifer Green and Chick Utley to discuss adverting the event and additional sponsorship opportunities.
- Met with Jennifer to discuss agenda for the evening of 7/18 and outstanding action items.

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

PMIEF Committee

Previous Month Activities:

Robert Berlin
Kimberly Sowers
Stephen Honore

Angela Edwards
Tilithia Brown

Brett Sheffield
Carolyn Troiano

FLiPM

Jennifer Romero-Greene

Kelly Evans



Kelly Evans, PMP
President

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

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.

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, August 1, 2012, 6:00 p.m.

Martins – 2250 John Rolfe Pkwy, Richmond, VA 23233

866-414-2828 Leadership Code: 810460 / Participant Code: 663214

ATTENDEES & QUORUM STATUS

President	Kelly Evans, PMP	A	VP Marketing	Chick Utley, PMP	
Past-President	John Lombardi	A	VP Membership	Barbara Nichols, PMP	P
President Elect	Clark Griffin, PMP	A	VP Prof. Development	Sheria representing	
VP Certification	Susan Thomas, PMP	P	VP Programs	Suresh Raju, PgMP, PMP, RMP, ACP	A
VP Communication	Bernie Farkas, PMP	A	VP Volunteerism	September Sickinger, PMP	A
VP Finance	Joyce M. Gladly, PMP	A			
Also Present:	Jimmy Ray, Kerrie Arkwell, Amy Shao (P)				
Quorum Present		- Yes	A = Attended, P= On-Phone		

AGENDA

Open Meeting: 6:00pm	1. Review & Approve Meeting Agenda	Kelly Evans, PMP
	2. Review & Approve Prior BoD Meeting Minutes	Kelly Evans, PMP
Unfinished Business: 6:05pm	3.	
	4.	
New Business: 6:05pm	1. New BOD Members	Kelly Evans, PMP
	2. VRMS – Update	September Sickinger, PMP
	3. Quarterly budget vs Actuals Review	Joyce Gladly, PMP
	4. Chapter Award Submissions	John Lombardi
	5. Website – MindEdge	Bernie Farkas, PMP
	6. Website – Document Repository	Kelly Evans, PMP
	7. LIM – Who is going?	Kelly Evans, PMP
	8. Winning the PM Game	Kelly Evans, PMP on behalf of Robert Berlin
	9. Outstanding Action Items	Kelly Evans, PMP
	10.	
	11.	
	12.	
Review Committee Reports: 7:15pm	1. Certification-	Susan Thomas, PMP
	2. Communications	Bernie Farkas, PMP

AGENDA		
	3. Finance	Joyce M. Gladly, PMP
	4. Marketing	Chick Utley, PMP
	5. Membership	Barbara Nichols, PMP
	6. Professional Development	Vacant
	7. Programs	Suresh Raju, PgMP, PMP, RMP, ACP
	8. Volunteerism	September Sickinger, PMP
	9. Past-President	John Lombardi
	10. President-Elect	Clark Griffin, PMP
	11. President	Kelly Evans, PMP
Review Action Items: 7:45 pm		John Lombardi
Adjourn Meeting: 7:55pm		Kelly Evans, PMP

ACTION ITEMS		
Action Item	Responsible	Due Date
1. Review Epiware and remove obsolete documents (Mktg ✓)	All	OBE
2. Follow-up with CPA on recommended reserve fund pool for similar not-for-profits and Definition of operating expenses	Joyce	9/5
3. Schedule meeting with volunteers regarding 2014 R5 LIM	Joyce	10/3
4. Clarify non-profit limitations	John	9/5
5. Pick up prodev projector from Linda	John	9/5
6. Follow up with Jim or Chip about newsletter	Bernie	OBE
7. BOD Roles	Bernie, Clark	9/5
8. Set up additional conference line	Joyce	Complete
9. Check on adding new line to the web site for scheduling	Bernie	9/5
10. Follow up with Jennifer about July dinner meeting sponsors	Kelly	Complete
11. Terms of use and privacy policy legal review by PMI Global – Bernie has received new information from Proteon and after reviewing we will send to PMI Global for approval	Kelly	To be revisited
12. Add budget review to August BOD meeting agenda	Kelly	Complete

ACTION ITEMS		
Action Item	Responsible	Due Date
13. Add chapter retention to August BOD meeting	Kelly	Closed
14. Reach out to Chick about availability	Kelly	9/5
15. Policy and procedures for LinkedIn members	Clark	10/3
16. Send non-disclosure and BOD member agreement to newly elected BOD members	Clark	9/5
17. Follow up with Anne about volunteers who are not chapter members – May be in chapter bylaws	Kelly	9/5
18. Look into adding disclaimer to the volunteer requests that volunteers must be a chapter member	September	9/5
19. Follow up with Chick about S3, sponsorship, and quarterly payments – new company Calabra	Kelly	9/5
20. Guest pass procedure review and ownership designation	John	9/5
21. Update budget based on discussions and feedback from VPs	Joyce	9/5
22. Send budget review instructions to BOD members	Joyce	9/5
23. Set up drop box account for document repository	Bernie	9/5
24. Follow up with Robert on the Winning the PM game offering	Kelly	9/5
25. Move point of contact for conference call lines from VP Finance to VP Communications	Joyce	12/2
26.		

