

**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, January 7, 2015  
 American Tap Room  
 1601 Willow Lawn Dr  
 Richmond, VA

ATTENDEES & QUORUM STATUS

President	Sharon Robbins, PMP	A		Executive VP	Bernie Farkas, PMP	A
VP Communication	Kelly Evans, PMP	A		VP Education	Kerrie Arkwell, PMP	A
VP Operations	Linnette Kirill, PMP	A		VP Finance	Ed Foster, PMP	A
Also Present:	Deirdre Feeney, Marjie Patterson, Jack Townsend & Suresh Raju					
A = Attended, P= On-Phone						

AGENDA

Open Meeting:	1. Review & Approve Meeting Agenda Bernie/Kelly	Sharon
	2. Review & Approve Prior BoD Meeting Minutes AI: Ed will save it in the DropBox. Bernie/Kelly	Sharon
	3. Review budget Budget printout was distributed.	Ed
Unfinished Business:	1. Toastmasters - Had 2 meetings per month (2 <sup>nd</sup> Wed. & 4 <sup>th</sup> Tues.) since July. - A dozen people are really interested. - Jack thanked the Board for the support. - 2 women from Toastmasters are very helpful. - In another few months, hopeful to have the magic number of 20. Jack has 15 applications already.	Jack
	2. Charlottesville Meetings - Linnette will work with Charlottesville Team and find out where they are. Looks like the transition is going on fine. - Linette will not be able to attend tomorrow's meeting. - <b>AI:</b> Marjie will take care of the Charlottesville Volunteers. The latest list has all those volunteers included. <b>Done</b>	Bernie H, Linnette

AGENDA

<p>3. Transition Ed/Amy: - Documents/MailBox key are transitioned. - <b>AI:</b> Kerrie has the hard key; will give it to Ed - Done. - Combination lock is yet to be known. Linnette /Bernie: Done. Bernie/Suresh: Done.</p>		<p>Bernie, Linnette, Amy, Ed</p>
	<p>4. Strategic Planning - Sharon will send out the Template to everyone. Need to review and respond to Sharon before 1/17 Transition Meeting.</p>	<p>Sharon, Bernie</p>
<p>New Business:</p>	<p>1. Volunteer Recognition Event - Vol. List distributed. All VPs have confirmed the list. - \$10 Target Gift Card, Photos will be taken ahead of the meeting. - Script needs to be finalized. - <b>AI:</b> Marjie needs to include Directors even if they are active only part of the year. Once a Director is proposed and approved, he/she needs to be recognized. - Only email will be sent to the volunteers. - <b>AI:</b> Past Presidents need registration code. Marjie will send the code to Sharon. Sharon will send it to the past Presidents. - Around 100 volunteers in total. - <b>AI:</b> Marjie will send out the PDF with the code to all the volunteers. - <b>AI:</b> Toastmasters volunteers need to be added as well. Jack gave the list to Sharon.</p>	<p>All</p>
	<p>2. Transition Meeting – Part 2 - 1/17 Meeting. Budget, Goals for 2015, etc. - <b>AI:</b> Sharon will put the template for the Transition Meeting and Strategic Plan draft and send them to Bernie. Bernie will distribute.</p>	<p>Sharon, Bernie</p>
	<p>3. 2015 Budget - Do we have the info needed to put the Budget together? Yes, we have the current year numbers. The Board could put together the Budget for 2015. - Need to model the Budget based on the new Chart of Accounts sent by Ed.</p>	<p>Ed, Sharon</p>

AGENDA

	<p>4. DocMan, DropBox</p> <ul style="list-style-type: none"> <li>- Sharon completed the DocMan Clean-up.</li> <li>- Sharon copied the sections needed to her hard drive.</li> <li>- Chapter Archives will have the historical information that is needed to be retained for longer time like Registration Info., Contracts, etc.</li> <li>- Sharon distributed the Folder structure.</li> <li>- <b>AI:</b> Everyone needs to review the documents.</li> </ul>	All
	<p>5. Policies &amp; Procedures</p> <ul style="list-style-type: none"> <li>- Policies cover the entire chapter.</li> <li>- Procedures cover the day-to-day operations.</li> </ul>	All
	<p>6. Chart of Accounts</p> <ul style="list-style-type: none"> <li>- Guest Pass will be removed from income. It is an expense item.</li> <li>- PMI Guest Pass program is an income from PMI.</li> <li>- New format was distributed. Try to use this format, we could solidify on 1/17.</li> </ul>	Ed, All
	<p>7. Finance Stuff</p> <ul style="list-style-type: none"> <li>- Already covered.</li> </ul>	Ed, All
	<p>8. VA HIMMS MOU with VA chapters</p> <ul style="list-style-type: none"> <li>- WDC Chapter President Kendel wanted to put a Corporate Agreement with HIMMS. Kendel has already identified the volunteers.</li> <li>- <b>AI:</b> Sharon will send out the MoU. If it is generic, the Board will be ok. There is no chapter commitment.</li> <li>- <b>AI:</b> Board members will review the MoU and get back to Sharon.</li> </ul>	Sharon
	<p>9. CVC website- status</p> <ul style="list-style-type: none"> <li>- Recent membership issue is a PMI issue. This has been resolved for members.</li> </ul>	Linnette
Review Committee Reports:	<p>1. Education</p> <ul style="list-style-type: none"> <li>- ProDev transition is done.</li> </ul>	Kerrie
	<p>2. Communications</p> <ul style="list-style-type: none"> <li>- Spoke to DC branch on Mentoring program. Not sure how this will move along.</li> <li>- Marjie is resigning as Director of Volunteerism. No one has come forward to take her role.</li> </ul>	Kelly
	<p>3. Finance</p>	Ed

AGENDA		
	3. Operations - Email resets are in progress.	Linnette
	5. Executive VP	Bernie
	6. President - Component System has been updated with all the 2015 Officers and their email addresses. - R5 Registration will start on 1/7. Sharon wants maximum attendance from our chapter. This is open to VPs and Directors. 3/19-3/21 Washington DC. <b>AI:</b> Send your interest for R5. <b>Motion:</b> Jack as a Director - Kerrie/Kelly – Unanimously approved. <b>AI:</b> Everyone will look at the 2014 Action Items.	Sharon
Review Action Items:		Bernie / Secretary
Adjourn Meeting:	Ed/Kerrie.	

