

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 AGENDA

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Thursday January 2, 2014
 Mechanicsville Library
 7461 Sherwood Crossing Place
 Mechanicsville, Virginia 23111

ATTENDEES & QUORUM STATUS

President	Sharon Robbins, PMP	A	Executive VP	Suresh Raju, PgMP, PMP, RMP, ACP	A
VP Communication	Kelly Evans, PMP	A	VP Education	Kerrie Arkwell, PMP	A
VP Operations	Bernie Farkas, PMP	A	VP Finance	Amy Shao, PMP	A
Also Present:					

A = Attended, P= On-Phone

AGENDA

Open Meeting:	1. Review & Approve Meeting Agenda Amy/Suresh	Sharon
	2. Review & Approve Prior BoD Meeting Minutes Suresh/Bernie	Sharon
	3. Review budget - We under-spent in 2013. - Bernie: We could send more people to R5 LIM - \$225 per person. - Budget line items will shift around.	Amy
Unfinished Business:	1. January Volunteer Recognition - Vol. slides are due 1/6/14. - AI: Amy will buy \$100 gift card for the speaker and give it to Kerrie. - Vol. expenses will go to Kelly's budget.	September (reminder email)
New Business:	1. Toastmasters - Jack didn't attend. The invite wasn't forwarded to him. More info is needed to discuss in detail at the Board Meeting. - AI: Kelly will reach out to Jack. Will be discussed later.	Jack Townsend

AGENDA

	<p>2. Incoming Board Transition Planning</p> <ul style="list-style-type: none"> • Status update on Directors / Committees <ul style="list-style-type: none"> - Kerrie: In progress. - Kelly: 5 Directors identified – Got the Confidentiality Agreement signed by 3. - Amy: No directors are needed. Amy needs succession planning. Will get rid of paper and make everything electronic. Amy will give a draft of the budget items under various VPs. - Suresh: Got 2 names. - Bernie: Have few names – Yet to contact. Repository needs to be revamped. • Action Items from last meeting(s) <ul style="list-style-type: none"> - The VP will propose the names of Directors and the Board will approve by email. - AI: Kerrie will send the text for the reminder about the survey to Bernie. Bernie will send it out. - AI: Kelly will look into Badges and Business Cards. - AI: Kelly will send the VRMS template to Bernie. - Academic Outreach will go under Director Bernie Hill. - AI: Bernie will take care of all the changes related to emails. - AI: Bernie will post Board Meetings on the website calendar for the whole year. • Drill down tasks Day 1 to Day 90 • 2014 meeting schedule (Suresh) <ul style="list-style-type: none"> - AI: Dinner Meetings will be alternated between Wednesday and Thursday. Bernie will communicate to The Place. - Motion: The board will absorb the \$1 dinner meeting cost increase – Amy/Suresh – Passed unanimously. 	All
	<p>3. 2014 Budget Discussion</p>	All
	<p>4. Policies and Procedures</p> <ul style="list-style-type: none"> - AI: Sharon will reach out to Anne to find out how to resolve a tie vote in the Board. 	Sharon
	<p>5. Conflict of Interest/Confidentiality forms</p> <ul style="list-style-type: none"> - PMICVC Chapter Officer Contract was signed by all 6 Board members. - AI: Suresh will Scan and put it on the repository. 	Sharon
	<p>6. Charlottesville zip code annexation</p> <ul style="list-style-type: none"> - Motion: PMICVC will take over this - Bernie/Amy – Passed unanimously. 	Sharon
	<p>7. Board operations</p> <ul style="list-style-type: none"> - Decision: Board meeting will be every 1st Wednesday. - AI: The board needs to find a way of updating the Addendum regularly. This is an operational tracking tool. Everyone will think about this and share the ideas next time. - AI: Everyone should think about key metrics on how the Board is doing. <p>8. Close – Kerrie/Kelly.</p>	Sharon

AGENDA		
Review Committee Reports:	1. Education	Kerrie
	2. Communications	Kelly
	3. Finance	Amy
	4. Operations	Bernie
	5. Executive VP	Suresh
	6. President	Sharon
Review Action Items:		Suresh / Secretary
Adjourn Meeting:		Sharon

ACTION ITEMS		
Action Item	Responsible	Due Date
1. Amy will buy \$100 gift card for the January speaker and give it to Kerrie.	Amy	
2. Kelly will reach out to Jack regarding PMICVC Toastmasters. Will be discussed later.	Kelly	
3. Kerrie will send the text for the reminder about the survey to Bernie. Bernie will send it out.	Kerrie/Bernie	
4. Kelly will look into Badges and Business Cards.	Kelly	
5. Kelly will send the VRMS template to Bernie.	Kelly	
6. Bernie will take care of all the changes related to emails.	Bernie	
7. Bernie will post Board Meetings on the website calendar for the whole year.	Bernie	
8. Dinner Meetings will be alternated between Wednesday and Thursday in 2014. Bernie will communicate to The Place.	Bernie	
9. Sharon will reach out to Anne to find out how to resolve a tie vote in the Board.	Sharon	
10. Suresh will Scan and put it on the repository.	Suresh	
11. The board needs to find a way of updating the Addendum regularly. This is an operational tracking tool. Everyone will think about this and share the ideas next time.	Board	
12. Everyone should think about key metrics on how the Board is doing.	Board	

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS

- **Motion:** PMICVC will take over the Charlottesville zip code annexation - Bernie/Amy – Passed unanimously.
- **Motion:** The board will absorb the \$1 dinner meeting cost increase – Amy/Suresh – Passed unanimously.
- **Decision:** Board meeting will be every 1st Wednesday.
- **Decision:** Dinner Meetings will be alternated between Wednesday and Thursday in 2014.

GENERAL TOPICS OF DISCUSSION

ACTIVE SUBCOMMITTEES

Subcommittee	Overview

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 AGENDA

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Thursday February 5, 2014
 Roma Italian Restaurant
 7240 Bell Creek Road, Mechanicsville, VA 23111

ATTENDEES & QUORUM STATUS

President	Sharon Robbins, PMP	A	Executive VP	Suresh Raju, PgMP, PMP, RMP, ACP	A
VP Communication	Kelly Evans, PMP	A	VP Education	Kerrie Arkwell, PMP	A
VP Operations	Bernie Farkas, PMP		VP Finance	Amy Shao, PMP	A

Also Present:

A = Attended, P= On-Phone

AGENDA

Open Meeting:	1. Review & Approve Meeting Agenda Kelly/Suresh	Sharon
	2. Review & Approve Prior BoD Meeting Minutes Kelly/Amy	Sharon
	3. Review budget	Amy
Unfinished Business:		

AGENDA

New	<p>1. R5 LIM Update (March 13th noon to 15th noon)</p> <ul style="list-style-type: none"> • Conference update • Volunteers • Theme decision • PMI CVC attendance <p>- Speaker Coordinator & Sponsor Coordinator roles need to be filled yet.</p> <p>- Tentative Schedule will be posted on the website.</p> <p>- General Sponsors (Proteon & Robert Berlin, IIL & Velocitech) have already paid. PMIEF, UDIG are other sponsors.</p> <p>- Thursday Lunch may be provided by S3.</p> <p>- Thursday Dinner – UVA.</p> <p>- Friday Lunch – May be provided by CapTech.</p> <p>- Friday Dinner – ITMPi.</p> <p>- 6 Sponsor tables are included in the Omni contract. Each additional table costs \$50 more. For power outlet additional \$20 per day per table.</p> <p>- AI: Bernie will register the Board.</p> <p>- Every 50 rooms, we get 1 free room.</p> <p>- Thursday afternoon – Speed Networking.</p> <p>- 54 rooms reserved already.</p> <p>- Kelly wants her Directors offered registration for the LIM.</p> <p>- AI: Kelly will send the details to Sharon.</p>	John Lombardi, All
	<p>2. 2014 Budget Discussion</p> <p>- AI: Kelly will send her budget numbers to the Board again.</p> <p>- Executive VP Budget: Transition Meeting - 600 Elections - 200 Special Projects – 1000</p> <p>- AI: VP Education Budget: Kerrie will send the budget out.</p> <p>- GR8PM needs access to PMICVC DEP – They will go by PMI rules.</p> <p>- AI: Suresh will send the Executive VP Budget.</p>	All
	<p>3. Operational Plans</p>	All
	<p>4. Charlottesville Plan</p> <p>- Charlottesville has 44 members – Meets 6 times a year – No coordinator yet – Previous coordinator resigned</p>	Sharon
	<p>5. Cooperative agreement with Capital Kanban</p> <p>- AI: Suresh will talk to Bernie and dig deeper on this.</p>	Suresh
	<p>6. Participation at FOSE</p>	Bernie
	<p>7. Volunteer Stuff</p>	
Review Committee Reports:	<p>1. Education</p>	Kerrie
	<p>2. Communications</p>	Kelly
	<p>3. Finance</p>	Amy
	<p>4. Operations</p>	Bernie

AGENDA		
	5. Executive VP	Suresh
	6. President	Sharon
Review Action Items:		Suresh / Secretary
Adjourn Meeting:		Sharon

ACTION ITEMS		
Action Item	Responsible	Due Date
1. Bernie will register the Board for the R5 LIM.	Bernie	
2. Kelly will send the details of her Directors to Sharon for R5 LIM Registration.	Kelly	
3. Kelly will send her budget numbers to the Board.	Kelly	
4. Kerrie will send her budget numbers to the Board.	Kerrie	
5. Suresh will send the EVP budget numbers.	Suresh	
6. Suresh will talk to Bernie and dig deeper on the Cooperative agreement with Capital Kanban	Suresh	
7.		
8.		
9.		

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
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GENERAL TOPICS OF DISCUSSION

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MEETING AGENDA

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, March 5, 2014
 Roma Italian Restaurant
 7240 Bell Creek Road, Mechanicsville, VA 23111

ATTENDEES & QUORUM STATUS

President	Sharon Robbins, PMP	A	Executive VP	Suresh Raju, PgMP, PMP, RMP, ACP	A
VP Communication	Kelly Evans, PMP	A	VP Education	Kerrie Arkwell, PMP	A
VP Operations	Bernie Farkas, PMP	A	VP Finance	Amy Shao, PMP	A
Also Present:	Bernie Hill, Ph.D, PMP				
A = Attended, P= On-Phone					

AGENDA

Open Meeting:	1. Review & Approve Meeting Agenda - Kelly/Suresh.	Sharon
	2. Review & Approve Prior BoD Meeting Minutes - Kelly/Bernie. Approved as amended.	Sharon
	3. Review budget - Refer to Finance Reports.	Amy
Unfinished Business:		
New Business:	1. Toastmasters Opportunity - AI: Survey will be sent out. - AI: Will be introduced at the March Dinner Meeting. - AI: Check with PMI (Anne) about PMICVC offering PDUs.	Kelly, Jack Townsend
	2. Outreach Director role - Bernie H discussed the Maturity Level Approach. - Need to reach out to Dominion – 33 people became members of the PMICVC in February. - AI: Bernie H will reach out to Charlottesville Community.	Kelly, Bernie
	3. Director role finalization - AI: Director roles will be posted in the VRMS.	All
	4. Finalize Budget - Conference call planned for next Monday (3/10/14) to finalize the Budget.	All
	5. Charlottesville Plan Execution - We have the list of Charlottesville Members. They haven't joined us officially yet. Need volunteers. - AI: Bernie H will send out an email.	Sharon
	6. Cooperative agreement with Capital Kanban - AI: Suresh will look into this.	Suresh

AGENDA

	<p>7. Advertisements / Sponsorships Policy</p> <ul style="list-style-type: none"> - Should we advertise the events of ProjectManagement.com OR AskCornelius.com? - PMICVC will only advertise the events of our Sponsors OR those who have Cooperative Agreements with PMICVC. Need further discussion. 	All
	<p>8. Sponsorship Responsibilities</p> <ul style="list-style-type: none"> - Bernie will make sure the Sponsors will have a table at the PMICVC Events. - Going forward, we need to have a contract with Sponsors on what they are getting in return. - We need to clarify about the \$500 credit given to the Sponsors. - Sponsors could speak at the Dinner Meetings. They need to let us know ahead of time. 	Kelly
	<p>Other Discussions:</p> <ul style="list-style-type: none"> - Any PMICVC sponsored event is covered by PMICVC insurance. Anyone volunteering need not be a PMICVC member. - Kerrie: Paying to Speakers – Kerrie will - Does Renee need access to submit Batch PDUs? Bernie F thinks that should be Pamela Chan, Dir. Of Registrations. <p>End the meeting: Kerrie/Kelly.</p>	
Review Committee Reports:	1. Education	Kerrie
	2. Communications	Kelly
	3. Finance	Amy
	4. Operations	Bernie
	5. Executive VP	Suresh
	6. President	Sharon
Review Action Items:		Suresh / Secretary
Adjourn Meeting:		

ACTION ITEMS

Action Item	Responsible	Due Date
1. Survey will be sent out regarding Toastmasters	Bernie F.	
2. Toastmasters will be introduced at the March Dinner Meeting	Sharon	
3. Check with PMI (Anne) about PMICVC offering PDUs	Sharon	
4. Reach out to Charlottesville Community	Bernie H.	
5. Director roles will be posted in the VRMS	All	

ACTION ITEMS		
Action Item	Responsible	Due Date
6. Send out an email to Charlottesville Members	Bernie H.	
7. Look into the Cooperative agreement with Capital Kanban	Suresh	
8.		
9.		