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS

- Agenda – move to accept by Joyce, seconded by Clark, approved
- Meeting Minutes – move to accept by Clark, seconded by Joyce, approved
- VRMS is up for Volunteerism two people showed interest, but neither is a member of our chapter. Bernie to schedule BOD training sessions.
- Budget review raised a few concerns about where charges were applied related to the CAPM dinner meeting and left over gift cards from the volunteer recognition dinner that were transferred to programs. Joyce to correct.
 - Barbara raised a concern about guest pass processes and ownership. Action item added to address the concern.
 - Volunteer recognition dinner is expensed in the previous year, which skews the numbers for volunteerism for the current year.
- Concerns about the document repository locking documents. Bernie to set up a drop box to use for documents. Cloud based options are not secure, but can be used for many of our documents.
- LIM attendees: Kelly, Clark, Susan, Suresh, Amy, Mike, Kerrie
- Winning the PM Game – Robert is offering to provide a Saturday morning professional development opportunity. We need more details of the offering before the board would be comfortable making a decision. Where are the PDUs coming from? Is this a sales pitch?
- Concerns raised about LIM use of conference line. Should there be one additional or two additional. BOD decided that one for the two to share is sufficient.
- Should the conference call line be registered to VP Communications instead of VP Finance. Joyce to switch registration.
- Monthly newsletter is being replaced with a weekly latest news email.
- Adjourn – moved by Suresh, seconded by September, approved

GENERAL TOPICS OF DISCUSSION

-

ACTIVE SUBCOMMITTEES

Subcommittee	Overview
PMO LIG	
GOV LIG	
PMIEF	



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 1, 2012 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

Volunteers for July

Almeater Alston - Volunteer Coordinator - beginning to identify volunteers for workshop - needs help with VRMA

Linda Bell-Sinclair - beginning to recruit instructors

Susan Thomas, PMP

VP, Certification

VP COMMUNICATIONS

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

None

Previous Month Activities:

- Began operation of new website
- Contacted people who had either been on the committee or expressed an interest in volunteering
- Working on planning of orientation session for volunteers to use the new website
- Contacted Proteon about upgrading to latest version of Joomla (will update development environment in August)

Bernie Farkas, PMP

VP, Communications

VP FINANCE

Previous Month Activities:

- 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
- Completed 2011 Chapter tax documents and submitted to CPA, Taxes to be filed by 8/15/12
- Completed Set up of new Merchant Card Processing account and test with Proteon.
- For August: Cancel old Merchant Card Processing account. Waiting for at least 30 - 60 days to ensure all is well with new account and Proteon.

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

- None

Joyce M. Glady, PMP

VP, Finance



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

VP MARKETING

Previous Month Activities:

- Resigned in August

Volunteers - Current volunteers/committees (if needed):

Open
VP Marketing

VP MEMBERSHIP

Previous Month Activities:

- Attended the July Board meeting.
- Updated the Pre-meeting and Meeting slides for the July Dinner meeting.
- Reviewed and accepted/rejected members to the LinkedIn group.
- Extracted June membership data from the DEP and requested the VP of Communications send the Area Prospecting email. Updated the 2012 Membership report which provides YTD information from the DEP.
- Reviewed real-time statistics for June versus statistics from the month-end DEP file. Not able to reconcile. More research required.
- Attended the FlipM celebration meeting at the Federal Reserve.
- Attended the July dinner meeting and manned the Member Display Board.
- Communicated with members seeking Chapter information or responding to mailings. Bump up in inquiries regarding member access to the website.

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

- none

Barbara Nichols, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

Previous Month Activities:

.

Volunteers - list current volunteers:

Sheria Waters
Mike Vozar
Hank Mayer

Open (Sheria Waters facilitating meetings and giving updates)
VP, Professional Development



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

VP PROGRAMS

Previous Month Activities:

- Attended Monthly BoD Meeting on 6/6/2012.
- Coordinated with the Programs Committee and prepared for the June Dinner Meeting.
- Had the Monthly Dinner Meeting on 6/21/2012.
- Compiled and submitted the June Dinner Meeting paperwork to the VP of Finance for further action.

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

Sue O'Hara
Marie Crites
Regina Rice
Teresa Hudgins
Janet Beach
Kerrie Arkwell
Salil Raje
Mike Vozar

Suresh Raju, PgMP, PMP, RMP, ACP
VP, Programs

VP VOLUNTEERISM

Previous Month Activities:

- Attended Monthly BoD Meeting
- Completed weekly VRMS rollout meetings
- Finalized VRMS membership training
- Welcomed another new volunteer to committee – Shannon Powell for Volunteer Ambassador
- Received interest form from 5 potential volunteers
- Initial VRMS Board Training Delivered

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

- Jamme Li
- William Suitt
- Shannon Powell
- Danita Hughes
- Steve Honore
- Monica Nichols

September Sickinger, PMP
VP, Volunteerism

PAST PRESIDENT

Previous Month Activities:

- Attended the May BOD meeting
- Attended the May Dinner Meeting , took the minutes and updated them in Epiware
- Worked on 2012 Election materials, reached out to potential candidates



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

- Attended the Senior Extravaganza at Deep Run High School and participated in voting on the eligible projects.
- Discussed possible future FLiPM involvement with Jennifer Green
- Worked on workshop feedback for Certification

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

- Jennifer Plank has offered to assist with Nomination Committee

John Lombardi
Past-President

PRESIDENT-ELECT GOV & LIG PMO

Previous Month Activities:

Social Media committee established with three members, Johnathan Brandon, Mark Bell, and Pam Kida. Arranging an informal meeting to precede more formal meetings.

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

PMO LIG

Andy Shulick
Daniel C. Galloway, Jr., PMP
Jerry Zhu
Mark Bell
Todd Phillips
Mark Holmes
Clark Griffin
Susan Merritt
Rich Shurtz

PMO GOV

Jane Newell
Nelly Romero
Patty Samuels
Brett Sheffield
Dan Burns
Prashant Dixit
Sam Henderson
Elsie Dawson
Susan McCleary
Balaji Kantheti
Bernie Hill
Michelle Corridon
Robert Berlin

Clark Griffin, 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

Previous Month Activities:

- Attended and facilitated August BoD Meeting
- Met with VP Finance to transition bank information into my name
- Registered for LIM
- Sent in RSVP for Awards dinner table

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

PMIEF Committee

Previous Month Activities:

Robert Berlin
Kimberly Sowers
Stephen Honore

Angela Edwards
Tilithia Brown

Brett Sheffield
Carolyn Troiano

FLiPM

Jennifer Romero-Greene

Kelly Evans, PMP
President

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

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, September 5, 2012, 6:00 p.m.