ACTION ITEMS			
	Action Item	Responsible	Due Date
1.	Save the December 2014 BoD Minutes in the DropBox.	Ed	
2.	Make sure the Charlottesville Volunteers are included in the volunteers list.	Marjie	
3.	Give the Mailbox hard key to Ed	Kerrie	Done.
4.	Include Directors to volunteers list even if they are active only part of the year.	Marjie	
5.	Send the volunteer Registration code to the past Presidents	Sharon	
6.	Send out the PDF with the code to all the volunteers by email	Marjie	
7.	Include Toastmasters volunteers to the volunteers list.	Marjie	
8.	Send the template for the Transition Meeting and Strategic Plan draft to Bernie	Sharon	
9.	Distribute the template for the Transition Meeting and Strategic Plan draft to the FullBoard.	Bernie	
10.	Review the documents in DropBox as per the Folder Structure distributed by Sharon.	All	
11.	Send out the VA HIMMS MoU to the FullBoard.	Sharon	
12.	Review the VA HIMMS MoU and get back to Sharon.	All	
13.	Send your interest to attend R5 to Sharon.	All	
14.	Look into the 2014 Action Items.	All	

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
<b>Motion:</b> Jack as a Director - Kerrie/Kelly – Unanimously approved.

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, February 4, 2015  
 American Tap Room  
 1601 Willow Lawn Dr  
 Richmond, VA

ATTENDEES & QUORUM STATUS

President	Sharon Robbins, PMP	A		Executive VP	Bernie Farkas, PMP	
VP Communication	Kelly Evans, PMP			VP Education	Kerrie Arkwell, PMP	A
VP Operations	Linnette Kirill, PMP	A		VP Finance	Ed Foster, PMP	A
Also Present:	Deirdre, Cindy, Sarma, Suresh					
A = Attended, P= On-Phone						

AGENDA

Open Meeting:	1. Review & Approve Meeting Agenda Kerrie/Ed.	Sharon
	2. Review & Approve Prior BoD Meeting Minutes Kerrie/Linnette.	Sharon
	3. Review budget Will have the January numbers soon.	Ed
Unfinished Business:	1. Charlottesville Meetings - Transition is in progress. Going good.	Bernie H, Linnette
	2. Transition - Linnette has one more thing transitioned from Bernie yet.	Bernie, Linnette, Amy, Ed
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AGENDA

New Business:	<p>1. 2015 Budget</p> <ul style="list-style-type: none"> <li>- 2015 Budget copy was distributed – It has a shortfall of \$79,355.00 – Needs to be reviewed.</li> <li>- <b>AI:</b> Kelly/Linnette will review the Volunteer Recognition expenses.</li> <li>- <b>National LIM:</b> Will need to restrict to less than 10 people – Around \$1500 per person – Will need to look at it around mid-year.</li> <li>- <b>R5 LIM:</b> 4 people are going besides Kerrie and Kelly – FRB will pay for Kerrie and Kelly – Registration \$200 per person - Travel &amp; Expenses \$600 per person.</li> <li>- <b>AI:</b> Reduce expenses/identify Revenue - Before next Board Meeting, the Budget needs to be finalized.</li> </ul>	Ed
	<p>2. New Member Breakfast Meeting</p> <ul style="list-style-type: none"> <li>- Could we have it on Feb 24<sup>th</sup>? – No, we have the Dinner Meeting on 19<sup>th</sup> – The date could be decided later.</li> <li>- Last time we had it in September 2014 at Embassy Suites – \$12 per person - Around 30 people attended; around 12 of them were new members – 2 sponsors were also there - \$5 was the fee collected.</li> <li>- Marketing and Sponsorship are the 2 items yet to be resolved.</li> <li>- Presentation could include more info.</li> </ul>	
	<p>3. Other Topics:</p> <p><b>R5 LIM:</b> Confirmed to go so far: Sharon, Kerrie, Kelly, Sarma, Linda, Suresh.</p> <p><b>Director Bootcamp:</b></p> <p><b>AI:</b> Sharon will schedule the Director BootCamp ASAP.</p>	
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AGENDA		
Review Committee Reports:	1. Education	Kerrie
	2. Communications	Kelly
	3. Finance	Ed
	4. Operations - Website login component with PMI is down – Proteon/PMI are working on it - Email server is also down.	Linnette
	5. Executive VP	Bernie
	6. President	Sharon
Review Action Items:	Bernie / Secretary	
Adjourn Meeting:	Linnette/Ed	

ACTION ITEMS		
Action Item	Responsible	Due Date
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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, March 4, 2015  
 American Tap Room  
 1601 Willow Lawn Dr  
 Richmond, VA

ATTENDEES & QUORUM STATUS

President	Sharon Robbins, PMP	A		Executive VP	Bernie Farkas, PMP	
VP Communication	Kelly Evans, PMP			VP Education	Kerrie Arkwell, PMP	A
VP Operations	Linnette Kirill, PMP	A		VP Finance	Ed Foster, PMP	A
Also Present:	Deirdre, Jason, Sarma, Cindy & Suresh					
A = Attended, P= On-Phone						

AGENDA

Open Meeting:	1. Review & Approve Meeting Agenda Kerrie/Linnette	Sharon
	2. Review & Approve Prior BoD Meeting Minutes Kerrie/Ed	Sharon
	3. Review budget	Ed
Unfinished Business:	1. Charlottesville Meetings - Linnette reviewed the transition with 3 folks - Piloting through webcams is yet to be explored - \$15 food budget.	Linnette
	2. 2015 Budget Discussion - Planning Meetings will have a food component and location fee, if applicable. - The new Chart of Accounts was worked on. New Budget numbers were adjusted by the Board and entered by Ed. Look at the new Chart of Accounts for more details. - <b>AI:</b> Linnette will discuss with The Place about the \$26.00 all inclusive. Need to also verify how far back they changed the numbers.	Ed
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AGENDA

New Business:	1. 2015 Budget Vote \$5860 is the deficit and it will be used from the savings Ed/Kerrie – Unanimously approved.	Ed
	2. Region 5 Meeting Final Plans 6 are going - confirmed.	Sharon
	3. CCR Update / Impacts Volunteer hours going down from 45 to 25 hours. A team needs to look in to the strategies in the summer.	Sharon
	4. Chapter Event Calendar Dinner meeting schedule needs to be posted – Two months ahead will be great. <b>AI:</b> Kerrie will concentrate on this. Orientation meetings need to be there too.	All
	5. Charter Renewal Need 2014 final Budget numbers. <b>AI:</b> Sharon & Ed will work on the Charter Renewal.	Sharon
	6. Meeting PDUs-pre-meeting There was no facilitated Networking event. The speaker only spoke for an hour. For February, we will provide 1 PDU. <b>AI:</b> Kelly & Kerrie will send out an email to the attendees.	All
	7. Breakfast Meeting (New Item)	Jason
	8. March Chapter Meeting Coverage (New Item)	Sharon
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Review Committee Reports:	1. Education	Kerrie
	2. Communications	Kelly
	3. Finance	Ed
	4. Operations	Linnette
	5. Executive VP	Bernie
	6. President	Sharon
Review Action Items:	Bernie / Secretary	
Adjourn Meeting:		