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
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GENERAL TOPICS OF DISCUSSION

ACTIVE SUBCOMMITTEES	
Subcommittee	Overview

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MEETING AGENDA

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, April 2, 2014
 Roma Italian Restaurant
 7240 Bell Creek Road, Mechanicsville, VA 23111

ATTENDEES & QUORUM STATUS

President	Sharon Robbins, PMP	A	Executive VP	Suresh Raju, PgMP, PMP, RMP, ACP	A
VP Communication	Kelly Evans, PMP	A	VP Education	Kerrie Arkwell, PMP	A
VP Operations	Bernie Farkas, PMP		VP Finance	Amy Shao, PMP	A
Also Present:					
A = Attended, P= On-Phone					

AGENDA

Open Meeting:	<p>1. Review & Approve Meeting Agenda</p> <p>Items added to the Agenda:</p> <ul style="list-style-type: none"> - LinkedIn Account - Kelly - DropBox - Kelly - Doss Consulting – Kerrie <p>Agenda Approved.</p> <ul style="list-style-type: none"> - Kelly/Kerrie 	Sharon
	<p>2. Review & Approve Prior BoD Meeting Minutes</p> <ul style="list-style-type: none"> - Amendment to Item #7 on Advertisement: No need to discuss; Cooperative agreement needs to be executed. - Kelly/Suresh - Approved as amended. 	Sharon
	<p>3. Review budget</p>	Amy
Unfinished Business:	<p>1. Budget finalization / signoff</p> <ul style="list-style-type: none"> - National LIM / Region 5 LIM split saves 20K. - Still there is a difference of ~15K+. <p>Motion: Motion to use Chapter savings to cover additional expenses (15K) in 2014 Amy/Kelly. Motion Passed.</p> <p>Motion: Budget Approved Amy/Kerrie</p>	All

AGENDA

	<p>2. Cooperative agreement with Capital Kanban</p> <p>We are not a REP!</p> <ul style="list-style-type: none"> - AI: Sharon will confirm with Anne. <p>We can only advertise through a Coop Agreement. We are not sponsoring their events.</p> <p>Coop Agreement Benefits:</p> <ul style="list-style-type: none"> - Free Advertisement. - Reduced cost – Is this true? - AI: Suresh will check with Bernie. We need to come up with a solution for this. 	Suresh
New Business:	<p>1. Chapter Awards</p> <ul style="list-style-type: none"> - AI: Kelly will put the 2013 Awards documentation to DropBox. - AI: Suresh will look into the repository and reach out to the Board Members for required documentation. 	Suresh
	<p>2. ITMPI courseware</p> <ul style="list-style-type: none"> - AI: Sharon & Kerrie will take a class and check it out. If good, Kerrie will draft an agreement and send it to the Board. 	Sharon, All
	<p>3. Next Strategic Planning session</p> <ul style="list-style-type: none"> - Online – JoinMe will be used. 4/28 Monday 6 - 8 pm. 	Sharon, All
	<p>4. Sponsors and Events</p> <ul style="list-style-type: none"> - Kelly proposed various Sponsorship Packages. - AI: Email blast policy needs to be updated to include sponsors - Bernie/Kelly. - Kelly proposed Flying Squirrels Event at the Diamond. Motion: To have Flying Squirrels Event - Sharon/Kerrie. 	Kelly
	<p>5. Volunteer Information Meeting</p> <ul style="list-style-type: none"> - 40 new volunteers have registered. - AI: All - Send list of detailed tasks to Kelly. 	Kelly
	<p>6. LinkedIn Account</p> <ul style="list-style-type: none"> - Only approved information will be allowed. What is the criterion to approve the postings? - Any PM related stuff is OK. No Job postings other than from sponsors. - AI: Suresh will document the above criterion under the Policies and Procedures. 	
	<p>7. DropBox</p> <ul style="list-style-type: none"> - AI: Needs to be cleaned up - Sharon and Bernie will look at it. 	
	<p>8. Doss Consulting</p> <ul style="list-style-type: none"> - They gave a discount to our members for the CSM workshop and \$50 to our chapter. Mike Vozar advertised their event before. - Coop Agreement is needed. - AI: Kerrie will send the details of the agreement to Chris Doss and ask him to send an email agreeing to it. - AI: Kerrie will work on an agreement afterwards and present it to the Board. 	
Review	<p>1. Education</p>	Kerrie

AGENDA		
Committee Reports:	2. Communications - Newsletter is due by 4/14. Articles are due by 4/9 to Beth. - Mini Survey is suggested - Sharon/Bernie will look into it. Consider registration through our website after the survey. - Community Outreach at Lewis Ginter Botanical Garden.	Kelly
	3. Finance - Need to work on taxes and finalizing R5 LIM details. - Paypal Account - needed for pre-registrations. - Square - could be received from Wells Fargo.	Amy
	4. Operations	Bernie
	5. Executive VP	Suresh
	6. President Put a grid for core services and extended services for PMI - Sharon.	Sharon
	Review Action Items:	Suresh / Secretary
Adjourn Meeting:	Kerrie/Kelly.	

ACTION ITEMS		
Action Item	Responsible	Due Date
1. Confirm with Anne of our REP status.	Sharon	
2. Check with Bernie on reduced cost with Coop Agreements.	Suresh	
3. Put the 2013 Awards documentation to DropBox.	Kelly	
4. Look into the 2013 Awards documentation in DropBox and reach out to the Board Members for required documentation.	Suresh	
5. Take an ITMPI class and check it out. If good, Kerrie will draft an agreement and send it to the Board.	Sharon & Kerrie	
6. Email blast policy needs to be updated to include sponsors.	Bernie & Kelly	
7. Send list of detailed tasks to Kelly prior to the Volunteer Information Meeting.	All	
8. Document the LinkedIn criterion to approve the postings under the Policies and Procedures.	Suresh	
9. Work on the DropBox clean-up.	Sharon & Bernie	
10. Send the details of the agreement to Chris Doss of Doss Consulting and ask him to send an email agreeing to it.	Kerrie	
11. Work on an agreement with Doss Consulting and present it to the Board.	Kerrie	

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
<ul style="list-style-type: none"> • Motion: Motion to use Chapter savings to cover additional expenses (15K) in 2014 - Amy/Kelly - Motion passed unanimously. • Motion: Budget Approval - Amy/Kerrie - Motion passed unanimously. • Motion: Motion to have Flying Squirrels Event - Sharon/Kerrie - Motion passed unanimously.

GENERAL TOPICS OF DISCUSSION

ACTIVE SUBCOMMITTEES	
Subcommittee	Overview

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 AGENDA

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, May 7, 2014
 Roma Italian Restaurant
 7240 Bell Creek Road, Mechanicsville, VA 23111

ATTENDEES & QUORUM STATUS

President	Sharon Robbins, PMP	A	Executive VP	Suresh Raju, PgMP, PMP, RMP, ACP	A
VP Communication	Kelly Evans, PMP	A	VP Education	Kerrie Arkwell, PMP	A
VP Operations	Bernie Farkas, PMP	A	VP Finance	Amy Shao, PMP	
Also Present:	Ed Foster, PMP; Bill Lake; Jennifer Green				
A = Attended, P= On-Phone					

AGENDA

Open Meeting	1. <u>Review & Approve Meeting Agenda</u> <ul style="list-style-type: none"> - Meeting opened 6:05. - Items added to the Agenda: <ul style="list-style-type: none"> - Introduction of Ed Foster, Bill Lake, and Jennifer Green. - FLiPM initiatives – Jennifer Green (discussed as part of CAPM graduation). Discussed first to allow guest presenter (Jennifer) to leave. - Agenda Approved. Kelly/Kerrie motioned/seconded. Unanimous voice agreement. 	Sharon
	2. <u>Review & Approve Prior BoD Meeting Minutes</u> <ul style="list-style-type: none"> - Additions/amendments requested. None provided. - Minutes Approved. Kelly/Kerrie motioned/seconded. Unanimous voice agreement. 	Sharon
	3. <u>Review budget</u> <ul style="list-style-type: none"> - Not discussed since VP Finance not present. 	Amy
Old Business	1. <u>Cooperative agreement with Capital Kanban</u> <ul style="list-style-type: none"> - Still in review. Will hold call next week with expected finalization closely thereafter. Sharon to participate in call. - Sharon: Active agreements should be in DocMan repository. - AI: Suresh to review all partner agreements on the website to verify currency. 	Suresh
	2. <u>Awards Package</u> <ul style="list-style-type: none"> - Package completed with special thanks to Sharon. - Suresh and Bernie: Suggested that outgoing members complete roles and responsibilities and accomplishments documents before end of year transition meeting as preparation for that meeting as well as next year award package. 	Suresh

AGENDA

	<p>3. <u>Strategic Plan</u></p> <ul style="list-style-type: none"> - Held meeting last week. Would like to conduct on monthly basis. The Board agreed to hold monthly meetings on the 4th Monday of each month starting June. - Noted that Board materials will be maintained in DropBox and that public materials will be maintained in DocMan. 	<p>Sharon</p>
<p>New Business</p>	<p>1. <u>CAPM Graduation</u></p> <ul style="list-style-type: none"> - Kelly: Graduation to be recognized at July chapter dinner meeting. \$500 scholarship to be provided by Henrico Education Foundation. FLiPM will be sponsoring 8 students. - Motion: Provide guest passes for one parent per student attending. Kelly/Kerrie motioned/seconded. Unanimous voice agreement. - Jennifer: Presented May 21 extravaganza being held at Deep Run High School. Provided bio sheet for participating students that contained project descriptions. Also provided Senior Capstone Review Form for use by judges of project being presented at event. Directors/Board members eligible to vote. 	<p>Kelly /Jennifer</p>
	<p>2. <u>Board Election</u></p> <ul style="list-style-type: none"> - Need nominating committee chair. Bernie suggested that Director of Special Projects (Cindy Parcell) have that as a responsibility, and this idea was agreed to unanimously. Suresh agreed and said that he would review work with Cindy. - AI: All VPs to review roles and responsibilities on the website to ensure they are accurate. - AI: Bernie to set up nomination form on the website. - Bernie: There is some ambiguity within the new bylaws as to whether he was eligible to run for a new term. Based on his prior positions and service, he was technically eligible to run again; however, he felt that it ran against the spirit of the bylaws. After some discussion, the Board unanimously endorsed that idea that he was eligible to run for an additional term. - Sharon: Need to get announcements out next week concerning nominations for the upcoming election and said that Board members should actively solicit candidates to broaden the pool. - AI: Suresh to work up nomination announcement for upcoming newsletter (to Beth), meeting slide deck, and email blast to membership. 	<p>Suresh</p>
<p>Committee Reports</p>	<p>1. <u>Education</u></p> <ul style="list-style-type: none"> - Speaker queue is good. Need to work more on pre-meeting and networking. Dinner process flowing well. - Getting good feedback from membership electronically. Bernie offered to show how feedback requests can be sent via website backend (to save effort and help ensure privacy). Will share results soon. - Change in upcoming Pre-Meeting speaker will be made on the website (due to rescheduling requested by speaker). - 2 members got Agile Certified Practitioner certification. - PMP study group being formed. - Bill Lake signed up for mentoring program. - Still ramping up with following big volunteer effort. - Would like to unify marketing effort across Board. 	<p>Kerrie</p>

AGENDA

	<p>2. <u>Communications</u></p> <ul style="list-style-type: none"> - Flying Squirrels game on May 28! Need to send invoice to S3 (for \$500). - Collabera meeting was good and productive. - 2 newsletters sent out. - Lewis Ginter event (in support of homeless) was great. - New member orientation scheduled for June. - Volunteer effort was great. Now need to start engaging volunteers. - Sharon: Second above comment for everyone – need to start tapping into new volunteers. - AI: All to review volunteer openings and provide input to Marjorie. 	Kelly
	<p>3. <u>Finance</u></p> <ul style="list-style-type: none"> - No update. VP not present. 	Amy
	<p>4. <u>Operations</u></p> <ul style="list-style-type: none"> - Have 2 folks working on events and emails. Anticipate engaging them more on website maintenance and re-design. Need to prepare for eventuality of transferring webmaster responsibilities to “next generation.” - Suggested that Board start considering reorganization to more of a horizontal/matrixed structure and less of a silo structure. - Suggested that Board start transitioning from an operational focus to more of a strategic focus. - There was general agreement by the Board on both of the above suggestions and that there should be ongoing discussions on them. - Working on re-designed Board page for the website. 	Bernie
	<p>5. <u>Executive VP</u></p> <ul style="list-style-type: none"> - Noted successful submission of Chapter of the Year package and reiterated kudos to Sharon for her assistance. Lesson learned is that material should be gathered throughout the year (as previously discussed). - Mentioned addition of 2 Directors to Board – Board Secretary and Director of Special Events. - Capital Kanban agreement still under discussion and approaching finalization. - Immediate challenge ahead – elections. - Motion: Nomination of Ed Foster for Board Secretary. Suresh/Bernie motioned/seconded. Unanimous voice agreement. 	Suresh
	<p>6. <u>President</u></p> <ul style="list-style-type: none"> - Noted accomplishments of Charter and Award package. - Thanked all Board members for tireless work on behalf of Chapter. Sentiments reciprocated. - Bill Lake: Endorsed Board evolution to strategic focus. - AI: All need to review and report on candidate qualifications for upcoming election. 	Sharon
Review Action Items	<p>1. <u>Noted in Action Items list following</u></p>	Ed

AGENDA		
Adjourn Meeting	1. <u>Adjourn Meeting</u> - Bernie/Suresh motioned/seconded. Unanimous voice agreement. - Meeting adjourned 8:45	

ACTION ITEMS		
Action Item	Responsible	Status
1. Confirm with Anne of our REP status.	Sharon	Close – not REP
2. Check with Bernie on reduced cost with Coop Agreements.	Suresh	In progress
3. Put the 2013 Awards documentation to DropBox.	Kelly	Close – done
4. Look into the 2013 Awards documentation in DropBox and reach out to the Board Members for required documentation.	Suresh	Close – done
5. Take an ITMPI class and check it out. If good, Kerrie will draft an agreement and send it to the Board.	Sharon & Kerrie	In progress
6. Email blast policy needs to be updated to include sponsors.	Bernie & Kelly	Close – done
7. Send list of detailed tasks to Kelly prior to the Volunteer Information Meeting.	All	Close – done
8. Document the LinkedIn criterion to approve the postings under the Policies and Procedures.	Suresh	In progress
9. Work on the DropBox clean-up.	Sharon & Bernie	In progress
10. Send the details of the agreement to Chris Doss of Doss Consulting and ask him to send an email agreeing to it.	Kerrie	Close – done
11. Work on an agreement with Doss Consulting and present it to the Board.	Kerrie	In progress
12. Review all partner agreements on website to verify currency.	Suresh	New
13. Review roles and responsibilities on website to ensure they are accurate.	All	New
14. Set up nomination form on the website.	Bernie	New
15. Work up nomination announcement for upcoming newsletter (to Beth), meeting slide deck, and email blast to membership.	Suresh	New
16. Review volunteer openings and provide input to Marjorie.	All	New
17. Review and report on candidate qualifications for upcoming election.	All	New

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
- Motion: Provide guest passes for one parent per student attending. Kelly/Kerrie motioned/seconded. Unanimous voice agreement.
- Motion: Nomination of Ed Foster for Board Secretary. Suresh/Bernie motioned/seconded. Unanimous voice agreement.