Martins – 2250 John Rolfe Pkwy, Richmond, VA 23233

866-414-2828 Leadership Code: 810460 / Participant Code: 663214

ATTENDEES & QUORUM STATUS

President	Kelly Evans, PMP	A	VP Marketing		
Past-President	John Lombardi		VP Membership	Barbara Nichols, PMP	
President Elect	Clark Griffin, PMP	P	VP Prof. Development		
VP Certification	Susan Thomas, PMP	P	VP Programs	Suresh Raju, PgMP, PMP, RMP, ACP	A
VP Communication	Bernie Farkas, PMP	A	VP Volunteerism	September Sickinger, PMP	A
VP Finance	Joyce M. Gladys, PMP	P			
Also Present:					
Quorum Present	Jimmy Ray, Kerrie Arkwell			A = Attended, P= On-Phone	

AGENDA

Open Meeting: 6:00pm	1. Review & Approve Meeting Agenda	Kelly Evans, PMP
	2. Review & Approve Prior BoD Meeting Minutes	Kelly Evans, PMP
Unfinished Business: 6:05pm	3.	
	4.	
New Business: 6:05pm	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
	7.	
	8.	
	9.	
	10.	
	11.	
	12.	
Review Committee Reports: 7:15pm	1. Certification-	Susan Thomas, PMP
	2. Communications	Bernie Farkas, PMP

AGENDA		
	3. Finance	Joyce M. Glady, PMP
	4. Marketing	Vacant
	5. Membership	Barbara Nichols, PMP
	6. Professional Development	Vacant
	7. Programs	Suresh Raju, PgMP, PMP, RMP, ACP
	8. Volunteerism	September Sickinger, PMP
	9. Past-President	John Lombardi
	10. President-Elect	Clark Griffin, PMP
	11. President	Kelly Evans, PMP
Review Action Items: 7:45 pm		John Lombardi
Adjourn Meeting: 7:55pm		Kelly Evans, PMP

ACTION ITEMS		
Action Item	Responsible	Due Date
1. Follow-up with CPA on recommended reserve fund pool for similar not-for-profits and Definition of operating expenses	Joyce	10/3
2. Schedule meeting with volunteers regarding 2014 R5 LIM	Joyce	10/3
3. Clarify non-profit limitations	John	10/3
4. Continue work on proposed BOD Roles	Bernie, Clark	11/5
5. Policy and procedures for LinkedIn members	Clark	10/3
6. Send non-disclosure and BOD member agreement to newly elected BOD members	Clark	10/3
7. Follow up with Anne about volunteers who are not chapter members – May be in chapter bylaws	Kelly	10/3
8. Look into adding disclaimer to the volunteer requests that volunteers must be a chapter member	September	10/3
9. Follow up with Chick about S3, sponsorship, and quarterly payments – new company Calabra	Kelly	10/3
10. Guest pass procedure review and ownership designation	John	10/3

ACTION ITEMS		
Action Item	Responsible	Due Date
11. Move point of contact for conference call lines from VP Finance to VP Communications	Joyce	12/2
12. Contact PMI regarding alternative to LIGs	Clark	10/3

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
<ul style="list-style-type: none"> Agenda – move to accept by xxxx, seconded by xxxx, approved Meeting Minutes – move to accept by xxxx, seconded by xxxx, approved Adjourn – moved by xxxx, seconded by xxxx, approved

GENERAL TOPICS OF DISCUSSION
<ul style="list-style-type: none"> PMP Certification Workshop - <ul style="list-style-type: none"> The registration is very low; 3 people are registered It is thought that the reason is that the workshop was priced too high - the price was dropped to \$749 Planning to offer additional options (\$599 no printed materials, \$150 attend for a single day) Need about 10 participants to break-even A possible reason for the low registration is that we are marketing to the chapter and 70% of the members are PMPs Should we consider offering workshops for other PMI certifications Initial board role proposal was presented; the proposal will continue to be revised The next Website and VRMS overview training is scheduled for Sept 22 at the Mechanicsville library

ACTIVE SUBCOMMITTEES	
Subcommittee	Overview
PMO LIG	
GOV LIG	
PMIEF	

ACTIVE SUBCOMMITTEES	
Subcommittee	Overview



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 5, 2012 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

Volunteers for July

Almeater Alston - Volunteer Coordinator - beginning to identify volunteers for workshop - needs help with VRMA

Linda Bell-Sinclair - beginning to recruit instructors

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

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

None

Previous Month Activities:

- Held orientation session for volunteers to use the new website on August 29 at Martin's on John Rolfe Parkway
- Planning next orientation session for the middle of September on the North side

Bernie Farkas, PMP
VP, Communications

VP FINANCE

Previous Month Activities:

- 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
- Completed 2011 Chapter tax documents and submitted to CPA, Taxes to be filed by 8/15/12
- Completed Set up of new Merchant Card Processing account and test with Proteon.
- For August: Cancel old Merchant Card Processing account. Waiting for at least 30 - 60 days to ensure all is well with new account and Proteon.

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

- None

Joyce M. Glady, PMP
VP, Finance



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

VP MARKETING

Previous Month Activities:

- Resigned in August

Volunteers - Current volunteers/committees (if needed):

Open
VP Marketing

VP MEMBERSHIP

Previous Month Activities:

- Attended the August Board meeting.
- Extracted July membership data from the DEP and requested the VP of Communications send the Area Prospecting email. Updated the 2012 Membership report which provides YTD information from the DEP.
- Communicated with members seeking Chapter information or responding to mailings. Bump up in inquiries regarding member access to the website.

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

- none

Barbara Nichols, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

Previous Month Activities:

.