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Action Item	Responsible	Due Date
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Question / Issue	Approach / Resolution

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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, April 1, 2015  
 American Tap Room  
 1601 Willow Lawn Dr  
 Richmond, VA

ATTENDEES & QUORUM STATUS

President	Sharon Robbins, PMP	A		Executive VP	Bernie Farkas, PMP	A
VP Communication	Kelly Evans, PMP	A		VP Education	Kerrie Arkwell, PMP	A
VP Operations	Linnette Kirill, PMP	A		VP Finance	Ed Foster, PMP	A
Also Present: Sarma, Deirdre, Bob, Suresh						
A = Attended, P= On-Phone						

AGENDA

Open Meeting:	1. Review & Approve Meeting Agenda Kelly/Kerrie.	Sharon
	2. Review & Approve Prior BoD Meeting Minutes Linnette/Kerrie	Sharon
	3. Review budget Current Balance \$65,600 – Finance Reports have been sent to the Board – Call Ed for any questions – Board appreciated that the reports are clear and understandable.	Ed
Unfinished Business:	1. CCR Update / Impacts New CCR guidelines will go into effect in January – Volunteer hours are reduced – PMI is doing this to make sure the Certification is valid – We need to specify the PDUs in to various categories – There is an FAQ and a Webinar on this in PMI website <b>AI:</b> Kerrie suggested that a small workgroup needs to be formed. Holly will head this.	All
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AGENDA

New Business:	<p>1. Region 5 Meeting Report Out</p> <p>President's Report:</p> <p>Retention Report is available in the Component System – 22% loss – 78% Retention Rate for PMICVC</p> <ol style="list-style-type: none"> <li>1. Targeting/Capturing new markets</li> <li>2. Delivering strong value proposition</li> <li>3. Collaborate with the Business World</li> <li>4. Traditional PMP Prep class</li> </ol> <p>All Board Members ensure right volunteers come to the right role – Resume building vs Volunteering</p> <p>Kelly: Kelly/Kerrie's presentation attracted more questions and more attendance – Networking sessions were not well organized.</p> <p>Kerrie: DC, MD chapters have great practices – We need to update our processes/procedures – Kelly won 10 free webinar admissions from ASPME – Brothers Forever' keynote was so emotional that people started crying – Breakfast was not that great.</p> <p>Sarma: Interested in Pro.Dev. organizers and their revenue sharing with PMICVC –</p> <p>Suresh: Concentrated on PDD.</p>	All attendees
	2. 1 <sup>st</sup> Quarter Scorecard – how are you doing against your annual plan	All Executive Officers
	3. 2016 PDD	Suresh
	<p>4. Elections / Succession Planning</p> <p>Bernie has put together an election schedule – Up for election President, EVP, VP Communications, VP Education – Board Members, look for suitable volunteers – Nomination .</p>	All
	<p>5. Chapter Awards</p> <p>Just got the package – In progress</p>	Bernie or Cindy
	<p>6. Sharon Personal</p> <p>Bernie will be the acting President for the next 1 week when Sharon is away during Jim's surgery.</p>	Sharon
	<p>7. Web Content and Newsletters</p> <p>Need approval from VPs before the web content is posted.</p>	Linnette
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AGENDA		
Review Committee Reports:	1. Education	Kerrie
	ProDev event (for 5/9) discussion is still in progress – No way to enter the \$10 discount code to PMICVC members – Need to still discuss the speaker's requirements. John Stenbeck contract will be signed tomorrow – Event on 7/31-8/1 – 1 <sup>st</sup> day Agile 101 – 2 <sup>nd</sup> day Advanced Agile – Due to pre-work 24 PDUs will be given. April speaker – Scope Management. Trying to get events with major local Businesses.	
	2. Communications	Kelly
	3. Finance	Ed
	4. Operations	Linnette
	5. Executive VP	Bernie
	6. President	Sharon
Review Action Items:		Bernie / Secretary
Adjourn Meeting:	Ed/Kelly	

ACTION ITEMS		
Action Item	Responsible	Due Date
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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 6, 2015  
 American Tap Room  
 1601 Willow Lawn Dr  
 Richmond, VA

ATTENDEES & QUORUM STATUS

President	Sharon Robbins, PMP	A		Executive VP	Bernie Farkas, PMP	A
VP Communication	Kelly Evans, PMP	A		VP Education	Kerrie Arkwell, PMP	
VP Operations	Linnette Kirill, PMP			VP Finance	Ed Foster, PMP	
Also Present:	Deirdre, Linda, Sarma, Jennifer, Cindy, Ron & Suresh					
A = Attended, P= On-Phone						

AGENDA

Open Meeting:	1. Review & Approve Meeting Agenda - No Quoram.	Sharon
	2. Review & Approve Prior BoD Meeting Minutes - No Quoram.	Sharon
	3. Review budget - Reports distributed.	Ed
Unfinished Business:	1. Elections / Succession Planning - Cindy: Met with Bernie. Nomination Form is active on the website. Crashes when Cindy tried to submit the form. Everyone should try to have multiple candidates for all the roles. <b>AI:</b> Sharon will test it.	All
	2. Chapter Awards - Cindy: Met with Bernie at Panera couple of times. Submitted the package ahead of the deadline.	Bernie or Cindy
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New Business:	1. 1 <sup>st</sup> quarter scorecard – plans for Red <b>AI:</b> Sharon will get in touch with each Executive Officers on their items.	All Executive Officers