GENERAL TOPICS OF DISCUSSION

ACTIVE SUBCOMMITTEES

Subcommittee	Overview

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 AGENDA

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, June 4, 2014
 Roma Italian Restaurant
 7240 Bell Creek Road, Mechanicsville, VA 23111

ATTENDEES & QUORUM STATUS

President	Sharon Robbins, PMP	A	Executive VP	Suresh Raju, PgMP, PMP, RMP, ACP	A
VP Communication	Kelly Evans, PMP		VP Education	Kerrie Arkwell, PMP	A
VP Operations	Bernie Farkas, PMP	A	VP Finance	Amy Shao, PMP	A
Also Present:	Ed Foster, PMP, Board Secretary; Cindy Parcell, PMP, Director of Special Projects				
A = Attended, P= On-Phone					

AGENDA

Open Meeting	1. <u>Review & Approve Meeting Agenda</u>	Sharon
	2. <u>Review & Approve Prior BoD Meeting Minutes</u>	Sharon
	3. <u>Review budget</u>	Amy

AGENDA

Old Business	<p>1. <u>Board Elections</u></p> <ul style="list-style-type: none"> - Verified with Bernie that no names had been placed in nomination for upcoming election via the website. There had been a technical issue with the form but that had been resolved. - Sharon: question to group – what to do? The following thoughts and suggestions were provided: <ul style="list-style-type: none"> o Suresh – solicit candidates from current Director and volunteer staff, particularly within own area. o Amy – outgoing Board member stay engaged on volunteer basis to assist replacement. o Cindy – solicit associates in current PMI community. o Sharon – keep nomination open longer, through June 22, to get candidates. o Sharon – asked Suresh if national PMI had been solicited to run election, and Bernie endorsed. o AI: Suresh and Cindy to talk to national PMI about running election. o Sharon – don't be afraid to ask. 	Suresh
New Business	<p>1. <u>May 21 Contest held at Deep Run High School</u></p> <ul style="list-style-type: none"> - Not on agenda since Kelly not present. - AI: Sharon to reach out to Jennifer Green about results of contest 	Sharon
	<p>2. <u>Successor Planning and Director Roles</u></p> <ul style="list-style-type: none"> - Sharon opened up a general group discussion as to how the Board members saw their areas running – with a focus on how they could be made better – and how they (they Board members) were doing to develop their talent for future PMI leadership. - The following general observations and suggestions were elicited during the discussion: <ul style="list-style-type: none"> o The Board members need to groom talent within their areas for future leadership to ensure continued Chapter growth. o This should be done with both Director and volunteer staff. o The Board needs to be on the lookout for new needs (initiatives, events) and be aware of the staffing required to effectuate them. o Delegation, encouragement, and mentoring (from Board to area members) are needed. o AI: Suresh and Cindy to plan Board Transition Meeting scheduled for later this year. o There needs to be a pull from the chapter membership into Board. o Need to stress positive PMI reputation. o Checklists (for roles) and strategizing (forward thinking) crucial. o Need to track openings in VRMS. o AI: Sharon to follow up with Kelly about her area. o Need to be more responsive to volunteers. o Key activity – articulating responsibilities of Directors and volunteers. o Use special project persons/committees for surge activities. o Keep in mind “hit-by-the-bus” scenario. Need to have staff ready to take over if sudden departure. 	Sharon

AGENDA

	<p>3. <u>Charlottesville Meeting</u></p> <ul style="list-style-type: none"> - Sharon: held discussion with Tom Ferry who is arranging Charlottesville PMI meeting the week of June 9. Place of meeting and exact date TBD. - Cindy – has contact been made with UVA for association with school, and none had been made as of yet. - There is no fee associated with meeting. 	Sharon
	<p>4. <u>Request for Board Self-Assessment</u></p> <ul style="list-style-type: none"> - Sharon: request to Board members for mid-year self-assessment against year plan for area. - AI: Board members to conduct aforementioned assessment. 	Sharon
Committee Reports	<p>1. <u>Education</u></p> <ul style="list-style-type: none"> - Would like Calendar style invites for future Board meetings. - AI: Sharon to issue use Calendar invites for future Board meetings. Invite will include Directors as well. - Issue with upcoming workshop – first cancelled by presenter then rescheduled. Not a good precedent for workshops. Lessons learned: <ul style="list-style-type: none"> o Need to communicate with site web team to convey information to members in a timely manner. o Need to communicate with presenters that registrations tend to happen at end of sign-up window. - Flying Squirrels event held end of May a great success. Testimonials provided by attendees via Survey Monkey read and they conveyed that sentiment. To be shared at upcoming dinner meeting. - Would like to do more of these types of events. Need to determine them as well as sponsors. - Bernie: there is a concern with doing surveys the current way via Survey Monkey (small privacy risk). Need to look at alternatives. 	Kerrie
	<p>2. <u>Communications</u></p> <ul style="list-style-type: none"> - No update. VP not present. 	Kelly
	<p>3. <u>Finance</u></p> <ul style="list-style-type: none"> - No update outside of what was presented in Finance report at beginning of meeting. 	Amy
	<p>4. <u>Operations</u></p> <ul style="list-style-type: none"> - Board page redone. Need pictures of Directors to complete. Would to expand text on pages as well. - Working with Sharon to complete restructuring of archives on DropBox and DocMan. - Restructuring of menu structure is next major project and that is scheduled for the fall. - Re-did mail distributions lists. 	Bernie
	<p>5. <u>Executive VP</u></p> <ul style="list-style-type: none"> - No update outside of discussion just completed. 	Suresh
	<p>6. <u>President</u></p> <ul style="list-style-type: none"> - No update outside of discussion just completed. 	Sharon
Review Action Items	<p>1. <u>Noted in Action Items list following</u></p>	Ed

AGENDA

Adjourn Meeting	1. <u>Adjourn Meeting</u> - Suresh/Bernie motioned/seconded. Unanimous voice agreement. - Meeting adjourned 8:15	
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ACTION ITEMS

Action Item	Responsible	Status
1. Check with Bernie on reduced cost with Coop Agreements.	Suresh	In progress
2. Take an ITMPI class and check it out. If good, Kerrie will draft an agreement and send it to the Board.	Sharon & Kerrie	In progress
3. Document the LinkedIn criterion to approve the postings under the Policies and Procedures.	Suresh	In progress
4. Work on the DropBox clean-up.	Sharon & Bernie	In progress
5. Work on an agreement with Doss Consulting and present it to the Board.	Kerrie	In progress
6. Review all partner agreements on site to verify currency	Suresh	In progress
7. Review roles and responsibilities on site to ensure they are accurate	All	In progress
8. Review volunteer openings and provide input to Marjorie.	All	In progress
9. Review and report on candidate qualifications for upcoming election.	All	In progress
10. Contact PMI for partial coverage of aforementioned overage.	Sharon	New
11. Talk to national PMI about running election.	Suresh & Cindy	New
12. Reach out to Jennifer Green about results of contest	Sharon	New
13. Plan Board Transition Meeting scheduled for later this meeting.	Suresh & Cindy	New
14. Follow up with Kelly about her area (succession planning and roles)	Sharon	New
15. Conduct self-assessment against annual plan.	All	New
16. Use Calendar invites for future Board meetings.	Sharon	New

QUESTIONS / ISSUES

Question / Issue	Approach / Resolution

DECISIONS

- None

GENERAL TOPICS OF DISCUSSION

ACTIVE SUBCOMMITTEES	
Subcommittee	Overview

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 AGENDA

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, July 2, 2014

Roma Italian Restaurant

7240 Bell Creek Road, Mechanicsville, VA 23111

ATTENDEES & QUORUM STATUS

President	Sharon Robbins, PMP	A	Executive VP	Suresh Raju, PgMP, PMP, RMP, ACP	A
VP Communication	Kelly Evans, PMP	A	VP Education	Kerrie Arkwell, PMP	A
VP Operations	Bernie Farkas, PMP	A	VP Finance	Amy Shao, PMP	
Also Present:	Ed Foster, PMP, Board Secretary; Cindy Parcell, PMP, Director of Special Projects; Marjorie Patterson, Director of Volunteerism				
A = Attended, P= On-Phone					

AGENDA

Open Meeting	1. <u>Review & Approve Meeting Agenda</u>	Sharon	
	<ul style="list-style-type: none"> - Meeting opened 6:06 - Items added to the Agenda: <ul style="list-style-type: none"> - Sharon asked for addition of items to agenda and none were offered. - Agenda Approved. Kerrie/Kelly motioned/seconded. Unanimous voice agreement. 		
	2. <u>Review & Approve Prior BoD Meeting Minutes</u>		
Old Business	<ul style="list-style-type: none"> - Additions/amendments requested. None provided. - Minutes Approved. Kelly/Kerrie motioned/seconded. Unanimous voice agreement. 	Sharon	
	3. <u>Review budget</u>		Group
	<ul style="list-style-type: none"> - No presentation of budget – Amy absent. - Kerrie/Sharon: Asked whether there was a view by Vice-President domain. Account structure changed to events view. - AI: Sharon to discuss adding Vice-President domain view to current report structure with Amy. - Motion: Perform mid-year budget review. Kerrie/Kelly motioned/seconded. Unanimous voice agreement. 		
1. <u>Board Elections</u>	Cindy/ Suresh		
<ul style="list-style-type: none"> - Candidate data provided to PMI and testing performed with PMI (Cindy/Ann at PMI). - Ready to open election on 7/10. To be open for voting until 7/24. - Single candidate for each of the four positions – President, Executive Vice President, Vice President Operations, and Vice President Finance – except Executive Vice President which has two candidates. - Cindy to forward PMI voting URL to Bernie for posting on site. - Marjorie: Minimum chapter participation percentage for election? Bernie – no, often single digit participation. - Kerrie/Sharon: Voting open during upcoming chapter dinner meeting – have laptop available for voting at meeting. 			

AGENDA

2. Mid-Year Review/Metrics

Sharon/
Group

- Sharon asked the Vice Presidents to report on their areas based on the AI assigned as the previous Board meeting:
- Kerrie:
 - o Working from the strategic plan.
 - o Workshops/CAPM program scheduled for Sept. Need to start marketing.
 - o Professional Development Workshops – Linnette preparing strategy document.
 - o Chapter Meeting Networking – now more formal as recommended by plan.
 - o Study Groups – did not succeed. Bernie – use form on site to promote. Would like to restart as part of workshops. Sharon – use older curriculum? Also, interest in Charlottesville area. Bernie – perhaps use a virtual forum. Need PMP to run. Use in association with CAPM program? Need to work on this to get re-started.
 - o Katherine taking over speaker database. Sharon – almost have Region 5 speaker list.
 - o Mentoring. Need to get that going. Sharon – use of other chapter material?
- Kelly:
 - o Sponsorships going well – S3, Collabra.
 - o Bernie Hill back engaged with Charlottesville area.
 - o Would like to add more events – Toastmasters. Need to advertise this more broadly.
 - o New member meeting/orientation in Sept. Breakfast meeting. Discussion on where to hold – Embassy Suites? Bernie to check on options.
 - o Volunteer and Membership efforts going well. Will hold additional recruiting effort and recognition dinner later this year.
 - o Advertising going well, too.
- Bernie:
 - o Successful at getting more people involved.
 - o Would like to move email function from Operations to Communications.
 - o Two Directors – Webmaster and Event Planning.
 - o Still need to work on security structure for site. Ditto taxonomy project (DocMan/DropBox) and site navigation. Sharon – history page needs to be refreshed.
 - o Function has been broadened out from site maintenance and emails.
- Suresh:
 - o Director slots filled.
 - o Election set up and ready to run.
 - o Updating of policies and procedures ongoing. LinkedIn policy finished.
 - o Corporate agreement review mostly done. Need to determine if any expired.
 - o Still working on Confidentiality/Non-Disclosure Agreements. Getting from Directors.
- Sharon:
 - o Filling-in for folks when not available. Helping to fix issues when needed.
 - o Participated in two Presidents' calls and sent out notes from most recent (no minutes generated at regional level).
 - o Got David Klein involved as Director-at-Large.
 - o Working on strategic plan.
 - o Setting up board meetings, doing initial draft of meeting slides, promotion of PMI, and assisting members as needed.