Volunteers - list current volunteers:

Sheria Waters
Mike Vozar
Hank Mayer

Open (Sheria Waters facilitating meetings and giving updates)
VP, Professional Development

VP PROGRAMS

Previous Month Activities:

- Attended Monthly BoD Meeting on 6/6/2012.
- Coordinated with the Programs Committee and prepared for the June Dinner Meeting.
- Had the Monthly Dinner Meeting on 6/21/2012.
- Compiled and submitted the June Dinner Meeting paperwork to the VP of Finance for further action.



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):

Sue O'Hara
Marie Crites
Regina Rice
Teresa Hudgins
Janet Beach
Kerrie Arkwell
Salil Raje
Mike Vozar

Suresh Raju, PgMP, PMP, RMP, ACP
VP, Programs

VP VOLUNTEERISM

Previous Month Activities:

- Attended Monthly BoD Meeting
- Completed weekly VRMS rollout meetings
- Finalized VRMS membership training
- Welcomed another new volunteer to committee – Shannon Powell for Volunteer Ambassador
- Received interest form from 5 potential volunteers
- Initial VRMS Board Training Delivered

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

- Jamme Li
- William Suitt
- Shannon Powell
- Danita Hughes
- Steve Honore
- Monica Nichols

September Sickinger, PMP
VP, Volunteerism

PAST PRESIDENT

Previous Month Activities:

- Attended the May BOD meeting
- Attended the May Dinner Meeting , took the minutes and updated them in Epiware
- Worked on 2012 Election materials, reached out to potential candidates
- Attended the Senior Extravaganza at Deep Run High School and participated in voting on the eligible projects.
- Discussed possible future FLiPM involvement with Jennifer Green
- Worked on workshop feedback for Certification

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

- Jennifer Plank has offered to assist with Nomination Committee



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
Past-President

PRESIDENT-ELECT GOV & LIG PMO

Previous Month Activities:

Social Media committee established with three members, Johnathan Brandon, Mark Bell, and Pam Kida. Arranging an informal meeting to precede more formal meetings.

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

PMO LIG

Andy Shulick
Daniel C. Galloway, Jr., PMP
Jerry Zhu
Mark Bell
Todd Phillips
Mark Holmes
Clark Griffin
Susan Merritt
Rich Shurtz

PMO GOV

Jane Newell
Nelly Romero
Patty Samuels
Brett Sheffield
Dan Burns
Prashant Dixit
Sam Henderson
Elsie Dawson
Susan McCleary
Balaji Kantheti
Bernie Hill
Michelle Corridon
Robert Berlin

Clark Griffin, PMP
President Elect

PRESIDENT

Previous Month Activities:

- Attended and facilitated August BoD Meeting
- Met with VP Finance to transition bank information into my name
- Registered for LIM
- Sent in RSVP for Awards dinner table



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):

PMIEF Committee

Previous Month Activities:

Robert Berlin
Kimberly Sowers
Stephen Honore

Angela Edwards
Tilithia Brown

Brett Sheffield
Carolyn Troiano

FLiPM
Jennifer Romero-Greene

Kelly Evans, PMP
President

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

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, October 2, 2012, 6:00 p.m.

Martins – 2250 John Rolfe Pkwy, Richmond, VA 23233

866-414-2828 Leadership Code: 810460 / Participant Code: 663214

ATTENDEES & QUORUM STATUS

President	Kelly Evans, PMP	P		VP Marketing		
Past-President	John Lombardi			VP Membership	Barbara Nichols, PMP	P
President Elect	Clark Griffin, PMP	P		VP Prof. Development		
VP Certification	Susan Thomas, PMP			VP Programs	Suresh Raju, PgMP, PMP, RMP, ACP	P
VP Communication	Bernie Farkas, PMP			VP Volunteerism	September Sickinger, PMP	P
VP Finance	Joyce M. Gladly, PMP	P				
Also Present:						
Quorum Present			A = Attended, P= On-Phone			

AGENDA

Open Meeting: 6:00pm	1. Review & Approve Meeting Agenda	Kelly Evans, PMP
	2. Review & Approve Prior BoD Meeting Minutes	Kelly Evans, PMP
Unfinished Business: 6:05pm	3.	
	4.	
New Business: 6:05pm	1. January Volunteer Recognition Meeting	September Sickinger, PMP
	2. Working with VCU	Bernie Farkas, PMP
	3. Gov LIG State Summit	Clark
	4.	
Review Committee Reports: 7:15pm	1. Certification-	Susan Thomas, PMP
	2. Communications	Bernie Farkas, PMP
	3. Finance	Joyce M. Gladly, PMP
	4. Marketing	Vacant
	5. Membership	Barbara Nichols, PMP
	6. Professional Development	Vacant
	7. Programs	Suresh Raju, PgMP, PMP, RMP, ACP
	8. Volunteerism	September Sickinger, PMP
	9. Past-President	John Lombardi
	10. President-Elect	Clark Griffin, PMP

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

ACTION ITEMS		
Action Item	Responsible	Due Date
1. To propose of operating expenses and get BOD review	Joyce	11/3
2. Schedule meeting with volunteers regarding 2014 R5 LIM	Joyce	11/3
3. Clarify non-profit limitations	John	11/3
4. Continue work on proposed BOD Roles	Bernie, Clark	11/5
5. Policy and procedures for LinkedIn members	Clark	11/3
6. Send non-disclosure and BOD member agreement to newly elected BOD members	Clark	11/3
7. Follow up with Anne about volunteers who are not chapter members – May be in chapter bylaws	Kelly	11/3
8. Look into adding disclaimer to the volunteer requests that volunteers must be a chapter member	September	11/3
9. Follow up with Chick about S3, sponsorship, and quarterly payments – new company Calabra	Kelly	11/3
10. Guest pass procedure review and ownership designation	John	11/3
11. Move point of contact for conference call lines from VP Finance to VP Communications	Joyce	12/2
12. Contact PMI regarding alternative to LIGs	Clark	11/3
13. Follow up with Bernie regarding use of Drop Box. Do we want to go back to only the document repository	Kelly	11/3
14. Ck with Bernie to do another Web presentation at either the Oct or Nov Premeeting	Suresh	

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

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

GENERAL TOPICS OF DISCUSSION
<ul style="list-style-type: none"> • September asked the BOD for ideas for the Volunteer recognition dinner in January. She has begun forming a committee and they will meet soon. • GOV LIG Summit - Jane asked if the chapter would like to have a booth at the summit to share information about the chapter. The event is on 10/16 at JSR. None of the BOD members are available that day and we do not have any current brochures to use.