AGENDA

	<p>2. Policies / Procedures</p> <p>- Time to look at the 2 folders in DropBox for each Executive Officer – Template &amp; Actual Policy.</p> <p><b>AI:</b> All Executive Officers to look in to this.</p>	<p>All</p>
	<p>3. Miscellaneous Announcements</p> <p><b>Chapter Innovation Program:</b></p> <p>PMI is looking for innovative ideas on various areas.</p> <p>- Do these qualify?</p> <p>Partnering with local Not-for-profit Meeting around local sports (Squirrels)</p> <p><b>AI:</b> Sharon will send out the note to FullBoard to refine our ideas.</p> <p>PMI Academic Programs: UVA is interested in partnering with us for their Education. UVA wants us to have PMI meetings in Charlottesville. There are many CAPM students in UVA.</p> <p>New Directorships: Ron is the new Director of Correspondence. Ian will be the new Director for Charlottesville.</p> <p>Now we have the replacement for Anne Jennaman – Sarah Maxwell.</p> <p>Now we have a chartered PMICVC Toastmasters. AI: Sharon will check with ED and find out if he has the check for the club.</p> <p>Brainstorm DC meeting is scheduled for June 22-25. They are giving a freebie for a day.</p> <p><b>AI:</b> Sharon will talk to Kerrie on this.</p> <p>PMP Exam will be changing in November.</p>	<p>Sharon</p>
	<p>4. Project Extravaganza</p> <p>- May 20<sup>th</sup> - Deep Run Sophomores will host the event. 11 PM kids will do. FullBoard can vote. Invite any of your colleagues. Presentation is on May 15<sup>th</sup> 8 – 12.</p> <p><b>AI:</b> Jennifer will send out the softcopy of the package distributed.</p>	<p>Jennifer</p>

**AGENDA**

	<p>5. Volunteerism Needs</p> <ul style="list-style-type: none"> <li>- Jennifer needs couple of volunteers for the Clover Hill.</li> <li>- Nikki will talk to Board Members to get a list.</li> </ul>	Linda
	<p>6. Sponsors</p> <ul style="list-style-type: none"> <li>- Got a \$1500 check from S3 towards Squirrels game on May 28th.</li> <li>- Vaco said that they do not have the Budget.</li> <li>- Not sure if we will find a sponsor for the other half of the expenses.</li> </ul>	Kelly
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Review Committee Reports:	<p>1. Education</p> <p><b>Sarma:</b> Working for a seminar with John Stenbeck on 7/31 &amp; 8/1. \$500 - 24 PDUs. Looked at the Homewood Suites near the Airport.</p>	Kerrie
	<p>2. Communications</p> <ul style="list-style-type: none"> <li>- Trying very hard to reach out to Holly.</li> </ul>	Kelly
	3. Finance	Ed
	4. Operations	Linnette
	<p>5. Executive VP</p> <ul style="list-style-type: none"> <li>- Looks like the Nomination Form is working. Still Sharon will verify this.</li> </ul>	Bernie
	<p>6. President</p> <ul style="list-style-type: none"> <li>- Thanks for everyone's patience with Sharon's absence when Sharon's husband was in the hospital.</li> </ul>	Sharon
Review Action Items:	Bernie / Secretary	
Adjourn Meeting:		

**ACTION ITEMS**

	Action Item	Responsible	Due Date
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ACTION ITEMS		
Action Item	Responsible	Due Date
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QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
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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 3, 2015  
 American Tap Room  
 1601 Willow Lawn Dr  
 Richmond, VA

ATTENDEES & QUORUM STATUS

President	Sharon Robbins, PMP	A		Executive VP	Bernie Farkas, PMP	A
VP Communication	Kelly Evans, PMP	A		VP Education	Kerrie Arkwell, PMP	
VP Operations	Linnette Kirill, PMP	A		VP Finance	Ed Foster, PMP	
Also Present:	Bob Ramos, Jane, Sarma, Ron Younger, Deirdre, Suresh					
A = Attended, P= On-Phone						

AGENDA

Open Meeting:	1. Review & Approve Meeting Agenda Kelly/Bernie – Approved.	Sharon
	2. Review & Approve Prior BoD Meeting Minutes April Minutes – Kelly/Bernie – Approved. May Minutes – Kelly/Bernie – Approved. <b>AI:</b> Linnette –Move the Agenda Minutes to the website and delete them from DropBox.	Sharon
	3. Review budget - Meeting attendance vs. Number given to The Place. Analyze the gap. - <b>AI:</b> Linnette will send the analysis out to the Board. The Board will analyze the details and come up with suggestions.	Ed
Unfinished Business:	1. Elections / Succession Planning - As of yesterday, there is 1 nominee for each role.	All
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New Business:	1. Government Practice Group - Bob Ramos - Director of Gov. Practice Group – Elected unanimously. - Free conference call is being used. - Directors need to contact interested volunteers.	Jane Newell

AGENDA

	<p>2. 1<sup>st</sup> quarter scorecard – plans for Red</p> <ul style="list-style-type: none"> <li>- Report cards were distributed to the VPs.</li> <li>- Bernie: Still reviewing Kendall's MoU. Scope is not clear.</li> <li>- <b>AI:</b> All VPs to take a look and update any item that is a red.</li> </ul>	All Executive Officers
	<p>3. Policies / Procedures Plan</p> <ul style="list-style-type: none"> <li>- Plan to review and update these documents.</li> <li>- <b>AI:</b> All VPs need to give their plan by next Board Meeting (When to review, when to identify the gaps, when to fix).</li> </ul>	All
	<p>4. 20 year Anniversary Planning</p> <ul style="list-style-type: none"> <li>- Kelly will lead the event in 2016. PDD for 2016 is tentatively planned in September/October.</li> </ul>	All
	<p>5. Organization Structure- Satellites</p> <ul style="list-style-type: none"> <li>- Need to have someone in charge of the Satellite locations. Need to find out Kerrie's thoughts on this.</li> </ul>	Linnette
	<p>6. C'ville transition update - support needs</p> <ul style="list-style-type: none"> <li>- Linnette is working on a matrix to identify the areas they need support.</li> <li>- <b>AI:</b> Linnette will send it out to the Board.</li> <li>- <b>AI:</b> Sharon will look at the UVA Participation item.</li> </ul>	Linnette
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Review Committee Reports:	<p>1. Education</p> <ul style="list-style-type: none"> <li>- Mentoring Program – Work in progress.</li> <li>- Niki is collecting the volunteer list.</li> <li>- Sarma: Agile Seminar preparations are in progress. Event is on 7/31-8/1.</li> <li>– Build and develop your professional branding – 5/9 – 4 PDUs – Need to register with PMI ahead of the event.</li> <li>- <b>AI:</b> Sharon will check with PMI contact.</li> </ul>	Kerrie
	<p>2. Communications</p> <ul style="list-style-type: none"> <li>- Kelly has been accepted for LIMC 2015-16.</li> </ul>	Kelly
	<p>3. Finance</p> <ul style="list-style-type: none"> <li>- Need to get the files from Amy. We need those files for filing our taxes.</li> </ul>	Ed

AGENDA		
	4. Operations - Moving the Board Meeting minutes to the website is in progress. - Need to reword the member discount reminder when members register for an event.	Linnette
	5. Executive VP - Agile Richmond wants to work with PMICVC more closer.	Bernie
	6. President - President's letter	Sharon
Review Action Items:		Bernie / Secretary
Adjourn Meeting:	Kelly/Bernie – Meeting Adjourned.	