AGENDA

	<p>3. <u>Charlottesville Meeting</u></p> <ul style="list-style-type: none"> - Linnette coordinated. Included break-out groups. - Around 15 attendees, about 12 of which were local. Got about same number to volunteer to start chapter. - Bernie: System set up to do targeted emails to Charlottesville area (by zip code). Can do for other geographic groupings. 	Sharon
New Business	<p>1. <u>Volunteer Initiative</u></p> <ul style="list-style-type: none"> - Having some technical issues with PMI VRMS (PMI system used to manage volunteer positions and applicants). This includes resume requirement and timing of start/stop dates for positions. - AI: Marjorie to email current understanding of volunteers for each area and Board members to respond back with acknowledgements and gaps. - Kerrie: One approach to solve some issues would be to create a generic position for an area and make available to multiple applicants (no need to specifically manage individual positions). Professional Development cited as an example group. - Reviewed filled and open positions with each area. - AI: Kelly to review positions for PMO and Gov't LIGs in VRMS to determine better way to structure, perhaps using generic group approach suggested by Kerrie. - Some discussion about hard end-dating of positions in VRMS. Forces volunteers to re-apply each year. It is a known constrain of system 	Marjorie
	<p>2. <u>July Dinner Meeting</u></p> <ul style="list-style-type: none"> - Kelly to provide script to Sharon (for CAPM participants). - Jennifer has sent out award/scholarship check - Kerrie: Can use template from last July 	Kelly
	<p>3. <u>Strategic Plan</u></p> <ul style="list-style-type: none"> - Sharon displayed year/initiative template she is using. In process of cleaning it before distributing to Board. May or may not need specific plans for individual initiatives. Would also like to issue to members. 	Sharon/ Group
	<p>4. <u>PMI Global LIM</u></p> <ul style="list-style-type: none"> - To be held in Phoenix in Oct. - \$20K budgeted to attend. Sharon to send email out to Board members to gauge level of interest to see what kind of support can be provided. 	Sharon
	<p>5. <u>Newsletter</u></p> <ul style="list-style-type: none"> - Spoke to Beth about trying a reporter-like approach (have multiple folks cover individual events/issues). - Some discussion about look-ahead vs. look-back focus as well as content vs. publishing. 	Kelly
	<p>6. <u>Future Events</u></p> <ul style="list-style-type: none"> - Want to do at least one more this year. Still deciding what it will be. 	Kelly
Committee Reports	<p>1. <u>Education</u></p> <ul style="list-style-type: none"> - Kerrie/Kelly met with Dave Klein and brought back a lot of good ideas. Some are as follows: <ul style="list-style-type: none"> o He will meet with Linnette to discuss the Professional Development effort. o How to better engage sponsors. o A potential partnership with IIBA (International Institute of Business Analysis) o Re-engagement with CCWA (Community College Workforce Alliance). 	Kerrie
	<p>2. <u>Communications</u></p> <ul style="list-style-type: none"> - Kelly/Bernie: The Place is being reserved for 2015 meetings (except January). Also, will arrange a CAPM scavenger hunt and special tables settings for the upcoming CAPM event. 	Kelly
	<p>3. <u>Finance</u></p> <ul style="list-style-type: none"> - No update. Not present. 	Amy

AGENDA		
	4. <u>Operations</u> - No update outside of discussion just completed.	Bernie
	5. <u>Executive VP</u> - No update outside of discussion just completed.	Suresh
	6. <u>President</u> - No update outside of discussion just completed.	Sharon
Review Action Items	1. <u>Noted in Action Items list following</u>	Ed
Adjourn Meeting	1. <u>Adjourn Meeting</u> - Bernie/Suresh motioned/seconded. Unanimous voice agreement. - Meeting adjourned 8:31	

ACTION ITEMS		
Action Item	Responsible	Status
1. Check with Bernie on reduced cost with Coop Agreements.	Suresh	Done - Close
2. Take an ITMPI class and check it out. If good, Kerrie will draft an agreement and send it to the Board.	Sharon & Kerrie	In progress
3. Document the LinkedIn criterion to approve the postings under the Policies and Procedures.	Suresh	Done - Close
4. Work on the DropBox clean-up.	Sharon & Bernie	In progress
5. Work on an agreement with Doss Consulting and present it to the Board.	Kerrie	In progress
6. Review all partner agreements on site to verify currency	Suresh	In progress
7. Review roles and responsibilities on site to ensure they are accurate	All	In progress
8. Review volunteer openings and provide input to Marjorie.	All	In progress
9. Review and report on candidate qualifications for upcoming election.	All	Done - Close
10. Contact PMI for partial coverage of aforementioned overage.	Sharon	In progress
11. Talk to national PMI about running election.	Suresh & Cindy	Done - Close
12. Reach out to Jennifer Green about results of contest	Sharon	Done - Close
13. Plan Board Transition Meeting scheduled for later this year.	Suresh & Cindy	In progress
14. Follow up with Kelly about her area (succession planning and roles)	Sharon	In progress
15. Conduct self-assessment against annual plan.	All	Done - Close
16. Use Calendar invites for future Board meetings.	Sharon	Done - Close
17. Sharon to discuss adding Vice-President domain view to current report structure with Amy	Sharon	New
18. Marjorie to email current understanding of volunteers for each area and Board members to respond back with acknowledgements and gaps.	Marjorie/ All	New
19. Kelly to review positions for PMO and Gov't LIGs in VRMS to determine better way to structure	Kelly	New

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
- Perform mid-year budget review. Kerrie/Kelly motioned/seconded. Unanimous voice agreement.

GENERAL TOPICS OF DISCUSSION

ACTIVE SUBCOMMITTEES	
Subcommittee	Overview

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 AGENDA

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, August 6, 2014

Roma Italian Restaurant

7240 Bell Creek Road, Mechanicsville, VA 23111

ATTENDEES & QUORUM STATUS

President	Sharon Robbins, PMP	A	Executive VP	Suresh Raju, PgMP, PMP, RMP, ACP	A
VP Communication	Kelly Evans, PMP	A	VP Education	Kerrie Arkwell, PMP	A
VP Operations	Bernie Farkas, PMP		VP Finance	Amy Shao, PMP	
Also Present:	Ed Foster, PMP, Board Secretary; Jason Plotkin, PMP, Director of Membership; Deirdre Feeney, PMP, Sponsor Liaison; John (Jack) Townsend, PMP, Special Projects Committee; Holly Hamel, PMP, Sponsorship Packages Manager; Jane Newell, PMP, Customer Account Manager, Virginia Information Technology Agency				
A = Attended, P= On-Phone					

AGENDA

Open Meeting	1. <u>Review & Approve Meeting Agenda</u> <ul style="list-style-type: none"> - Meeting opened 6:04 - Items added to the Agenda: <ul style="list-style-type: none"> - Sharon asked for addition of items to agenda and none were offered. - Agenda Approved. Kerrie/Kelly motioned/seconded. Unanimous voice agreement. 	Sharon
	2. <u>Review & Approve Prior BoD Meeting Minutes</u> <ul style="list-style-type: none"> - Additions/amendments requested. None provided. - Minutes Approved. Kelly/Kerrie motioned/seconded. Unanimous voice agreement. 	Sharon
	3. <u>Review budget</u> <ul style="list-style-type: none"> - Sharon: June and July budgets posted to DropBox. - Sharon: Provided details of balance sheet sent by Amy via email. As of end of July, checking has \$51,534.88 and there is \$20,932.81 in a money market account for total assets of \$72,467.69. The net income for the year was -\$21,136.01, and that was largely due to the expenses for the Region 5 LIM. - Sharon: Still working on getting reimbursement from PMI for the Region 5 LIM; fully expecting a positive response. - Motion to Approve Budget: Kerrie/Suresh motioned/seconded. Unanimous voice agreement. 	Group
Old Business	1. <u>Charlottesville Meeting</u> <ul style="list-style-type: none"> - Meeting held July 29. Monthly meeting second Thursday of month going forward. Location is Charlottesville Radio Observatory. Bernie Hill is the point person. - Sharon: They would like financial support for food for meetings. Replied that the request needed more details before it can be considered. - Kelly: Would they be a branch? Sharon: Need modification to bylaws. 	Sharon

AGENDA

New Business	<p>1. <u>VITA Summit</u></p> <ul style="list-style-type: none"> - Being held October 23. Third annual summit. Being held at J. Sargent Reynolds campus off of Parham and held in conjunction with Workforce Alliance. Focus on State project managers. - Would like chapter to be co-sponsor as in past. Would also like chapter members to contribute by judging project excellence contest. Several Board members offered and Jason will solicit participation in Membership Committee. - Would also like chapter to register event with PMI for PDUs. Two avenues for getting points – provide code for self-reporting or have VITA provide attendee list. Will register for code and will accept attendance list for chapter members to obtain PDUs. - AI: Suresh to register VITA Summit for PDU credit. - Sharon: Will assist in coordinating publicity as event approaches. - Kerrie: Can also target email blast to chapter members working for State. - Motion to support event: Kerrie/Suresh motioned/seconded. Unanimous voice agreement. 	Jane Newell
	<p>2. <u>2014 PMI Chapter Award for Leadership</u></p> <ul style="list-style-type: none"> - Kelly Evans recognized for award and will be acknowledged at PMI National Leadership Institute Meeting in Pheonix, - 41 chapters submitted packages for consideration. - Need to start building package for next year's submission. 	Sharon
	<p>3. <u>Toastmasters</u></p> <ul style="list-style-type: none"> - Jack extended thanks to chapter to sponsorship and support. Would like to obtain enough participation (18) for a charter and certification. - Plan is to meet next Wed (8/13) and every two weeks going forward. Preference is for open format (anybody can attend). Meetings typically last for 2 hours. - Dues are roughly \$84 per person per year. Certification track for prepared speeches available. - Topic of PDU credits for meetings came up. If topics are related to project management, attendees can self-attest for PDUs. 	Jack Townsend
	<p>4. <u>Election Results</u></p> <ul style="list-style-type: none"> - Congratulations to Sharon (President), Bernie (Executive Vice President), Ed (Vice President Finance), and Linette (Vice President Operations). - Ed and Linette need to start turnover (due to assume duties in January 2015). Transition meeting in December. - AI: Ed to start transition efforts with Amy and Linette to start transition efforts with Bernie. 	Sharon
	<p>5. <u>Region 5 LIM</u></p> <ul style="list-style-type: none"> - Scheduled for Mar 19-21, 2015 at Washington DC Convention Center. - Asking for submissions from chapters for 2-3 things done exceptionally well. Deadline is 9/25. - Suggestions for chapter included: <ul style="list-style-type: none"> o Recruiting, managing, and retaining members. Jason will work with Marjorie. o Pre-meeting/managed networking/table topics. Kerrie will lead effort. o Breakout year for engaging members. Kelly and Sharon to lead effort. - AI: Above named parties to work on submissions for LIM. 	All
	<p>6. <u>Plans for Global LIM</u></p> <ul style="list-style-type: none"> - Scheduled for 10/23-25 in Phoenix. Sharon to solicit level of interest from full Directors to see what level of support can be provided to interested Board members. Need response by end of August. - AI: Sharon to email Directors for interest level in attending Global LIM. - AI: Sharon to formulate chapter policy for support of Global LIM attendance. 	Sharon

AGENDA		
	7. <u>Strategic Plan</u> - Need scorecard completed by 8/25. Contents in DropBox	Sharon
	8. <u>Director Bootcamp</u> - Something needed for new Directors. Will schedule in August. Will use overview slide deck. Kerrie will document for chapter handbook. - AI: Sharon to decide Bootcamp date.	Sharon
Committee Reports	1. <u>Communications</u> - Soliciting for August newsletter. Need input in next few days. - Need to review volunteers spreadsheet Marjorie sent out. - Discussed options for next chapter outing: o Freedom Park - Go Ape: Williamsburg. Would last a few hours and cost \$50-55 per person o James River Canal Cruise. A few hours and local. \$115 for a boat without amenities. o Ingleside Winery River Cruise. Full-day event. Tappahannock. Cost would be \$25 - \$38 per person depending on attendance. o Vote for above options by Board favored Ingleside Winery River Cruise.	Kelly Deirdre Holly
	2. <u>Education</u> - No update outside of discussion just completed.	Kerrie
	3. <u>Finance</u> - No update outside of that provided by email.	Amy
	4. <u>Operations</u> - No update. Not present.	Bernie
	5. <u>Executive VP</u> - No update outside of discussion just completed.	Suresh
	6. <u>President</u> - No update outside of discussion just completed.	Sharon
Review Action Items	1. <u>Noted in Action Items list following</u>	Ed
Adjourn Meeting	1. <u>Adjourn Meeting</u> - Kerrie/Sharon motioned/seconded. Unanimous voice agreement. - Meeting adjourned 8:38	

ACTION ITEMS		
Action Item	Responsible	Status
1. Take an ITMPI class and check it out. If good, Kerrie will draft an agreement and send it to the Board.	Sharon & Kerrie	In progress
2. Work on the DropBox clean-up.	Sharon & Bernie	In progress
3. Work on an agreement with Doss Consulting and present it to the Board.	Kerrie	In progress
4. Review all partner agreements on site to verify currency	Suresh	In progress
5. Review roles and responsibilities on site to ensure they are accurate	All	In progress
6. Review volunteer openings and provide input to Marjorie.	All	In progress
7. Contact PMI for partial coverage of aforementioned overage.	Sharon	In progress
8. Plan Board Transition Meeting scheduled for later this year.	Suresh & Cindy	In progress

ACTION ITEMS		
Action Item	Responsible	Status
9. Follow up with Kelly about her area (succession planning and roles)	Sharon	In progress
10. Sharon to discuss adding Vice-President domain view to current report structure with Amy	Sharon	In progress
11. Marjorie to email current understanding of volunteers for each area (completed). Board members to respond back with acknowledgements and gaps.	All	In progress
12. Kelly to review positions for PMO and Gov't LIGs in VRMS to determine better way to structure	Kelly	In progress
13. Register VITA Summit for PDU credit.	Suresh	New
14. Incoming officers start transition efforts with incumbents	Ed, Linette	New
15. Assemble Chapter input (excellence initiatives) for Region 5 LIM	Jason, Kerrie, Sharon, Kelly	New
16. Solicit Directorship interest in attendance at Global LIM	Sharon	New
17. Formulate Chapter policy for Global LIM support	Sharon	New
18. Decide date for Director bootcamp.	Sharon	New

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
- Motion to Approve Budget. Unanimous voice agreement.
- Motion to support VITA Summit. Unanimous voice agreement.