ACTIVE SUBCOMMITTEES	
Subcommittee	Overview
PMO LIG	
GOV LIG	
PMIEF	



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 3, 2012 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

Volunteers for July

Almeater Alston - Volunteer Coordinator - beginning to identify volunteers for workshop - needs help with VRMA

Linda Bell-Sinclair - beginning to recruit instructors

Susan Thomas, PMP
VP, Certification

VP COMMUNICATIONS

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

None

Previous Month Activities:

- Conducted orientation session for volunteers to use the new website on 9/22 at the Mechanicsville Library
- Planning next orientation session on the Southside on the end of October

Bernie Farkas, PMP
VP, Communications

VP FINANCE

Previous Month Activities:

- 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
- Completed 2011 Chapter tax documents and submitted to CPA, Taxes to be filed by 8/15/12
- Completed Set up of new Merchant Card Processing account and test with Proteon.
- For August: Cancel old Merchant Card Processing account. Waiting for at least 30 - 60 days to ensure all is well with new account and Proteon.

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

- None

Joyce M. Glady, PMP
VP, Finance



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

VP MARKETING

Previous Month Activities:

- Resigned in August

Volunteers - Current volunteers/committees (if needed):

Open
VP Marketing

VP MEMBERSHIP

Previous Month Activities:

- Attended the September Board meeting.
- Extracted August membership data from the DEP and updated the September meeting dinner slides.
- Shared the DEP process with the incoming VP. Updated the instructions in the excels to facilitate transition.
- Communicated with members seeking Chapter information or responding to mailings.

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

- none

Barbara Nichols, PMP
VP, Membership

VP PROFESSIONAL DEVELOPMENT

Previous Month Activities:

.

Volunteers - list current volunteers:

Sheria Waters
Mike Vozar
Hank Mayer

Open (Sheria Waters facilitating meetings and giving updates)
VP, Professional Development

VP PROGRAMS

Previous Month Activities:

- Attended Monthly BoD Meeting on 6/6/2012.
- Coordinated with the Programs Committee and prepared for the June Dinner Meeting.
- Had the Monthly Dinner Meeting on 6/21/2012.
- Compiled and submitted the June Dinner Meeting paperwork to the VP of Finance for further action.



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):

Sue O'Hara
Marie Crites
Regina Rice
Teresa Hudgins
Janet Beach
Kerrie Arkwell
Salil Raje
Mike Vozer

Suresh Raju, PgMP, PMP, RMP, ACP
VP, Programs

VP VOLUNTEERISM

Previous Month Activities:

- Attended Monthly BoD Meeting
- Provided VRMS membership training
- Provided another session of VRMS Coordinator Training to Board
- Beginning to form team for Volunteer Recognition Event
- Welcomed two new volunteers to committee – Lynn Blankenship & Debbie Hinton
- Received interest form from 6 potential volunteers

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

- Jamme Li
- William Suitt
- Shannon Powell
- Danita Hughes
- Steve Honore
- Monica Nichols
- Lynn Blankenship
- Debbie Hinton

September Sickinger, PMP
VP, Volunteerism

PAST PRESIDENT

Previous Month Activities:

- Attended the May BOD meeting
- Attended the May Dinner Meeting , took the minutes and updated them in Epiware
- Worked on 2012 Election materials, reached out to potential candidates
- Attended the Senior Extravaganza at Deep Run High School and participated in voting on the eligible projects.
- Discussed possible future FLiPM involvement with Jennifer Green
- Worked on workshop feedback for Certification

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.

- Jennifer Plank has offered to assist with Nomination Committee

John Lombardi
Past-President

PRESIDENT-ELECT GOV & LIG PMO

Previous Month Activities:

Social Media committee established with three members, Johnathan Brandon, Mark Bell, and Pam Kida. Arranging an informal meeting to precede more formal meetings.

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

PMO LIG

Andy Shulick
Daniel C. Galloway, Jr., PMP
Jerry Zhu
Mark Bell
Todd Phillips
Mark Holmes
Clark Griffin
Susan Merritt
Rich Shurtz

PMO GOV

Jane Newell
Nelly Romero
Patty Samuels
Brett Sheffield
Dan Burns
Prashant Dixit
Sam Henderson
Elsie Dawson
Susan McCleary
Balaji Kantheti
Bernie Hill
Michelle Corridon
Robert Berlin

Clark Griffin, PMP
President Elect

PRESIDENT

Previous Month Activities:

- Attended and facilitated September BoD Meeting



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

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

PMIEF Committee

Previous Month Activities:

Robert Berlin
Kimberly Sowers
Stephen Honore

Angela Edwards
Carolyn Troiano
Tilithia Brown

Brett Sheffield
Pam Kida

Activities for August and September:

- Brett Sheffield is presenting project management to the local Eagle Scout leaders to mentor them in project management through their various Eagle Scout projects. He has a tentative meeting scheduled the week of 10/8/2012.
- Robert Berlin has contacted the Nonprofit Excellence and HandsOn Greater Richmond to follow up on the PMIEF 90-minute Project Management Overview. They are planning to move and have not been available for the follow up 12-hour course. Robert is hopeful they will be available before year-end. Several committee members have offered to teach the course.
- Robert Berlin contact Wendy Hirsch at ChildFund offering the 90-minute and the 12-hour project management courses from PMI EF Global. Pam Kida is interested in helping out with this effort.
- Tilithia Brown has opened discussions with GirlsCan to promote project management to young women.
- Carolyn Troiano and Robert Berlin had an initial meeting at the City of Richmond to develop a program for youths to learn project management and participate with the implementation of city technology projects. They are waiting for a response from the Department of Information Technology to continue the planning.