ACTION ITEMS		
Action Item	Responsible	Due Date
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QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
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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 3, 2015  
 American Tap Room  
 1601 Willow Lawn Dr  
 Richmond, VA

ATTENDEES & QUORUM STATUS

President	Sharon Robbins, PMP	A	Executive VP	Bernie Farkas, PMP	A
VP Communication	Kelly Evans, PMP	A	VP Education	Kerrie Arkwell, PMP	A
VP Operations	Linnette Kirill, PMP	A	VP Finance	Ed Foster, PMP	A
Also Present:	Leo Campos, Deirdre Feeney, Sarma Vadmalani, Bob Ramos, Cindy, Suresh.				
A = Attended, P= On-Phone					

AGENDA

Open Meeting:	1. Review & Approve Meeting Agenda Kelly/Kerrie	Sharon
	2. Review & Approve Prior BoD Meeting Minutes Chapter cannot submit any PDU greater than 2 PDUs. Still we need to register the event greater than 2 PDUs to get insurance. Need to fill out the insurance form in advance as well. <b>AI:</b> Kerrie & Linnette will research on this item and report. Kelly/Kerrie.	Sharon
	3. Review budget Current Bank Balance - \$66,808.63	Ed
	4. Mid-year Budget Review ProDev's projected income for 2015 is \$20,000. We received nothing till now.	Ed, All
Unfinished Business:	1. Election Need to send out a reminder to those not voted yet. <b>AI:</b> Ed will reach out to Mary at PMI to send out 2 more reminders.	All

AGENDA

	<p>2. Policies / Procedures Plan</p> <p><b>AI:</b> As requested earlier, Exe. Board members need to look at this for their areas. Sharon needs an ETA.</p> <p>Kerrie – By August.</p> <p>Bernie – September.</p> <p>Kelly – August.</p> <p>Ed – July.</p> <p>Linnette – July.</p> <p>Sharon – July.</p> <p>Sharon wants to have the draft documents by the end of this year.</p> <p>We will have a Board Meeting in August as well, though we don't have a Dinner Meeting.</p>	<p>All</p>
	<p>3. 20 Year Anniversary Planning</p> <p>Already started working on this.</p>	<p>Kelly</p>
	<p>4. Board congratulated Kelly for completing her Bachelors.</p>	
	<p>5.</p>	
<p>New Business:</p>	<p>1. 2<sup>nd</sup> quarter scorecard</p> <p>Sharon distributed the Scorecard.</p> <p><b>AI:</b> Exe. Board members need to send the info to Sharon.</p>	<p>All Executive Officers</p>
	<p>2. North America LIM</p> <p>PMICVC has \$10,000 budget for this.</p> <p><b>AI:</b> Sharon will send out an email to the FullBoard on this. All need to respond to Sharon within 2 weeks showing their interest.</p>	<p>All</p>
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	<p>4.</p>	
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	<p>7.</p>	
	<p>8.</p>	
	<p>9</p>	
<p>Review Committee Reports:</p>	<p>1. Education</p> <ul style="list-style-type: none"> <li>- IIL One-Day Workshop \$40 for 8 PDUs. Chapter gets \$15. We could probably pass \$10 to the members. Need to look into this.</li> <li>- PMP Workshop is planned for 3 weekends in August.</li> </ul>	<p>Kerrie</p>

AGENDA		
	2. Communications Kelly is meeting with all her Directors on 20 <sup>th</sup> July. Working on partnership agreement with VCU. Next year's FLiPM meeting will be in June instead of in July.	Kelly
	3. Finance	Ed
	4. Operations - Will update the Toastmaster Director's email address. - Login Issue: Still working on SSO. - Trained new admins. - Charlottesville needs more volunteers. - Have a new web admin.	Linnette
	5. Executive VP Working on HIMSS initiative. Trying to find what the ask is and other details.	Bernie
	6. President Save the Dinner Meeting slides with your name. Sharon will put them together.	Sharon
Review Action Items:	Action Items were reviewed. January to June Action Items were also reviewed. <b>AI:</b> Suresh will include all the outstanding Action Items from January'15 in the Agenda for August'15.	Bernie / Secretary
Adjourn Meeting:	Ed/Linnette – Meeting adjourned.	

CURRENT ACTION ITEMS		
Action Item	Responsible	Due Date
1. Research on registering events greater than 2 PDUs	Kerrie & Linnette	
2. Reach out to Mary at PMI to send out 2 more reminders on PMICVC Elections	Ed	
3. Executive Board members need to look at the Policies & Procedures for their areas	Kerrie – By August Bernie – September Kelly – August Ed – July Linnette – July Sharon – July	
4. Send the Scorecard updates to Sharon	Executive Board Members	

CURRENT ACTION ITEMS		
Action Item	Responsible	Due Date
5. Send out an email to the FullBoard on their interest in attending the North America LIM 2015	Sharon	
6. Respond to Sharon showing their interest in attending the North America LIM 2015	FullBoard	
7. Include all the outstanding Action Items from January 2015 – Till Date to August 2015 Agenda	Suresh	

OLDER ACTION ITEMS		
Action Item	Responsible	Due Date
1. Review the documents in DropBox as per the Folder Structure distributed by Sharon	All	
2. Look into the 2014 Action Items.	All	
3. Discuss with The Place about the '\$26.00 all inclusive' discrepancy. Need to also verify how far back they changed the numbers.	Linnette	
4. Kerrie suggested that a small workgroup needs to be formed to research new CCR guidelines and the impact. Holly will head this.	Holly	
5. Move the Agenda Minutes to the website and delete them from DropBox	Linnette	
6. Analyze the gap between Meeting Attendance and Number given to The Place. Send the results to the Board so the Board could analyze the details and come up with suggestions	Linnette	
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11.		