GENERAL TOPICS OF DISCUSSION

ACTIVE SUBCOMMITTEES	
Subcommittee	Overview

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 AGENDA

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, July 2, 2014

Roma Italian Restaurant

7240 Bell Creek Road, Mechanicsville, VA 23111

ATTENDEES & QUORUM STATUS

President	Sharon Robbins, PMP	A	Executive VP	Suresh Raju, PgMP, PMP, RMP, ACP	A
VP Communication	Kelly Evans, PMP	A	VP Education	Kerrie Arkwell, PMP	A
VP Operations	Bernie Farkas, PMP	A	VP Finance	Amy Shao, PMP	
Also Present:	Ed Foster, PMP, Board Secretary; Cindy Parcell, PMP, Director of Special Projects; Marjorie Patterson, Director of Volunteerism				
A = Attended, P= On-Phone					

AGENDA

Open Meeting	1. <u>Review & Approve Meeting Agenda</u>	Sharon	
	<ul style="list-style-type: none"> - Meeting opened 6:06 - Items added to the Agenda: <ul style="list-style-type: none"> - Sharon asked for addition of items to agenda and none were offered. - Agenda Approved. Kerrie/Kelly motioned/seconded. Unanimous voice agreement. 		
	2. <u>Review & Approve Prior BoD Meeting Minutes</u>		
Old Business	<ul style="list-style-type: none"> - Additions/amendments requested. None provided. - Minutes Approved. Kelly/Kerrie motioned/seconded. Unanimous voice agreement. 	Sharon	
	3. <u>Review budget</u>		Group
	<ul style="list-style-type: none"> - No presentation of budget – Amy absent. - Kerrie/Sharon: Asked whether there was a view by Vice-President domain. Account structure changed to events view. - AI: Sharon to discuss adding Vice-President domain view to current report structure with Amy. - Motion: Perform mid-year budget review. Kerrie/Kelly motioned/seconded. Unanimous voice agreement. 		
1. <u>Board Elections</u>	Cindy/ Suresh		
<ul style="list-style-type: none"> - Candidate data provided to PMI and testing performed with PMI (Cindy/Ann at PMI). - Ready to open election on 7/10. To be open for voting until 7/24. - Single candidate for each of the four positions – President, Executive Vice President, Vice President Operations, and Vice President Finance – except Executive Vice President which has two candidates. - Cindy to forward PMI voting URL to Bernie for posting on site. - Marjorie: Minimum chapter participation percentage for election? Bernie – no, often single digit participation. - Kerrie/Sharon: Voting open during upcoming chapter dinner meeting – have laptop available for voting at meeting. 			

AGENDA

2. Mid-Year Review/Metrics

Sharon/
Group

- Sharon asked the Vice Presidents to report on their areas based on the AI assigned as the previous Board meeting:
- Kerrie:
 - o Working from the strategic plan.
 - o Workshops/CAPM program scheduled for Sept. Need to start marketing.
 - o Professional Development Workshops – Linnette preparing strategy document.
 - o Chapter Meeting Networking – now more formal as recommended by plan.
 - o Study Groups – did not succeed. Bernie – use form on site to promote. Would like to restart as part of workshops. Sharon – use older curriculum? Also, interest in Charlottesville area. Bernie – perhaps use a virtual forum. Need PMP to run. Use in association with CAPM program? Need to work on this to get re-started.
 - o Katherine taking over speaker database. Sharon – almost have Region 5 speaker list.
 - o Mentoring. Need to get that going. Sharon – use of other chapter material?
- Kelly:
 - o Sponsorships going well – S3, Collabra.
 - o Bernie Hill back engaged with Charlottesville area.
 - o Would like to add more events – Toastmasters. Need to advertise this more broadly.
 - o New member meeting/orientation in Sept. Breakfast meeting. Discussion on where to hold – Embassy Suites? Bernie to check on options.
 - o Volunteer and Membership efforts going well. Will hold additional recruiting effort and recognition dinner later this year.
 - o Advertising going well, too.
- Bernie:
 - o Successful at getting more people involved.
 - o Would like to move email function from Operations to Communications.
 - o Two Directors – Webmaster and Event Planning.
 - o Still need to work on security structure for site. Ditto taxonomy project (DocMan/DropBox) and site navigation. Sharon – history page needs to be refreshed.
 - o Function has been broadened out from site maintenance and emails.
- Suresh:
 - o Director slots filled.
 - o Election set up and ready to run.
 - o Updating of policies and procedures ongoing. LinkedIn policy finished.
 - o Corporate agreement review mostly done. Need to determine if any expired.
 - o Still working on Confidentiality/Non-Disclosure Agreements. Getting from Directors.
- Sharon:
 - o Filling-in for folks when not available. Helping to fix issues when needed.
 - o Participated in two Presidents' calls and sent out notes from most recent (no minutes generated at regional level).
 - o Got David Klein involved as Director-at-Large.
 - o Working on strategic plan.
 - o Setting up board meetings, doing initial draft of meeting slides, promotion of PMI, and assisting members as needed.

AGENDA

	<p>3. <u>Charlottesville Meeting</u></p> <ul style="list-style-type: none"> - Linnette coordinated. Included break-out groups. - Around 15 attendees, about 12 of which were local. Got about same number to volunteer to start chapter. - Bernie: System set up to do targeted emails to Charlottesville area (by zip code). Can do for other geographic groupings. 	Sharon
New Business	<p>1. <u>Volunteer Initiative</u></p> <ul style="list-style-type: none"> - Having some technical issues with PMI VRMS (PMI system used to manage volunteer positions and applicants). This includes resume requirement and timing of start/stop dates for positions. - AI: Marjorie to email current understanding of volunteers for each area and Board members to respond back with acknowledgements and gaps. - Kerrie: One approach to solve some issues would be to create a generic position for an area and make available to multiple applicants (no need to specifically manage individual positions). Professional Development cited as an example group. - Reviewed filled and open positions with each area. - AI: Kelly to review positions for PMO and Gov't LIGs in VRMS to determine better way to structure, perhaps using generic group approach suggested by Kerrie. - Some discussion about hard end-dating of positions in VRMS. Forces volunteers to re-apply each year. It is a known constrain of system 	Marjorie
	<p>2. <u>July Dinner Meeting</u></p> <ul style="list-style-type: none"> - Kelly to provide script to Sharon (for CAPM participants). - Jennifer has sent out award/scholarship check - Kerrie: Can use template from last July 	Kelly
	<p>3. <u>Strategic Plan</u></p> <ul style="list-style-type: none"> - Sharon displayed year/initiative template she is using. In process of cleaning it before distributing to Board. May or may not need specific plans for individual initiatives. Would also like to issue to members. 	Sharon/ Group
	<p>4. <u>PMI Global LIM</u></p> <ul style="list-style-type: none"> - To be held in Phoenix in Oct. - \$20K budgeted to attend. Sharon to send email out to Board members to gauge level of interest to see what kind of support can be provided. 	Sharon
	<p>5. <u>Newsletter</u></p> <ul style="list-style-type: none"> - Spoke to Beth about trying a reporter-like approach (have multiple folks cover individual events/issues). - Some discussion about look-ahead vs. look-back focus as well as content vs. publishing. 	Kelly
	<p>6. <u>Future Events</u></p> <ul style="list-style-type: none"> - Want to do at least one more this year. Still deciding what it will be. 	Kelly
Committee Reports	<p>1. <u>Education</u></p> <ul style="list-style-type: none"> - Kerrie/Kelly met with Dave Klein and brought back a lot of good ideas. Some are as follows: <ul style="list-style-type: none"> o He will meet with Linnette to discuss the Professional Development effort. o How to better engage sponsors. o A potential partnership with IIBA (International Institute of Business Analysis) o Re-engagement with CCWA (Community College Workforce Alliance). 	Kerrie
	<p>2. <u>Communications</u></p> <ul style="list-style-type: none"> - Kelly/Bernie: The Place is being reserved for 2015 meetings (except January). Also, will arrange a CAPM scavenger hunt and special tables settings for the upcoming CAPM event. 	Kelly
	<p>3. <u>Finance</u></p> <ul style="list-style-type: none"> - No update. Not present. 	Amy

AGENDA		
	4. <u>Operations</u> - No update outside of discussion just completed.	Bernie
	5. <u>Executive VP</u> - No update outside of discussion just completed.	Suresh
	6. <u>President</u> - No update outside of discussion just completed.	Sharon
Review Action Items	1. <u>Noted in Action Items list following</u>	Ed
Adjourn Meeting	1. <u>Adjourn Meeting</u> - Bernie/Suresh motioned/seconded. Unanimous voice agreement. - Meeting adjourned 8:31	

ACTION ITEMS		
Action Item	Responsible	Status
1. Check with Bernie on reduced cost with Coop Agreements.	Suresh	Done - Close
2. Take an ITMPI class and check it out. If good, Kerrie will draft an agreement and send it to the Board.	Sharon & Kerrie	In progress
3. Document the LinkedIn criterion to approve the postings under the Policies and Procedures.	Suresh	Done - Close
4. Work on the DropBox clean-up.	Sharon & Bernie	In progress
5. Work on an agreement with Doss Consulting and present it to the Board.	Kerrie	In progress
6. Review all partner agreements on site to verify currency	Suresh	In progress
7. Review roles and responsibilities on site to ensure they are accurate	All	In progress
8. Review volunteer openings and provide input to Marjorie.	All	In progress
9. Review and report on candidate qualifications for upcoming election.	All	Done - Close
10. Contact PMI for partial coverage of aforementioned overage.	Sharon	In progress
11. Talk to national PMI about running election.	Suresh & Cindy	Done - Close
12. Reach out to Jennifer Green about results of contest	Sharon	Done - Close
13. Plan Board Transition Meeting scheduled for later this year.	Suresh & Cindy	In progress
14. Follow up with Kelly about her area (succession planning and roles)	Sharon	In progress
15. Conduct self-assessment against annual plan.	All	Done - Close
16. Use Calendar invites for future Board meetings.	Sharon	Done - Close
17. Sharon to discuss adding Vice-President domain view to current report structure with Amy	Sharon	New
18. Marjorie to email current understanding of volunteers for each area and Board members to respond back with acknowledgements and gaps.	Marjorie/ All	New
19. Kelly to review positions for PMO and Gov't LIGs in VRMS to determine better way to structure	Kelly	New

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
- Perform mid-year budget review. Kerrie/Kelly motioned/seconded. Unanimous voice agreement.

GENERAL TOPICS OF DISCUSSION

ACTIVE SUBCOMMITTEES	
Subcommittee	Overview

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 AGENDA

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, August 6, 2014

Roma Italian Restaurant

7240 Bell Creek Road, Mechanicsville, VA 23111

ATTENDEES & QUORUM STATUS

President	Sharon Robbins, PMP	A	Executive VP	Suresh Raju, PgMP, PMP, RMP, ACP	A
VP Communication	Kelly Evans, PMP	A	VP Education	Kerrie Arkwell, PMP	A
VP Operations	Bernie Farkas, PMP		VP Finance	Amy Shao, PMP	
Also Present:	Ed Foster, PMP, Board Secretary; Jason Plotkin, PMP, Director of Membership; Deirdre Feeney, PMP, Sponsor Liaison; John (Jack) Townsend, PMP, Special Projects Committee; Holly Hamel, PMP, Sponsorship Packages Manager; Jane Newell, PMP, Customer Account Manager, Virginia Information Technology Agency				
A = Attended, P= On-Phone					

AGENDA

Open Meeting	1. <u>Review & Approve Meeting Agenda</u>	Sharon
	<ul style="list-style-type: none"> - Meeting opened 6:04 - Items added to the Agenda: <ul style="list-style-type: none"> - Sharon asked for addition of items to agenda and none were offered. - Agenda Approved. Kerrie/Kelly motioned/seconded. Unanimous voice agreement. 	
	2. <u>Review & Approve Prior BoD Meeting Minutes</u>	Sharon
Open Meeting	<ul style="list-style-type: none"> - Additions/amendments requested. None provided. - Minutes Approved. Kelly/Kerrie motioned/seconded. Unanimous voice agreement. 	
	3. <u>Review budget</u>	Group
<ul style="list-style-type: none"> - Sharon: June and July budgets posted to DropBox. - Sharon: Provided details of balance sheet sent by Amy via email. As of end of July, checking has \$51,534.88 and there is \$20,932.81 in a money market account for total assets of \$72,467.69. The net income for the year was -\$21,136.01, and that was largely due to the expenses for the Region 5 LIM. - Sharon: Still working on getting reimbursement from PMI for the Region 5 LIM; fully expecting a positive response. - Motion to Approve Budget: Kerrie/Suresh motioned/seconded. Unanimous voice agreement. 		
Old Business	1. <u>Charlottesville Meeting</u>	Sharon
	<ul style="list-style-type: none"> - Meeting held July 29. Monthly meeting second Thursday of month going forward. Location is Charlottesville Radio Observatory. Bernie Hill is the point person. - Sharon: They would like financial support for food for meetings. Replied that the request needed more details before it can be considered. - Kelly: Would they be a branch? Sharon: Need modification to bylaws. 	