Kelly Evans, PMP
President

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

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, November 7, 2012, 6:00 p.m.

Martins – 2250 John Rolfe Pkwy, Richmond, VA 23233

866-414-2828 Leadership Code: 810460 / Participant Code: 663214

ATTENDEES & QUORUM STATUS

President	Kelly Evans, PMP	A		VP Marketing		
Past-President	John Lombardi	A		VP Membership	Barbara Nichols, PMP	
President Elect	Clark Griffin, PMP	P		VP Prof. Development	Michael Voza	A
VP Certification	Susan Thomas, PMP	P		VP Programs	Suresh Raju, PgMP, PMP, RMP, ACP	P
VP Communication	Bernie Farkas, PMP	P		VP Volunteerism	September Sickinger, PMP	A
VP Finance	Joyce M. Glad, PMP	P				
Also Present:	Jimmy Ray - A, Kerrie Arkwell - A, Amy Shao - P					
Quorum Present				A = Attended, P= On-Phone		

AGENDA

Open Meeting: 6:00pm	1. Review & Approve Meeting Agenda	Kelly Evans, PMP
	2. Review & Approve Prior BoD Meeting Minutes	Kelly Evans, PMP
Unfinished Business: 6:05pm	3.	
	4.	
New Business: 6:05pm	1. Introduction of prospective VP of Marketing – Jonette Meade	September Sickinger, PMP
	2. VRMS Update	September Sickinger, PMP
	3. Volunteer Recognition Event	September Sickinger, PMP
	4. 2012 Volunteer of the Year	September Sickinger, PMP
	5. Initial request to BOD for volunteers	September Sickinger, PMP
	6. Winchester branch	Kelly Evans, PMP
	7. REP Status	Kelly Evans, PMP/ Susan Thomas, PMP
	8. BOD Email Transition	Kelly Evans, PMP / Bernie Farkas, PMP
	9. VCU Scholarship	Kelly Evans, PMP
	10. Transition meeting	Kelly Evans, PMP
Review Committee Reports: 7:15pm	11.	
	1. Certification-	Susan Thomas, PMP
	2. Communications	Bernie Farkas, PMP
	3. Finance	Joyce M. Glad, PMP

AGENDA		
	4. Marketing	Vacant
	5. Membership	Barbara Nichols, PMP
	6. Professional Development	Vacant
	7. Programs	Suresh Raju, PgMP, PMP, RMP, ACP
	8. Volunteerism	September Sickinger, PMP
	9. Past-President	John Lombardi
	10. President-Elect	Clark Griffin, PMP
	11. President	Kelly Evans, PMP
Review Action Items: 7:45 pm		John Lombardi
Adjourn Meeting: 7:55pm		Kelly Evans, PMP

ACTION ITEMS		
Action Item	Responsible	Due Date
1. To propose of operating expenses and get BOD review	Joyce	12/1
2. Schedule meeting with volunteers regarding 2014 R5 LIM	John	12/1
3. Clarify non-profit limitations	John	OBE part of REP
4. Continue work on proposed BOD Roles – add as agenda item	Bernie, Clark	1/5
5. Policy and procedures for LinkedIn members	Clark	12/1
6. Send non-disclosure and BOD member agreement to newly elected BOD members	Clark	12/1
7. Follow up with Chick about S3, sponsorship, and quarterly payments – new company Calabra	Kelly	Complete
8. Guest pass procedure review and ownership designation	John	12/1
9. Move point of contact for conference call lines from VP Finance to VP Communications	Joyce	12/1
10. Contact PMI regarding alternative to LIGs – agenda item to change name	Clark	Complete

ACTION ITEMS		
Action Item	Responsible	Due Date
11. Follow up with Bernie regarding use of Drop Box. Do we want to go back to only the document repository	Kelly	Complete
12. Ck with Bernie to do another Web presentation at either the Oct or Nov Premeeting	Suresh	Complete
13. Put VRMS slideshow on web site	Bernie	12/1
14. Value proposition for chapter, do we have one?	John	12/1
15. Confirm list of volunteers, send to September	All	12/1
16. Send drop box information to Mike	Bernie	12/1
17. Follow up with Kathy Sweeney(?) about Winchester request	Kelly	12/1
18. Follow up with Anne about REP	Kelly	12/1
19. Follow up on non-disclosure documents for new board members	Clark	12/1
20. Slide for dinner meeting about R5 2014 volunteers	John	12/1
21. Information for Bernie to post on website about volunteer needs for R5 2014 volunteers	John	12/1
22. Review transition slides from last year	John	12/1
23. Work with Jonett for transition meeting	John	12/1
24. Check on alternating dinner meetings for 2013	Suresh	12/1
25. Add agenda item for December – BOD roles discussion	John	12/1
26. Demo drop box at transition meeting	Kelly	12/1

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS

- Agenda – move to accept by September, seconded by Clark, approved
- Meeting Minutes – move to accept by Clark, seconded by September, approved
- Adjourn – moved by Clark, seconded by September, approved

GENERAL TOPICS OF DISCUSSION

- VRMS – must be a member to volunteer, but can view even if not a member. Each VP is responsible for entering their own volunteer opportunities. Entire BOD needs to complete training. Kerrie raised the point of having one person complete the training so that we can start the year with all volunteer opportunities on VRMS. Kerrie offered to do the training. Bernie needs to schedule training for remaining BOD members. Add training at the end of transition meeting?
- Jonette Meade introduction – Need to put together a value proposition for sponsors
- Volunteer recognition dinner – “You make a world of difference”, updates to volunteer lists
- Winchester Branch – Request for advertising on our web site because some of our zip codes bump up against theirs. Initial request is for participation in survey. Underserved areas in our own area and concerns about who are the ones coordinating the ads. Possible new volunteer position for this?
- REP status – still in limbo (Susan says we are not an REP) – we have not completed the paperwork – Anne Jenneman looking into this – Do we want to be an REP? What are the down sides of not being an REP?
- VCU Scholarship – last deposit from CVC was December 2009
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- Email transition – outgoing share with incoming
- R5 2013 – where do we stand? John has started work.
- Motion – Appoint Jonet to VP Marketing for 2012 and 2013, Clark move Susan second, approved
- If available, alternate dinner meetings from Thursday to Wednesday each month