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
•

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 5, 2015  
 American Tap Room  
 1601 Willow Lawn Dr #840  
 Richmond, VA 23230

ATTENDEES & QUORUM STATUS

President	Sharon Robbins, PMP	A		Executive VP	Bernie Farkas, PMP	A
VP Communication	Kelly Evans, PMP			VP Education	Kerrie Arkwell, PMP	A
VP Operations	Linnette Kirill, PMP	A		VP Finance	Ed Foster, PMP	A
Also Present:	Deirdre Feeney, Ron Younger, Cindy Parcell & Suresh Raju.					
A = Attended, P= On-Phone						

AGENDA

Open Meeting:	1. Review & Approve Meeting Agenda Linnette/Ed	Sharon
	2. Review & Approve Prior BoD Meeting Minutes Ed/Bernie	Sharon
	3. Review budget	Ed
	4. Mid-year Budget Review – where do we stand on budget Linnette distributed the Dinner Meeting Operational Actuals print-out. Dinner Meeting Attendance: 120 Highest & 50 Lowest – Loss of about \$1000 every month – How to improve the value to members? <b>AI:</b> Rebrand Email blast – Linnette. <b>AI:</b> Analytics for the website – Linnette.	Linnette
Unfinished Business:	1. 20 Year Anniversary Planning Kelly is not present to discuss.	Kelly
	2. North America LIM 10 people have confirmed <b>AI:</b> Sharon will send out an email to Fred P. asking his interest.	All
	3.	
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AGENDA

New Business:	1. Board Transition Kelly/Bob are not here. Not sure if they have started. Bernie/Cindy already initiated. Sharon/Bernie yet to get together. <b>AI:</b> Old & New officers need to come up with a transition plan.	Old & New Officers
	2. Friday Facts There is enough material for our Newsletter. July 10 <sup>th</sup> Friday Facts has the path to the Templates.	All
	3. Event Planning Templates Sharon distributed the Templates.	All
	4. Reminder- Procedures Reviews Sharon already received from Kelly. All documents will be maintained in DropBox.	Sharon
	5. VA HIMSS They want to have a workshop with IT PMs and Healthcare PMs. They need volunteers for the one they are planning to have in Richmond.	Sharon
	6. Volunteers for the Workshop Need more volunteers. Ron will do on 23 <sup>rd</sup> . Sharon will do on 30 <sup>th</sup> . Need a volunteer for 29 <sup>th</sup> afternoon. Cindy will do. Linnette will order food from Panera. Will buy drinks, etc. Do we offer a scholarship? Need to send out an email offering scholarships. <b>AI:</b> Kerrie will word the email and send it to Linnette.	Sharon
	7. Cooperative Agreement Reviewed 2 of the agreements - VCU & Agile Richmond. <b>Motion:</b> Instead of 3 year agreement, we could have evergreen agreement. Bernie/Linnette – Motion passed.	Bernie
	8.	
	9	
	Review Committee Reports:	1. Education
2. Communications		Kelly
3. Finance Wrote to Amy about last year's documents, but never heard back from her. <b>AI:</b> Ed will reach out to Glen on this.		Ed

AGENDA		
	4. Operations Bought the Bluetooth speaker for remote Dinner Meeting access from Charlotteville. Will start from September.	Linnette
	5. Executive VP	Bernie
	6. President	Sharon
Review Action Items:	Suresh	Bernie / Suresh
Adjourn Meeting:	Bernie/Ed.	

CURRENT ACTION ITEMS		
Action Item	Responsible	Due Date
1. Rebrand Email blast	Linnette	
2. Analytics for the website	Linnette	
3. Send out an email to Fred P. asking his interest in attending NA LIM	Sharon	
4. Old & New officers need to come up with a transition plan	Executive Board	
5. Word the email offering scholarships and send it to Linnette	Kerrie	
6. Reach out to Glen about last year's documents from Amy	Ed	
7.		
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9.		

OLDER ACTION ITEMS		
Action Item	Responsible	Due Date
1. Review the documents in DropBox as per the Folder Structure distributed by Sharon	All	Done.
2. Look into the 2014 Action Items	All	Done.
3. Discuss with The Place about the '\$26.00 all inclusive' discrepancy. Need to also verify how far back they changed the numbers	Linnette	IP
4. Kerrie suggested that a small workgroup needs to be formed to research new CCR guidelines and the impact. Sharon will head this as part of strategy for 2016	Sharon	
5. Move the Agenda Minutes to the website and delete them from DropBox. 2014 is done. 2015 is in progress.	Linnette	IP
6. Analyze the gap between Meeting Attendance and Number given to The Place. Send the results to the Board so the Board could analyze the details and come up with suggestions	Linnette	Done.
7. Research on registering events greater than 2 PDUs	Kerrie & Linnette	IP
8. Reach out to Mary at PMI to send out 2 more reminders on PMICVC Elections	Cindy	Done



OLDER ACTION ITEMS		
Action Item	Responsible	Due Date
9. Executive Board members need to look at the Policies & Procedures for their areas	Kerrie – By August Bernie – September Kelly – August Ed – July Linnette – July Sharon – July	IP
10. Send the Scorecard updates to Sharon	Executive Board Members	Done.
11. Send out an email to the FullBoard on their interest in attending the North America LIM 2015	Sharon	Done.
12. Respond to Sharon showing their interest in attending the North America LIM 2015	FullBoard	Done.
13. Include all the outstanding Action Items from January 2015 – Till Date to August 2015 Agenda	Suresh	Done.
14.		
15.		