AGENDA

New Business	<p>1. <u>VITA Summit</u></p> <ul style="list-style-type: none"> - Being held October 23. Third annual summit. Being held at J. Sargent Reynolds campus off of Parham and held in conjunction with Workforce Alliance. Focus on State project managers. - Would like chapter to be co-sponsor as in past. Would also like chapter members to contribute by judging project excellence contest. Several Board members offered and Jason will solicit participation in Membership Committee. - Would also like chapter to register event with PMI for PDUs. Two avenues for getting points – provide code for self-reporting or have VITA provide attendee list. Will register for code and will accept attendance list for chapter members to obtain PDUs. - AI: Suresh to register VITA Summit for PDU credit. - Sharon: Will assist in coordinating publicity as event approaches. - Kerrie: Can also target email blast to chapter members working for State. - Motion to support event: Kerrie/Suresh motioned/seconded. Unanimous voice agreement. 	Jane Newell
	<p>2. <u>2014 PMI Chapter Award for Leadership</u></p> <ul style="list-style-type: none"> - Kelly Evans recognized for award and will be acknowledged at PMI National Leadership Institute Meeting in Pheonix, - 41 chapters submitted packages for consideration. - Need to start building package for next year's submission. 	Sharon
	<p>3. <u>Toastmasters</u></p> <ul style="list-style-type: none"> - Jack extended thanks to chapter to sponsorship and support. Would like to obtain enough participation (18) for a charter and certification. - Plan is to meet next Wed (8/13) and every two weeks going forward. Preference is for open format (anybody can attend). Meetings typically last for 2 hours. - Dues are roughly \$84 per person per year. Certification track for prepared speeches available. - Topic of PDU credits for meetings came up. If topics are related to project management, attendees can self-attest for PDUs. 	Jack Townsend
	<p>4. <u>Election Results</u></p> <ul style="list-style-type: none"> - Congratulations to Sharon (President), Bernie (Executive Vice President), Ed (Vice President Finance), and Linette (Vice President Operations). - Ed and Linette need to start turnover (due to assume duties in January 2015). Transition meeting in December. - AI: Ed to start transition efforts with Amy and Linette to start transition efforts with Bernie. 	Sharon
	<p>5. <u>Region 5 LIM</u></p> <ul style="list-style-type: none"> - Scheduled for Mar 19-21, 2015 at Washington DC Convention Center. - Asking for submissions from chapters for 2-3 things done exceptionally well. Deadline is 9/25. - Suggestions for chapter included: <ul style="list-style-type: none"> o Recruiting, managing, and retaining members. Jason will work with Marjorie. o Pre-meeting/managed networking/table topics. Kerrie will lead effort. o Breakout year for engaging members. Kelly and Sharon to lead effort. - AI: Above named parties to work on submissions for LIM. 	All
	<p>6. <u>Plans for Global LIM</u></p> <ul style="list-style-type: none"> - Scheduled for 10/23-25 in Phoenix. Sharon to solicit level of interest from full Directors to see what level of support can be provided to interested Board members. Need response by end of August. - AI: Sharon to email Directors for interest level in attending Global LIM. - AI: Sharon to formulate chapter policy for support of Global LIM attendance. 	Sharon

AGENDA		
	7. <u>Strategic Plan</u> - Need scorecard completed by 8/25. Contents in DropBox	Sharon
	8. <u>Director Bootcamp</u> - Something needed for new Directors. Will schedule in August. Will use overview slide deck. Kerrie will document for chapter handbook. - AI: Sharon to decide Bootcamp date.	Sharon
Committee Reports	1. <u>Communications</u> - Soliciting for August newsletter. Need input in next few days. - Need to review volunteers spreadsheet Marjorie sent out. - Discussed options for next chapter outing: o Freedom Park - Go Ape: Williamsburg. Would last a few hours and cost \$50-55 per person o James River Canal Cruise. A few hours and local. \$115 for a boat without amenities. o Ingleside Winery River Cruise. Full-day event. Tappahannock. Cost would be \$25 - \$38 per person depending on attendance. o Vote for above options by Board favored Ingleside Winery River Cruise.	Kelly Deirdre Holly
	2. <u>Education</u> - No update outside of discussion just completed.	Kerrie
	3. <u>Finance</u> - No update outside of that provided by email.	Amy
	4. <u>Operations</u> - No update. Not present.	Bernie
	5. <u>Executive VP</u> - No update outside of discussion just completed.	Suresh
	6. <u>President</u> - No update outside of discussion just completed.	Sharon
Review Action Items	1. <u>Noted in Action Items list following</u>	Ed
Adjourn Meeting	1. <u>Adjourn Meeting</u> - Kerrie/Sharon motioned/seconded. Unanimous voice agreement. - Meeting adjourned 8:38	

ACTION ITEMS		
Action Item	Responsible	Status
1. Take an ITMPI class and check it out. If good, Kerrie will draft an agreement and send it to the Board.	Sharon & Kerrie	In progress
2. Work on the DropBox clean-up.	Sharon & Bernie	In progress
3. Work on an agreement with Doss Consulting and present it to the Board.	Kerrie	In progress
4. Review all partner agreements on site to verify currency	Suresh	In progress
5. Review roles and responsibilities on site to ensure they are accurate	All	In progress
6. Review volunteer openings and provide input to Marjorie.	All	In progress
7. Contact PMI for partial coverage of aforementioned overage.	Sharon	In progress
8. Plan Board Transition Meeting scheduled for later this year.	Suresh & Cindy	In progress

ACTION ITEMS		
Action Item	Responsible	Status
9. Follow up with Kelly about her area (succession planning and roles)	Sharon	In progress
10. Sharon to discuss adding Vice-President domain view to current report structure with Amy	Sharon	In progress
11. Marjorie to email current understanding of volunteers for each area (completed). Board members to respond back with acknowledgements and gaps.	All	In progress
12. Kelly to review positions for PMO and Gov't LIGs in VRMS to determine better way to structure	Kelly	In progress
13. Register VITA Summit for PDU credit.	Suresh	New
14. Incoming officers start transition efforts with incumbents	Ed, Linette	New
15. Assemble Chapter input (excellence initiatives) for Region 5 LIM	Jason, Kerrie, Sharon, Kelly	New
16. Solicit Directorship interest in attendance at Global LIM	Sharon	New
17. Formulate Chapter policy for Global LIM support	Sharon	New
18. Decide date for Director bootcamp.	Sharon	New

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
- Motion to Approve Budget. Unanimous voice agreement.
- Motion to support VITA Summit. Unanimous voice agreement.

GENERAL TOPICS OF DISCUSSION

ACTIVE SUBCOMMITTEES	
Subcommittee	Overview

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 AGENDA

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, September 3, 2014

Atlee Library

9161 Atlee Road, Mechanicsville, VA 23116

ATTENDEES & QUORUM STATUS

President	Sharon Robbins, PMP	A	Executive VP	Suresh Raju, PgMP, PMP, RMP, ACP	A
VP Communication	Kelly Evans, PMP		VP Education	Kerrie Arkwell, PMP	A
VP Operations	Bernie Farkas, PMP	A	VP Finance	Amy Shao, PMP	
Also Present:	Ed Foster, PMP, Board Secretary; Cindy Parcell, PMP, Director of Special Projects; Linnette Krill, PMP, Director of Professional Development				
A = Attended, P= On-Phone					

AGENDA

Open Meeting	1. <u>Review & Approve Meeting Agenda</u> <ul style="list-style-type: none"> - Meeting opened 6:12 - Items added to the Agenda: <ul style="list-style-type: none"> - Sharon asked for addition of items to agenda and none were offered. - Agenda Approved. Bernie/Suresh motioned/seconded. Unanimous voice agreement. 	Sharon
	2. <u>Review & Approve Prior BoD Meeting Minutes</u> <ul style="list-style-type: none"> - Additions/amendments requested. None provided. - Minutes Approved. Kerrie/Suresh motioned/seconded. Unanimous voice agreement. 	Sharon
	3. <u>Review budget</u> <ul style="list-style-type: none"> - Sharon: August budget no completed. Was slow month (not much activity). - Sharon: Still working on getting reimbursement from PMI for the Region 5 LIM. The expense report was sent to PMI and they have requested additional detail. Being worked at PMI. 	Group
Old Business	1. <u>Charlottesville Meeting</u> <ul style="list-style-type: none"> - Bernie Hill reached out to Sharon and Amy concerning ability of CVC to assist with funding Charlottesville meetings. Need assistance with paying for expenses before the meeting; personal reimbursement after the meeting will not work. - Various alternatives were considered. One was the creation of a separate account to front costs (would need about \$1000). Another was the issuance of a chapter credit/debit card. The long-term preference appears to be issuing a card to a Charlottesville member who is a Director or a Board Member. - The organization status of Charlottesville was also discussed. Kelly had suggested via email they could be a branch. This was considered a long-term approach. Currently Bernie is setting up the Charlottesville members as such on the site (for mailing lists and the like) and is going to come up with instructions for remote operations. - AI: Bernie and Linnette to compose a pamphlet on operating new locations. - Motion to establish separate vendor account with Treasurer and have President as backup: Kerrie/Suresh motioned/seconded. Unanimous voice agreement. 	Bernie Linnette Group

AGENDA		
	<p>2. <u>ToastMasters Club</u></p> <ul style="list-style-type: none"> - Flyer sent for 9/10 meeting. Bernie expressed some concerns how flyer distributed (potential email privacy issue). - AI: Bernie to talk with Jack about email privacy issue. - AI: Sharon to discuss ongoing chapter support with Jack (expectations and the like). 	Group
	<p>3. <u>Transition</u></p> <ul style="list-style-type: none"> - Sharon asked how planning was coming, and Ed and Linette reported that it was just starting. - AI: Ed and Linette to work with Amy and Bernie and have plan by next Board meeting (modify existing AI 14). - AI: Sharon to give Bernie Proteon bill to Bernie. 	Bernie Linnette Ed Amy
New Business	<p>1. <u>Review Submittals for 2015 Region 5 Conference</u></p> <ul style="list-style-type: none"> - Sharon shared format, and Kerrie asked for a copy. The topics selected for submission are 1) engaging members, 2) table topics, and 3) volunteers activities. Sharon reviewed her topic content – engaging members. 	Group
	<p>2. <u>Plans for Global LIM</u></p> <ul style="list-style-type: none"> - Attendance and activities discussed. There is also going to be a separate Region 5 get-together. 	Group
	<p>3. <u>Review Director Bootcamp Materials</u></p> <ul style="list-style-type: none"> - Sharon distributed draft of bootcamp presentation. Asked for additional materials and any recommended changes. - AI: Those in attendance and other Directors to provide input by 9/10. 	Group
	<p>4. <u>Strategic Plan – Matrix Review</u></p> <ul style="list-style-type: none"> - Sharon distributed draft of matrix and discussed. - AI: Kerrie to compose chapter mission and vision statement. - AI: Board to start filling out matrix by next strategic planning session (end of October). 	Group
	<p>5. <u>Newsletter</u></p> <ul style="list-style-type: none"> - Beth needs input by 9/5. 	Group
	<p>6. <u>Survey for Doctoral Candidate</u></p> <ul style="list-style-type: none"> - Bernie received a request from a Doctoral candidate to email a survey to members as part of dissertation, and he asked for response/policy decision. - Past practice has been someone needing such support would come to chapter meeting to solicit support. Kerrie suggested that request also be included in newsletter. - Question of when response needed, and Bernie to check. Will also get research abstract. - Question of whether to direct to PMI global. 	Bernie
	<p>7. <u>Program Survey</u></p> <ul style="list-style-type: none"> - Kerrie working with Linnette on survey to solicit reasons for attendance at events (possible concern with declining attendance). - Possible tool would be focus group discussing 6 questions followed up by survey with about 10 questions using Survey Monkey. - Motion to conduct survey: Kerrie/Suresh motioned/seconded. Unanimous voice agreement. Bernie suggested to start with survey and then do focus group. 	Kerrie
Committee	<p>1. <u>Communications</u></p> <ul style="list-style-type: none"> - No update. Not present. 	Kelly

AGENDA		
Reports	2. <u>Education</u> - Speaker database going well. Looking to have speakers with more local flavor going forward. - David Klein is great resource. - PMP workshop starting in 2 weeks (9/20 and 21). Bernie to do email announcing. - September breakfast – need some assistance on getting panel/speakers.	Kerrie
	3. <u>Finance</u> - No update. Not present	Amy
	4. <u>Operations</u> - Started redesign of site. - Finalizing contract for The Place	Bernie
	5. <u>Executive VP</u> - No update outside of discussion just completed.	Suresh
	6. <u>President</u> - No update outside of discussion just completed.	Sharon
	Review Action Items	1. <u>Noted in Action Items list following</u>
Adjourn Meeting	1. <u>Adjourn Meeting</u> - Kerrie/Suresh motioned/seconded. Unanimous voice agreement. - Meeting adjourned 8:32	

ACTION ITEMS		
Action Item	Responsible	Status
1. Take an ITMPI class and check it out. If good, Kerrie will draft an agreement and send it to the Board.	Sharon & Kerrie	In progress
2. Work on the DropBox clean-up.	Sharon & Bernie	In progress
3. Work on an agreement with Doss Consulting and present it to the Board.	Kerrie	In progress
4. Review all partner agreements on site to verify currency	Suresh	Completed
5. Review roles and responsibilities on site to ensure they are accurate	All Directors	In progress
6. Review volunteer openings and provide input to Marjorie.	All	In progress
7. Contact PMI for partial coverage of aforementioned coverage.	Sharon	Completed
8. Plan Board Transition Meeting scheduled for later this year.	Suresh & Cindy	In progress
9. Follow up with Kelly about her area (succession planning and roles)	Sharon	In progress
10. Sharon to discuss adding Vice-President domain view to current report structure with Amy	Sharon	In progress
11. Marjorie to email current understanding of volunteers for each area (completed). Board members to respond back with acknowledgements and gaps.	All	Duplicate of 6
12. Kelly to review positions for PMO and Gov't LIGs in VRMS to determine better way to structure	Kelly	In progress
13. Register VITA Summit for PDU credit.	Suresh	Completed

ACTION ITEMS		
Action Item	Responsible	Status
14. Incoming officers start transition efforts with incumbents – have plans by next meeting	Ed, Linette	In progress
15. Assemble Chapter input (excellence initiatives) for Region 5 LIM	Jason, Kerrie, Sharon, Kelly	In progress
16. Solicit Directorship interest in attendance at Global LIM	Sharon	Completed
17. Formulate Chapter policy for Global LIM support	Sharon	Non Applicable Existing
18. Decide date for Director Bootcamp.	Sharon	In progress
19. Compose a Pamphlet on Operating New Locations.	Bernie, Linnette	New
20. Talk with Jack about email Privacy Issue	Bernie	New
21. Discuss Ongoing Chapter Support with Jack	Sharon	New
22. Give Bernie Proteon Bill to Bernie	Sharon	New
23. Provide Bootcamp Presentation Input to Sharon by 9/10	All	New
24. Compose Chapter Mission and Vision Statement	Kerrie	New
25. Start Filling out Matrix by Next Strategic Planning Session (end of October).	Board	New

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
- Motion to establish separate vendor account with Treasurer and have President as backup. Unanimous voice agreement.
- Conduct Survey. Unanimous voice agreement.