ACTIVE SUBCOMMITTEES

Subcommittee	Overview
PMO LIG	
GOV LIG	
PMIEF	



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 7, 2012 at 6:00 pm

OFFICER REPORT ADDENDUM

VP CERTIFICATION

Volunteers for July

Almeater Alston - Volunteer Coordinator - beginning to identify volunteers for workshop - needs help with VRMA

Linda Bell-Sinclair - beginning to recruit instructors

Susan Thomas, PMP

VP, Certification

VP COMMUNICATIONS

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

None

Previous Month Activities:

- Delayed plans for orientation workshop until January
-

Bernie Farkas, PMP

VP, Communications

VP FINANCE

Previous Month Activities:

- 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
- Completed 2011 Chapter tax documents and submitted to CPA, Taxes to be filed by 8/15/12
- Completed Set up of new Merchant Card Processing account and test with Proteon.
- For August: Cancel old Merchant Card Processing account. Waiting for at least 30 - 60



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days to ensure all is well with new account and Proteon.

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

- None

Joyce M. Glady, PMP

VP, Finance

VP MARKETING

Previous Month Activities:

- Resigned in August

Volunteers - Current volunteers/committees (if needed):

Open

VP Marketing

VP MEMBERSHIP

Previous Month Activities:

- Attended the October Board meeting.
- Extracted Sept membership data from the DEP and updated the Oct meeting dinner slides.
- Communicated with members seeking Chapter information or responding to mailings.

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

- none

Barbara Nichols, PMP

VP, Membership

VP PROFESSIONAL DEVELOPMENT

Previous Month Activities:

-

Volunteers - list current volunteers:



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Sheria Waters
Mike Vozar
Hank Mayer

Open (Sheria Waters facilitating meetings and giving updates)
VP, Professional Development

VP PROGRAMS

Previous Month Activities:

- Attended Monthly BoD Meeting on 6/6/2012.
- Coordinated with the Programs Committee and prepared for the June Dinner Meeting.
- Had the Monthly Dinner Meeting on 6/21/2012.
- Compiled and submitted the June Dinner Meeting paperwork to the VP of Finance for further action.

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

Sue O'Hara
Marie Crites
Regina Rice
Teresa Hudgins
Janet Beach
Kerrie Arkwell
Salil Raje
Mike Vozar

Suresh Raju, PgMP, PMP, RMP, ACP
VP, Programs

VP VOLUNTEERISM

Previous Month Activities:

- Attended Monthly BoD Meeting
- Provided VRMS membership training
- Provided another session of VRMS Coordinator Training to Board
- Beginning to form team for Volunteer Recognition Event
- Welcomed two new volunteers to committee - Lynn Blankenship & Debbie Hinton
- Received interest form from 6 potential volunteers



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

- . Jamme Li
- . William Suitt
- . Shannon Powell
- . Danita Hughes
- . Steve Honore
- . Monica Nichols
- . Lynn Blankenship
- . Debbie Hinton

September Sickinger, PMP
VP, Volunteerism

PAST PRESIDENT

Previous Month Activities:

- . Attended the May BOD meeting
- . Attended the May Dinner Meeting , took the minutes and updated them in Epiware
- . Worked on 2012 Election materials, reached out to potential candidates
- . Attended the Senior Extravaganza at Deep Run High School and participated in voting on the eligible projects.
- . Discussed possible future FLiPM involvement with Jennifer Green
- . Worked on workshop feedback for Certification

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

- Jennifer Plank has offered to assist with Nomination Committee

John Lombardi
Past-President

PRESIDENT-ELECT GOV & LIG PMO

Previous Month Activities:

Social Media committee established with three members, Johnathan Brandon, Mark Bell, and Pam Kida. Arranging an informal meeting to precede more formal meetings.

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

PMO LIG



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Andy Shulick

Daniel C. Galloway, Jr., PMP

Jerry Zhu

Mark Bell

Todd Phillips

Mark Holmes

Clark Griffin

Susan Merritt

Rich Shurtz

PMO GOV

Jane Newell

Nelly Romero

Patty Samuels

Brett Sheffield

Dan Burns

Prashant Dixit

Sam Henderson

Elsie Dawson

Susan McCleary

Balaji Kantheti

Bernie Hill

Michelle Corridon

Robert Berlin

Clark Griffin, PMP

President Elect

PRESIDENT

- Previous Month Activities:
- Attended and facilitated October BoD Meeting
- Attended and facilitated October Dinner Meeting
- Attended PMI LIM and accepted Recognition of Volunteerism award from PMI
- Met with PMIEF Representative at LIM to discuss our educational activities within the chapter



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- Attended PMI Global Congress
- Met with Robert Berlin PMIEF Liason for update on his committees activities
- Met with Vanessa Diamond with Handson Greater Richmond to discuss opportunities for volunteerism.
- Continue work with FLiPM

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

PMIEF Committee

Previous Month Activities:

Robert Berlin
Carolyn Troiano

Angela Edwards
Pam Kida

Brett Sheffield
Stephen Honore

Tilithia Brown

Activities for October & November:

- HandsOn Richmond / Partnership for Non-Profit Excellence - waiting to schedule the project management training
- ChildFund - need to follow up again with contact. Did not receive a response after the initial question on our offerings
- GirlsCan - no report on this effort
- Richmond Schools and City of Richmond Department of IT - set up internship for at risk youth / waiting to meet with DIT Director
- Eagle Scouts - a presentation is planned on 11/8/2012 by Brett Scheffield
- Virginia Home for Boys and Girls - met with Mark Morton (Morton Consulting); Mark Morton contacted FLiPM for classes; Mark is talking to the board on bringing in the PMIEF non-profit training in 1Q/2013

Kelly Evans, PMP
President

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

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, December 1, 2012, 8:00 a.m.