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
<ul style="list-style-type: none"> <li><b>Motion:</b> Instead of 3 year Cooperative Agreements, we could have evergreen agreement. Bernie/Linnette – Motion passed</li> </ul>

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, Sept 2, 2015  
 American Tap Room at Willow Lawn  
 1601 Willow Lawn Dr #840, Richmond, VA 23230  
 Dial-In #: 712-775-7031  
 Access Code: 886304

ATTENDEES & QUORUM STATUS

EXECUTIVE BOARD MEMBERS

President	Sharon Robbins, PMP	A		Executive VP	Bernie Farkas, PMP	A
VP Communication	Kelly Evans, PMP	P		VP Education	Kerrie Arkwell, PMP	
VP Operations	Linnette Kirill, PMP	A		VP Finance	Ed Foster, PMP	A

DIRECTORS

Advertising	Holly Hamel			Professional Development	Sarma Vadlamani	A
Certification	Linda Bell-Sinclair			Programs	Renee Moore	
Charlottesville	Fred Prisley	A		Registration Operations	Pamela Chan	
Correspondence	Ronald Younger			Secretary	Suresh Raju	
Event Operations	David Maynard			Special Projects	Cindy Parcell	
Event Planning	Deirdre Feeney	A		Sponsorship		
Membership	Jason Plotkin			Toastmasters	Jack Townsend	
Outreach	Sam Beydoun			Volunteerism	Linda Hogan	

ALSO PRESENT

Bob Ramos

A = Attended, P= On-Phone

AGENDA

Open Meeting:	1. Review & Approve Meeting Agenda Moved: Bernie, Second: Linnette - Approved	Sharon
	2. Review & Approve Prior BoD Meeting Minutes Move: Ed, Second: Bernie, Approved	Sharon
	3. Review budget	Ed
	4. Mid-Year Review- ideas to balance	All
Unfinished Business:	1. 20 Year Anniversary Planning Meeting every other Monday; working to identify location, date in November 2016, and budget	Kelly

AGENDA

	<p>2. Board Transition Plans</p> <ul style="list-style-type: none"> <li>a. Bernie/Cindy have begun</li> <li>b. Kelly/Bob Tentatively started</li> <li>c. Kerrie/Sharon not officially begun</li> <li>d. Sharon/Bernie not started</li> </ul>	Old & New Officers
	<p>3. Board Procedures – Status</p> <ul style="list-style-type: none"> <li>a. Linette – registration – done; On-boarding – nearly done; Newsletter – started; Director training – nearly done</li> <li>b. Bernie – begin rewriting procedures with Cindy</li> <li>c. Ed – in progress</li> <li>d. Sharon – in progress</li> </ul>	All
	4.	
	5.	
New Business:	<p>1. Global LIM</p> <ul style="list-style-type: none"> <li>• Final arrangements (Sharon, Kelly, Kerrie, Linette, Cindy, Sarma, Ron, Sam, Fred, Suresh (maybe))</li> <li>• Social event – Fulton’s Crab House 6-9pm</li> <li>• President’s meeting Wed 1-5pm</li> </ul>	All LIM attendees
	<p>2. Global Congress</p> <ul style="list-style-type: none"> <li>• Kiosks for Regions on Sun; want chapter brochures and SWAG</li> <li>• Content – which chapter most attendees; get \$5K for speaker</li> </ul>	All
	3. 2016 Region 5 meeting – April 6-9; Norfolk Marriott	All
	4. VITA PM Summit – Excellence Awareness judging team	All
	5. R5 Marketing/Collaboration Call-Posting Links	Kelly
	6. Chapter Awards Program Changes Eliminating award packet and using a 5-question survey; eliminating individual awards	Sharon
	7. PMI Registration Marks Must use ® and TM with PMI brands (PMP, ACP, PMI, etc.)	Sharon
	8. PMI Insurance 2015 package received and sent to the board today	
	9.	

AGENDA

<p>Review Committee Reports:</p>	<p>1. Education                      Workshop: 8 students; challenges with registration; excellent catering; ITT venue was excellent; mostly good instructors; got pretty good reviews; students are creating a study group                      Next Year: workshop in the fall and start preparing earlier in the year                      GreatPM: 2-day Agile workshop; well attended (30+ attended 1<sup>st</sup> day; 19 on 2<sup>nd</sup> day)</p> <p>2. Communications                      Send volunteer names to Linda – working on volunteer recognition meeting</p> <p>3. Finance                      Reported former VP Finance issue to PMI</p> <p>4. Operations                      Google Analytics: set-up on site; created vp operations gmail account; Freshening site content; new board of directors page                      Single Sign-on: top of list for correction to be implemented by Proteon                      Working on new email template                      Set-up board conference call number</p> <p>5. Executive VP                      Cooperative agreements: VCU declined; waiting for response from FLiPM to renew and AgileRichmond; recruited volunteer to manage relationships                      HMSS: meeting on Monday to discuss relationship</p> <p>6. President                      Hampton Roads: request assistance with Fort Lee; requesting help reviewing applications (about 25-40 people interested in PMP) – looking at coaching on Monday 9/21 – do not know our chapter’s role</p>	<p>Kerrie</p> <p>Kelly</p> <p>Ed</p> <p>Linnette</p> <p>Bernie</p> <p>Sharon</p>
<p>Review Action Items:</p>		<p>Bernie / Secretary</p>
<p>Adjourn Meeting:</p>	<p>Next Meeting: American Tap                      Moved: Ed; Second: Linnette -- Approved</p>	

CURRENT ACTION ITEMS		
Action Item	Responsible	Due Date
1. Second Saturday Workshop Breakfast charge did not clear	Linnette	
2. Investigate better use of social media to get the message out about chapter events (linkedin, facebook)	Bernie, Linnette, Kelly, Bob	
3. Investigate including Region 5 Chapter events on our chapter website	Linnette, Kelly	
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OLDER ACTION ITEMS		
Action Item	Responsible	Due Date
1. Rebrand Email blast	Linnette	IP
2. Old & New officers need to come up with a transition plan	Executive Board	IP
3. Kerrie suggested that a small workgroup needs to be formed to research new CCR guidelines and the impact. Sharon will head this as part of strategy for 2016	Sharon	IP
4. Executive Board members need to look at the Policies & Procedures for their areas	Kerrie – By August Bernie – September Kelly – August Ed – July Linnette – July Sharon – July	IP
5.		
6.		
7.		

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS

- Approve the purchase of a replacement laptop and projector cost \$241.98—approved via email

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, Sept 30, 2015 (Oct Board Meeting)

**ONLY Dial-In #: 712-432-0490**

**Access Code: 453067**

ATTENDEES & QUORUM STATUS

EXECUTIVE BOARD MEMBERS

President	Sharon Robbins, PMP	y		Executive VP	Bernie Farkas, PMP	y
VP Communication	Kelly Evans, PMP	y		VP Education	Kerrie Arkwell, PMP	y
VP Operations	Linnette Kirill, PMP	y		VP Finance	Ed Foster, PMP	y

DIRECTORS

Advertising	Holly Hamel			Professional Development	Sarma Vadlamani	y
Certification	Linda Bell-Sinclair			Programs	Renee Moore	
Charlottesville	Fred Prisley	y		Registration Operations	Pamela Chan	
Correspondence	Ronald Younger	y		Secretary	Suresh Raju	y
Event Operations	David Maynard			Special Projects	Cindy Parcell	
Event Planning	Deirdre Feeney			Sponsorship		
Membership	Jason Plotkin			Toastmasters	Jack Townsend	
Outreach	Sam Beydoun			Volunteerism	Linda Hogan	