GENERAL TOPICS OF DISCUSSION

ACTIVE SUBCOMMITTEES	
Subcommittee	Overview

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 AGENDA

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, October 1, 2014
 10250 Staples Mill Rd (The Shoppes at CrossRidge)
 Glen Allen, VA 23060

ATTENDEES & QUORUM STATUS

President	Sharon Robbins, PMP	A	Executive VP	Suresh Raju, PgMP, PMP, RMP, ACP	A
VP Communication	Kelly Evans, PMP	A	VP Education	Kerrie Arkwell, PMP	P
VP Operations	Bernie Farkas, PMP	A	VP Finance	Amy Shao, PMP	
Also Present:	Ed Foster, PMP, Board Secretary; Linnette Krill, PMP, Director of Professional Development; Deirdre Feeney, PMP, Sponsor Liaison; John (Jack) Townsend, PMP, Special Projects Committee				
A = Attended, P= On-Phone					

AGENDA

Open Meeting	1. <u>Review & Approve Meeting Agenda</u> - Meeting opened 6:02 - Items added to the Agenda: - Sharon asked for addition of items to agenda and none were offered. - Agenda Approved. Suresh/Bernie motioned/seconded. Unanimous voice agreement.	Sharon
	2. <u>Review & Approve Prior BoD Meeting Minutes</u> - Additions/amendments requested. None provided. - Minutes Approved. Bernie/Suresh motioned/seconded. Unanimous voice agreement.	Sharon
	3. <u>Review budget</u> - Sharon: July budget located in DropBox. Will discuss getting Aug and Sept budgets posted with Amy. Also need to discuss review of books and initiating turnover to Ed.	Group
Old Business	1. <u>Charlottesville Meeting</u> - Kelly: Amy has established an account with Chipolte Grill for ordering food for the local meeting. Jeff fronted food money for the Sept meeting and submitted the receipt to Amy for reimbursement. - Sharon: Can function as credit card back backup if needed. Bernie Hill continuing to function in role for pushing meeting, but that will change as he starts his new position.	Bernie Linnette Group
	2. <u>ToastMasters Club</u> - Jack: 6 meetings have been held since July and the average attendance has been 14. Goal is to have 18 – 20 ongoing members to get a charter. - Bernie: Have posted and can post meeting notices on site. Confirmed with Jack that email distribution is working. - Suresh: Can publicize more at monthly meeting. - Linette: Need to extol benefits. - Bernie/Sharon: Send broader emails to the full membership. - Kerrie: Need to better manage pre-meeting – speaker vs. networking. Perhaps place networking group on perimeter to focus general attention on speaker. - AI: Kelly: Promote ToastMasters on PMICVC LinkedIn group. - AI: Jack: Provide content for site page to Bernie by Oct 10. Also provide something (video?) to Kerrie for Oct 16 meeting pre-meeting - AI: Sharon: Put something in President's Letter about ToastMasters.	Group

AGENDA

	<p>3. <u>Transition</u></p> <ul style="list-style-type: none"> - Linette/Bernie: Have held initial turnover session. Conducted some Proteon training and did survey for last month's meeting. - Ed: Have reached to Amy and have not gotten response. Sharon to assist. 	Bernie Linnette Ed Amy
	<p>4. <u>Region 5 Submittal</u></p> <ul style="list-style-type: none"> - Sharon: Have received something from Jason. Have also received a new abstract format for submission. - AI: All: Provide input for final submission in Nov by Oct 31 to Sharon. 	Sharon Kerrie
	<p>5. <u>Global LIM</u></p> <ul style="list-style-type: none"> - There will be 7 attendees from Chapter. Suresh to distribute contact list to attendees. 	Sharon
New Business	<p>1. <u>Director Bootcamp</u></p> <ul style="list-style-type: none"> - Sharon: Have added detail to presentation. Will send out email soliciting for dates of bootcamp. - Suresh: Transition meeting to be held Dec 6 	Sharon
	<p>2. <u>PM Day of Service</u></p> <ul style="list-style-type: none"> - Sharon: The DC Chapter is planning their 2015 Day of Service on Martin Luther King Day. Do we want to do something with them or something local? - Motion for Chapter to do PM Day of Service in 2015: Bernie/Kelly motioned/seconded. Unanimous voice agreement. 	Group
	<p>3. <u>Budget Review</u></p> <ul style="list-style-type: none"> - Sharon: Will get out for review. Need to ensure monies are spent on members. - AI: Sharon: Distribute budget for Board review. 	Group
	<p>4. <u>Certification Mentoring</u></p> <ul style="list-style-type: none"> - Kerrie: Need to figure how to better address certification application process. - Sharon: Has been part of past workshops. Will add to lunchtime address at Oct 4 and 5 sessions of workshops. - Kerrie/Sharon: Will put together package. 	Kerrie Sharon
	<p>5. <u>Strategic Plan</u></p> <ul style="list-style-type: none"> - Sharon: Do we still want to do this year or stick to tactical level? - Kelly: Should probably stick to tactical level. - Sharon/Bernie: Can make part of transition meeting discussion. Group agreed that this was a good idea. - Sharon: Based on that agreement, will cancel Oct discussion. 	Sharon
	<p>6. <u>VITA Summit</u></p> <ul style="list-style-type: none"> - Ed: We have been asked to judge project submissions from various agencies. Need volunteer judges. Following folks volunteered – Suresh, Bernie, Kerrie (with assist from Kelly), Linette, and Ed. Ed to convey names to Jane and coordinate judging. 	Ed Sharon
	<p>7. <u>Sponsors</u></p> <ul style="list-style-type: none"> - Kelly; Following are sponsoring organizations – S3 and Apex. Vaco open to non-monetary sponsorship. - Kelly: Can use prospect memberships from PMI as inducement for additional sponsorships. Will talk to Anne at PMI about this. 	Kelly
Committee Reports	<p>1. <u>Education</u></p> <ul style="list-style-type: none"> - Linnette: Will review status with her Directors. - Breakfast meeting went well. - Bernie: Recent email from PMI will have impact on speaker list. 	Kerrie
	<p>2. <u>Communications</u></p> <ul style="list-style-type: none"> - Jennifer sent out email requesting Chapter support at Meadowbrook Academy. Will send out email to Board requesting participation. 	Kelly

AGENDA		
	3. <u>Finance</u> - No update. Not present	Amy
	4. <u>Operations</u> - Redoing navigation on site for Richmond vs. Charlottesville content.	Bernie
	5. <u>Executive VP</u> - Collecting documentation for transition meeting. - AI: Sharon: Send transition documentation to Suresh. - AI: Bernie: Determine location of transition meeting.	Suresh
	6. <u>President</u> - Will be on travel during Oct 16 Chapter meeting. Need support to cover.	Sharon
Review Action Items	1. <u>Noted in Action Items list following</u>	Ed
Adjourn Meeting	1. <u>Adjourn Meeting</u> - Suresh/Bernie motioned/seconded. Unanimous voice agreement. - Meeting adjourned 8:23	

ACTION ITEMS		
Action Item	Responsible	Status
1. Take an ITMPI class and check it out. If good, Kerrie will draft an agreement and send it to the Board.	Sharon & Kerrie	In progress
2. Work on the DropBox clean-up.	Sharon & Bernie	In progress
3. Work on an agreement with Doss Consulting and present it to the Board.	Kerrie	In progress
4. Review roles and responsibilities on site to ensure they are accurate	All Directors	In progress
5. Review volunteer openings and provide input to Marjorie.	All	In progress
6. Plan Board Transition Meeting scheduled for later this year.	Suresh & Cindy	In progress
7. Follow up with Kelly about her area (succession planning and roles)	Sharon	In progress
8. Sharon to discuss adding Vice-President domain view to current report structure with Amy	Sharon	In progress
9. Kelly to review positions for PMO and Gov't LIGs in VRMS to determine better way to structure	Kelly	In progress
10. Incoming officers start transition efforts with incumbents – have plans by next meeting (Linette portion completed).	Ed	In progress
11. Assemble Chapter input (excellence initiatives) for Region 5 LIM	Jason, Kerrie, Sharon, Kelly	In progress
12. Decide date for Director Bootcamp.	Sharon	Complete
13. Compose a Pamphlet on Operating New Locations.	Bernie, Linnette	In progress
14. Talk with Jack about email Privacy Issue	Bernie	Complete
15. Discuss Ongoing Chapter Support with Jack	Sharon	Complete
16. Give Proteon Bill to Bernie	Sharon	Complete
17. Provide Bootcamp Presentation Input to Sharon by 9/10	All	Complete
18. Compose Chapter Mission and Vision Statement	Kerrie	In progress
19. Promote ToastMasters on PMICVC LinkedIn group	Kelly	New

ACTION ITEMS		
Action Item	Responsible	Status
20. Provide content for site page to Bernie by Oct 10. Also provide something (video?) to Kerrie for Oct 16 meeting pre-meeting	Jack	New
21. Put something in President's Letter about ToastMasters	Sharon	New
22. Provide input for final Region 5 submission in Nov by Oct 31 to Sharon	All	New
23. Distribute budget for Board review.	Sharon	New
24. Send transition documentation to Suresh.	Sharon	New
25. Determine location of transition meeting.	Bernie	New
26. Marjorie to send out volunteer list (opened during AI discussion)	Kelly	Perpetual
27. Start Filling out Matrix by Next Strategic Planning Session (end of October).	Board	Deferred

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
- Motion to have Chapter to do PM Day of Service in 2015. Unanimous voice agreement.

GENERAL TOPICS OF DISCUSSION

ACTIVE SUBCOMMITTEES	
Subcommittee	Overview

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 AGENDA

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, November 5, 2014

Atlee Library

9161 Atlee Rd, Atlee, VA 23116

ATTENDEES & QUORUM STATUS

President	Sharon Robbins, PMP	A	Executive VP	Suresh Raju, PgMP, PMP, RMP, ACP	A
VP Communication	Kelly Evans, PMP	A	VP Education	Kerrie Arkwell, PMP	A
VP Operations	Bernie Farkas, PMP	A	VP Finance	Amy Shao, PMP	
Also Present:	Ed Foster, PMP, Board Secretary; Cindy Parcell, PMP, Director of Special Projects; Linnette Krill, PMP, Director of Professional Development				
A = Attended, P= On-Phone					

AGENDA

Open Meeting	1. <u>Review & Approve Meeting Agenda</u> <ul style="list-style-type: none"> - Meeting opened 6:05. Kerrie/Kelly motioned/seconded. Unanimous voice agreement. - Items added to the Agenda: <ul style="list-style-type: none"> - Sharon asked for addition of items to agenda and none were offered. - Agenda Approved. Kelly/Bernie motioned/seconded. Unanimous voice agreement. 	Sharon
	2. <u>Review & Approve Prior BoD Meeting Minutes</u> <ul style="list-style-type: none"> - Additions/amendments requested. None provided. - Minutes Approved. Kerrie/Kelly motioned/seconded. Unanimous voice agreement. 	Sharon
	3. <u>Review budget</u> <ul style="list-style-type: none"> - Bernie/Sharon: Copy of Tax-Exempt Certificate needed for savings on upcoming events. - AI: Sharon to reach out to Anne J to get copy of Tax-Exempt Certificate. - Sharon: Budgets through October posted in DropBox. Need to continue turnover from Amy to Ed, and this includes a meeting with Wells Fargo. - AI: Sharon to arrange meeting with Wells Fargo and include Ed. 	Group
Old Business	1. <u>Charlottesville Meeting</u> <ul style="list-style-type: none"> - Kelly: Need to start transitioning leadership of meeting. Have sent email to Jeff. - Ian sent information on November meeting. Bernie to distribute email tomorrow with information. Linnette to attend and continue efforts to support group. - Account arranged with Foodify to procure meeting meals. Should consider using for local (Richmond) meetings. 	Bernie Linnette Group
	2. <u>ToastMasters Club</u> <ul style="list-style-type: none"> - Bernie: Now has better/bigger presence on chapter site. Higher meeting attendance being reported. Presentation at prior month chapter dinner meeting seemed to be successful - Sharon: Still need to do write-up in President's Letter 	Group

AGENDA

	<p>3. <u>Transition</u></p> <ul style="list-style-type: none"> - Linnette /Bernie: Mostly done with transitioning operations. Still need end-of-year meeting with Directors. There will be additional activities to complete next month (December). - Ed: Had Go-To Meeting with Amy yesterday and began turnover process. Need some support during initial month or two. - AI: Sharon to send Ed Joyce's contact information - Suresh/Bernie: Plan on doing transition for EVP before end of year. 	<p>Bernie Linnette Ed Amy</p>
	<p>4. <u>Global LIM</u></p> <ul style="list-style-type: none"> - Sharon: Have asked for write-ups from meeting attendees with highlights and initiatives to consider. Kelly and Linnette provided. Following are some of the highlights/initiatives mentioned/discussed: <ul style="list-style-type: none"> o Linnette: Liked Mastermind Groups – collection of diverse PM SMEs to address specific issues. Should consider standing up one for chapter. Success Alliance was cited as an example. Linnette to flesh-out idea and bring back to Board. o Sharon: Need to promote benefits for PMI members secured by PMI (group insurance coverage noted as an example). Kerrie – should broaden this to showcase the member value proposition. Bernie – can feature on site. Another example presented was projectmanagement.com. Kerrie – make a pre-meeting presentation. Sharon – broaden to include what chapter has done for members. o Cindy: Liked satellite initiative presented by New Jersey – multiple locations throughout state linking up via audio-video feed to single meeting. Needs dedicated primary and backup staff for each of the satellite locations. Also need to consider sensitivity of speaker to be recorded. Perhaps something to consider further on down the road. o Kerrie: Need to make better use of guest pass program. Has been underutilized. o Kelly: Need to expand mentoring activities, perhaps through more open use of LinkedIn and other social media. Sharon – the use of social media was a valuable presentation at the LIM. Kelly – need to unlock the chapter Twitter account. o AI: Kelly to work with Bernie on featuring social networking on site. 	<p>Sharon</p>
<p>New Business</p>	<p>1. <u>Director Bootcamp</u></p> <ul style="list-style-type: none"> - Sharon: First session held last Thursday and second session to be held tomorrow. 3 attended last week. Slides have been sent out. 	<p>Sharon</p>
	<p>2. <u>Strategic Planning</u></p> <ul style="list-style-type: none"> - Sharon: Based on LIM, this is an imperative. Should do this before transition planning. Other LIM takeaways – do 3-year plan then 1-year plan in that order. Also, do 2 meetings year – one to plan and one for assessment against plan. 	<p>Sharon</p>
	<p>3. <u>Transition Meeting</u></p> <ul style="list-style-type: none"> - Suresh: Meeting scheduled for Dec 6. Cindy distributed planning document. Reviewed with group. - Sharon: Include full slate of directors? Kerrie – yes. General agreement on this. - Based on previous strategic planning discussion, need to do following: <ul style="list-style-type: none"> o Split transition meeting into 2 meetings. First will be on Dec 6 and second to be held in January and run by Bernie (new EVP). o Dec meeting will have 2 parts – lessons learned and accomplishments for year and then strategic plan. Jan meeting to be more focused on upcoming year and new Board slate. 	<p>Suresh Cindy</p>
	<p>4. <u>Volunteer of Year</u></p> <ul style="list-style-type: none"> - Sharon: need input of Board. Will be decided in transition meeting. - AI: All to provide Sharon Volunteer of the Year input ASAP. 	<p>Group</p>