Martins – 2250 John Rolfe Pkwy, Richmond, VA 23233

866-414-2828 Leadership Code: 810460 / Participant Code: 663214

ATTENDEES & QUORUM STATUS

President	Kelly Evans, PMP			VP Marketing		
Past-President	John Lombardi			VP Membership	Barbara Nichols, PMP	
President Elect	Clark Griffin, PMP			VP Prof. Development	Michael Vozar	
VP Certification	Susan Thomas, PMP			VP Programs	Suresh Raju, PgMP, PMP, RMP, ACP	
VP Communication	Bernie Farkas, PMP			VP Volunteerism	September Sickinger, PMP	
VP Finance	Joyce M. Gladly, PMP					
Also Present:						
Quorum Present				A = Attended, P= On-Phone		

AGENDA

Open Meeting: 6:00pm	1. Review & Approve Meeting Agenda	Kelly Evans, PMP
	2. Review & Approve Prior BoD Meeting Minutes	Kelly Evans, PMP
Unfinished Business: 6:05pm	3.	
	4.	
New Business: 6:05pm	1. BOD Roles	Clark
	2. Rules on Certification Classes	Susan/Clark
	3. Marketing questions regarding Sponsor Packages	Jonette
	4.	
	5.	
	6.	
	7.	
	8.	
	9.	
	10.	
	11.	
Review Committee Reports: 7:15pm	1. Certification-	Susan Thomas, PMP
	2. Communications	Bernie Farkas, PMP
	3. Finance	Joyce M. Gladly, PMP
	4. Marketing	Vacant

AGENDA		
	5. Membership	Barbara Nichols, PMP
	6. Professional Development	Vacant
	7. Programs	Suresh Raju, PgMP, PMP, RMP, ACP
	8. Volunteerism	September Sickinger, PMP
	9. Past-President	John Lombardi
	10. President-Elect	Clark Griffin, PMP
	11. President	Kelly Evans, PMP
Review Action Items: 7:45 pm		John Lombardi
Adjourn Meeting: 7:55pm		Kelly Evans, PMP

ACTION ITEMS		
Action Item	Responsible	Due Date
1. To propose of operating expenses and get BOD review	Joyce	12/1
2. Schedule meeting with volunteers regarding 2014 R5 LIM	John	12/1
3. Continue work on proposed BOD Roles – add as agenda item	Bernie, Clark	1/5
4. Policy and procedures for LinkedIn members	Clark	12/1
5. Send non-disclosure and BOD member agreement to newly elected BOD members	Clark	12/1
6. Guest pass procedure review and ownership designation	John	12/1
7. Move point of contact for conference call lines from VP Finance to VP Communications	Joyce	12/1
8. Put VRMS slideshow on web site	Bernie	12/1
9. Value proposition for chapter, do we have one?	John	12/1
10. Confirm list of volunteers, send to September	All	12/1
11. Send drop box information to Mike	Bernie	12/1

ACTION ITEMS		
Action Item	Responsible	Due Date
12. Follow up with Kathy Sweeney(?) about Winchester request	Kelly	12/1
13. Follow up with Anne about REP	Kelly	12/1
14. Follow up on non-disclosure documents for new board members	Clark	12/1
15. Slide for dinner meeting about R5 2014 volunteers	John	12/1
16. Information for Bernie to post on website about volunteer needs for R5 2014 volunteers	John	12/1
17. Review transition slides from last year	John	12/1
18. Work with Jonette for transition meeting	John	12/1
19. Check on alternating dinner meetings for 2013	Suresh	12/1
20. Add agenda item for December – BOD roles discussion	John	12/1
21. Demo drop box at transition meeting	Kelly	12/1

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
<ul style="list-style-type: none"> Agenda – move to accept by September, seconded by Clark, approved Meeting Minutes – move to accept by Clark, seconded by September, approved Adjourn – moved by Clark, seconded by September, approved

GENERAL TOPICS OF DISCUSSION

- VRMS – must be a member to volunteer, but can view even if not a member. Each VP is responsible for entering their own volunteer opportunities. Entire BOD needs to complete training. Kerrie raised the point of having one person complete the training so that we can start the year with all volunteer opportunities on VRMS. Kerrie offered to do the training. Bernie needs to schedule training for remaining BOD members. Add training at the end of transition meeting?
- Jonette Meade introduction – Need to put together a value proposition for sponsors
- Volunteer recognition dinner – “You make a world of difference”, updates to volunteer lists
- Winchester Branch – Request for advertising on our web site because some of our zip codes bump up against theirs. Initial request is for participation in survey. Underserved areas in our own area and concerns about who are the ones coordinating the ads. Possible new volunteer position for this?
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PMI Central Virginia Chapter Board of Directors Meeting Agenda

Saturday, December 1, 2012 after transition meeting

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VP, Certification

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VP, Communications

VP FINANCE

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VP, Finance

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VP, Membership

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Hank Mayer

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Jerry Zhu
Mark Bell



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Todd Phillips
Mark Holmes
Clark Griffin
Susan Merritt
Rich Shurtz

PMO GOV

Jane Newell
Nelly Romero
Patty Samuels
Brett Sheffield
Dan Burns
Prashant Dixit
Sam Henderson
Elsie Dawson
Susan McCleary
Balaji Kantheti
Bernie Hill
Michelle Corridon
Robert Berlin

Clark Griffin, PMP
President Elect

PRESIDENT

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Pam Kida

Brett Sheffield
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Tilithia Brown

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President