AGENDA		
	5. <u>2014 Accomplishments</u> - Sharon: need high-level input of Board. - AI: All to provide Sharon 2014 Accomplishments input.	Group
Committee Reports	1. <u>Education</u> - Would like to investigate Becker Education. Would make a good pairing of certification education and test preparation. Will contact them.	Kerrie
	2. <u>Communications</u> - May 28 th date has been agreed to hold Family Day with Flying Squirrels, - Invoice has been sent to Vaco for January meeting sponsorship. - Looking into PMI-Educational Frontier banner. - AI: Kelly to revise membership brochure.	Kelly
	3. <u>Finance</u> - No update. Not present	Amy
	4. <u>Operations</u> - Deidre setting up wine tasting networking/social for January. - Continuing changes in site – still working on roles and responsibilities section (and will always take more input from Board on this). - PhD candidate getting approval to survey membership for thesis. - Zimbira upgrade finished. Working on remote client communication issue.	Bernie
	5. <u>Executive VP</u> - Still working transition meeting. Place TBD.	Suresh
	6. <u>President</u> - Will be working DocMan and DropBox in coming weeks.	Sharon
Review Action Items	1. <u>Noted in Action Items list following</u>	Ed
Adjourn Meeting	1. <u>Adjourn Meeting</u> - Suresh/Bernie motioned/seconded. Unanimous voice agreement. - Meeting adjourned 8:23	

ACTION ITEMS		
Action Item	Responsible	Status
1. Take an ITMPI class and check it out. If good, Kerrie will draft an agreement and send it to the Board.	Sharon & Kerrie	In progress
2. Work on the DropBox clean-up.	Sharon & Bernie	In progress
3. Work on an agreement with Doss Consulting and present it to the Board.	Kerrie	In progress
4. Review roles and responsibilities on site to ensure they are accurate. Kelly has completed her area.	Board (except Kelly)	In progress
5. Review volunteer openings and provide input to Marjorie.	All	In progress
6. Plan Board Transition Meeting scheduled for later this year.	Suresh & Cindy	In progress
7. Follow up with Kelly about her area (succession planning and roles)	Sharon	In progress
8. Sharon to discuss adding Vice-President domain view to current report structure with Amy	Sharon	In progress
9. Kelly to review positions for PMO and Gov't LIGs in VRMS to determine better way to structure	Kelly	In progress
10. Incoming officers start transition efforts with incumbents – have plans by next meeting (Linnette portion completed).	Ed	In progress

ACTION ITEMS		
Action Item	Responsible	Status
11. Assemble Chapter input (excellence initiatives) for Region 5 LIM	Jason, Kerrie, Sharon, Kelly	In progress
12. Compose a Pamphlet on Operating New Locations.	Bernie, Linnette	In progress
13. Compose Chapter Mission and Vision Statement	Kerrie	In progress
14. Promote ToastMasters on PMICVC LinkedIn group	Kelly	Complete
15. Provide content for site page to Bernie by Oct 10. Also provide something (video?) to Kerrie for Oct 16 meeting pre-meeting	Jack	Complete
16. Put something in President's Letter about ToastMasters	Sharon	In progress
17. Provide input for final Region 5 submission in Nov by Oct 31 to Sharon	All	Complete
18. Distribute budget for Board review.	Sharon	Complete
19. Send transition documentation to Suresh.	Sharon	Complete
20. Determine location of transition meeting.	Bernie	In progress
21. Marjorie to send out volunteer list.	Kelly	Ongoing
22. Start Filling out Matrix by Next Strategic Planning Session (end of October).	Board	Complete
23. Reach out to Anne J to get copy of Tax-Exempt Certificate.	Sharon	New
24. Arrange meeting with Wells Fargo and include Ed.	Sharon	New
25. Send Ed Joyce's contact information	Sharon	New
26. Work with Bernie on featuring social networking on site	Kelly	New
27. Provide Sharon Volunteer of the Year input ASAP	All	New
28. Provide Sharon 2014 Accomplishments input	All	New
29. Revise membership brochure	Kelly	New

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
- None

GENERAL TOPICS OF DISCUSSION

ACTIVE SUBCOMMITTEES	
Subcommittee	Overview

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 AGENDA

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS

Wednesday, December 3, 2014
 The American Tap Room
 Willow Lawn Shopping Center
 1601 Willow Lawn Drive
 Richmond, Virginia 23230

ATTENDEES & QUORUM STATUS

President	Sharon Robbins, PMP	A	Executive VP	Suresh Raju, PgMP, PMP, RMP, ACP	A
VP Communication	Kelly Evans, PMP		VP Education	Kerrie Arkwell, PMP	A
VP Operations	Bernie Farkas, PMP		VP Finance	Amy Shao, PMP	
Also Present:	Ed Foster, PMP, Board Secretary; Linnette Krill, PMP, Director of Professional Development; Holly Hamel, PMP, Director of Advertising; Deirdre Feeney, PMP, Director of Event Planning; John (Jack) Townsend, PMP, Special Projects Committee				
A = Attended, P= On-Phone					

AGENDA

Open Meeting	1. <u>Review & Approve Meeting Agenda</u> - Meeting opened 6:16. Suresh/Kerrie motioned/seconded. Unanimous voice agreement. - Items added to the Agenda: - Sharon asked for addition of items to agenda and none were offered. - Agenda Approved. Suresh/Kerrie motioned/seconded. Unanimous voice agreement.	Sharon
	2. <u>Review & Approve Prior BoD Meeting Minutes</u> - Additions/amendments requested. None provided. - Minutes Approved. Suresh/Kerrie motioned/seconded. Unanimous voice agreement.	Sharon
	3. <u>Review budget</u> - VP not present. Not discussed.	Amy
Old Business	1. <u>Charlottesville Meeting</u> - Linnette: Have been holding discussions with Amanda. Meetings have been averaging 20-22 in attendance with 32 present at latest meeting. - Still an issue with outstanding receipts. Sharon reiterated that all outstanding receipts should be sent to her for payment; trying to close the 2014 books. - Issue with PO Box pick-up; doesn't appear items are being picked up in a timely manner. Will not be an issue with Ed assuming VP, Finance duties since he is local to UPS store. Sharon has key and awaiting shipment of other key from Amy for Ed. - Linnette: Amanda would like teleconference for transition. Need to set up backup for Charlottesville core team. - Sharon: Foodify account set for meal arrangement. Amy sent Jeff \$300 to cover miscellaneous expenses not covered by Foodify. - Sharon: Should initiate/designate lead Charlottesville person as Director.	Bernie Linnette Amy
	2. <u>ToastMasters Club</u> - Jack: Have been averaging 12-14 persons at bi-monthly meetings. 14 individuals have completed applications for ToastMasters membership; need 20 to establish chapter. Membership application cost is \$20 and annual dues is \$84 (two \$42 payments). - PDU's available for attendance.	Jack

AGENDA

	<p>3. <u>Transition</u></p> <ul style="list-style-type: none"> - Linnette: Transition 95% complete. Have calendar of events for use. Held transition meeting with Operations staff. Recent resignation – Maria. - Ed: Have had assistance of Sharon with transition. Held meetings with accountant, bank, and UPS office. Meeting scheduled with accountant for Friday, Dec 5, to review Quickbooks. Awaiting delivery of materials from Amy. Sharon covering payments for time-being until January. Ed to have one more online discussion with Amy. 	<p>Bernie Linnette Ed Amy</p>
	<p>4. <u>Global LIM</u></p> <ul style="list-style-type: none"> - Sharon: Have received write-ups from Kelly and Linnette; awaiting write-ups from others who attended. - Link to seminars raised. Available at PMI Learn and link provided in Director Bootcamp slide deck. - Kerrie: Issue of naming of Board positions for clarity's sake. Six voting members – President, Executive Vice President, VP Communications, VP Education, VP Operations, and VP Finance - should/can be designated Executive Board (members) while remaining Directors are Board members. 	<p>Sharon</p>
New Business	<p>1. <u>Strategic Planning</u></p> <ul style="list-style-type: none"> - Sharon: Will be discussed in afternoon session of Transition meeting being held on Dec 6. Need to segment into next year and three-five year plans. Have materials ready for discussion. 	<p>Sharon</p>
	<p>2. <u>Transition Meeting</u></p> <ul style="list-style-type: none"> - Suresh: Meeting scheduled for Dec 6. Reviewed slide deck template sent to Directors for completion. Request that all Directors complete and send in prior to meeting (where they will be presented). - Deirdre: Lunches have been placed on order for attendees who replied to her email. Still accepting responses. 	<p>Suresh Cindy</p>
	<p>3. <u>Volunteer of Year</u></p> <ul style="list-style-type: none"> - Sharon: need input of Board. Nominations and voting to be conducted in Transition meeting. Members of Executive Board not eligible. 	<p>Group</p>
	<p>4. <u>2014 Accomplishments</u></p> <ul style="list-style-type: none"> - Sharon: Reviewed input requested by PMI National for ongoing certification and assessment with group. Roughly three dozen criteria requested in assessment. Will be discussed in more detail during transition meeting. 	<p>Group</p>
Committee Reports	<p>1. <u>Education</u></p> <ul style="list-style-type: none"> - Nothing to present outside of earlier discussion. 	<p>Kerrie</p>
	<p>2. <u>Communications</u></p> <ul style="list-style-type: none"> - No update. Not present 	<p>Kelly</p>
	<p>3. <u>Finance</u></p> <ul style="list-style-type: none"> - No update. Not present 	<p>Amy</p>
	<p>4. <u>Operations</u></p> <ul style="list-style-type: none"> - No update. Not present 	<p>Bernie</p>
	<p>5. <u>Executive VP</u></p> <ul style="list-style-type: none"> - Discussed Twitter feed with Clark. Had no knowledge of email used to register. - Kerrie – Kelly has created a new feed. 	<p>Suresh</p>
	<p>6. <u>President</u></p> <ul style="list-style-type: none"> - Repeated request for receipts to close out 2014 books. 	<p>Sharon</p>
Review Action Items	<p>1. <u>Noted in Action Items list following</u></p>	<p>Ed</p>
Adjourn Meeting	<p>1. <u>Adjourn Meeting</u></p> <ul style="list-style-type: none"> - Suresh/Kerrie motioned/seconded. Unanimous voice agreement. - Meeting adjourned 8:16 	

ACTION ITEMS		
Action Item	Responsible	Status
1. Take an ITMPI class and check it out. If good, Kerrie will draft an agreement and send it to the Board.	Sharon & Kerrie	In progress
2. Work on the DropBox clean-up.	Sharon & Bernie	In progress
3. Work on an agreement with Doss Consulting and present it to the Board.	Kerrie	In progress
4. Review roles and responsibilities on site to ensure they are accurate. Kelly and Suresh have completed their area.	Board (except Kelly and Suresh)	In progress
5. Review volunteer openings and provide input to Marjorie. Note: Combine with AI 16 below to create ongoing AI for volunteer activities.	All	Retired
6. Plan Board Transition Meeting scheduled for later this year.	Suresh & Cindy	Complete
7. Follow up with Kelly about her area (succession planning and roles)	Sharon	In progress
8. Sharon to discuss adding Vice-President domain view to current report structure with Amy. Note: Retire AI since will be handled by Ed when he assume VP Finance position.	Sharon	Retired
9. Kelly to review positions for PMO and Gov't LIGs in VRMS to determine better way to structure	Kelly	In progress
10. Incoming officers start transition efforts with incumbents – have plans by next meeting (Linnette portion completed).	Ed	Complete
11. Assemble Chapter input (excellence initiatives) for Region 5 LIM	Jason, Kerrie, Sharon, Kelly	In progress
12. Compose a Pamphlet on Operating New Locations.	Bernie, Linnette	In progress
13. Compose Chapter Mission and Vision Statement	Kerrie	In progress
14. Put something in President's Letter about ToastMasters	Sharon	In progress
15. Determine location of transition meeting.	Bernie	Complete
16. Marjorie to send out volunteer list. Note: To be revised as follows to include AI 5 above to cover ongoing volunteer activities "Executive Board and Director of Volunteerism to conduct ongoing activities to ensure continued coverage of chapter needs."	Kelly	Ongoing
17. Reach out to Anne J to get copy of Tax-Exempt Certificate – Note for record – PMICVC not eligible for tax-exempt status as per accountant since not incorporated as eligible entity.	Sharon	Complete
18. Arrange meeting with Wells Fargo and include Ed.	Sharon	Complete
19. Send Ed Joyce's contact information	Sharon	Complete
20. Work with Bernie on featuring social networking on site	Kelly	In progress
21. Provide Sharon Volunteer of the Year input ASAP	All	In progress
22. Provide Sharon 2014 Accomplishments input	All	Complete
23. Revise membership brochure	Kelly	In progress

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
- None

GENERAL TOPICS OF DISCUSSION

ACTIVE SUBCOMMITTEES	
Subcommittee	Overview