ALSO PRESENT

Bob Ramos

A = Attended, P= On-Phone

AGENDA

Open Meeting:	1. Review & Approve Meeting Agenda Kerrie/Kelly.	Sharon
	2. Review & Approve Prior BoD Meeting Minutes Bernie/Linnette.	Sharon
	3. Review budget Reports are not ready yet, as it is not October yet.	Ed

AGENDA

	<p>4. Mid-Year Review- ideas to balance</p> <p>We run our meetings mostly at a loss. Any ideas?</p> <ul style="list-style-type: none"> <li>- Marketing efforts – Work with Vendors like MindEdge, etc. – Proteon has relations with MindEdge – Need to look at the VP-Operations inbox about MindEdge promotions and we could contact them.</li> </ul> <p><b>AI:</b> Linnette will look into this.</p> <ul style="list-style-type: none"> <li>- Try to increase the # of attendees – We are getting around 60; need to get around 75 to break-even – We aren't losing money overall as a chapter.</li> <li>- Other anticipated big expenses: LIM 2015 – Recognition Dinner.</li> <li>- Need to look at other money-generating ideas.</li> <li>- While renewing The Place contract, we may need to reduce the minimum guarantee, may be to 50 – We may not be able to remove the deficit due to discounted price for the members.</li> </ul> <p><b>AI:</b> Sharon &amp; Kerrie will look into this and come up with a Dinner Meeting strategy by next Board Meeting which also includes consideration of other venues.</p>	<p>All</p>
<p>Unfinished Business:</p>	<p>1. 20 Year Anniversary Planning</p> <ul style="list-style-type: none"> <li>- Met with 2 people – Going to look at various least expensive venues – Sheraton is one of them.</li> <li>- Met with S3. Will also reach out to Vaco and others.</li> <li>- 10<sup>th</sup> Anniversary was free – Still the attendance was very low – May be since it was free!</li> </ul> <p><b>AI:</b> Kelly needs to come out with a cost framework before our Board Transition Meeting in December.</p>	<p>Kelly</p>



AGENDA

	<p>2. Board Transition Plans</p> <ul style="list-style-type: none"> <li>a. Bernie/Cindy</li> <li>b. Kelly/Bob</li> <li>c. Kerrie/Sharon</li> <li>d. Sharon/Bernie</li> </ul> <ul style="list-style-type: none"> <li>- Bernie will decide soon about the Transition meeting – Early December or late October.</li> <li>- Bernie had initial discussion with Cindy.</li> <li>- Kelly has a meeting with Bob after the LIM.</li> <li>- Sharon &amp; Kerrie will begin the discussion at the LIM.</li> <li>- Sharon &amp; Bernie just had one discussion. Bernie will let Sharon know his availability for further discussions.</li> </ul>	<p>Old &amp; New Officers</p>
	<p>3. Board Procedures – Status; Initiation of Review</p> <ul style="list-style-type: none"> <li>- Kelly: Done.</li> <li>- Bernie: Requested Suresh &amp; Cindy to write their role definitions – Got a volunteer to review the Cooperative Agreements – In Progress.</li> <li>- Kerrie: In progress.</li> <li>- Ed: Working on it – Busy with new job started just 3 weeks ago.</li> <li>- Linnette: 95% done - Will be completed soon.</li> <li>- Sharon: Finished and posted on the DropBox – Reviewing and approving other officers' Policies &amp; Procedures will be EVP.</li> </ul> <p><b>AI:</b> Bernie will update the EVP Role definition with this update. done</p>	<p>All</p>
	<p>4. Global LIM</p> <ul style="list-style-type: none"> <li>- Suresh is not able to go due to work priorities. Sharon, Kerrie, Kelly, Cindy, Sarma, Ron, Sam &amp; Fred are going.</li> <li>- Kelly sent out the discounted ticket information to Sharon and Sharon forwarded to everyone.</li> </ul>	<p>All LIM attendees</p>
	<p>5. VITA Summit Planning</p> <ul style="list-style-type: none"> <li>- No information came so far – Ed received the package and will send it out to the Judges by tomorrow.</li> <li>- Everyone will judge all 4 projects and Ed will aggregate them.</li> </ul>	<p>All</p>

AGENDA

New Business:	<p><b>1. SAME PMP coaching support</b></p> <ul style="list-style-type: none"> <li>- Kerrie &amp; Sharon went to Fort Lee and attended this – Over 50 people attended this event – They have the funding and interest - There is a presentation at LIM on this as well – Sent the application instructions to them.</li> <li>- They need coaches with military experience – Even without that, we can go through the military guide and help them.</li> <li>- Need to send out an email seeking volunteers – Need to clarify the volunteers on what is expected.</li> <li>- SkillSoft has PMP Prep online help.</li> </ul>	Sharon
	<p><b>2. Event Dates for 2016</b></p> <ul style="list-style-type: none"> <li>- Per Sharon, Dinner Meeting will go between Wednesday and Thursday – Linnette will negotiate the contract.</li> <li>- Per Linnette, 1/20/16 is available for the volunteer dinner meeting – Passed on the info to Deirdre.</li> <li>- Kelly is looking at the 2<sup>nd</sup> week of November for the 20<sup>th</sup> Anniversary meeting – Week before our dinner meeting – Charlottesville dinner meeting will be on 10<sup>th</sup> November – Anniversary meeting will replace the November Dinner Meeting.</li> <li>- PDD will be on 9/16/16 or 9/17/16 – 9/22 Richmond Dinner Meeting – 9/8 Charlottesville Dinner Meeting.</li> <li>- PMP Prep led by PMICVC will be in October/November – Other PMP Prep will be by vendors.</li> </ul> <p><b>AI:</b> Sarma will plan the ProDev events in 2016.</p> <ul style="list-style-type: none"> <li>- We should consider Squirrels event &amp; Winery trip as well.</li> <li>- By December Transition Meeting, we need to have all the dates finalized, so we could concentrate on executing them.</li> </ul>	All
	<p><b>3. 2016 Planning – start now (early ideas)</b></p> <ul style="list-style-type: none"> <li>- Any other ideas for activities, plan now!</li> <li>- It will be nice to focus on things members want – Do we need a member survey? – Member surveys may not reach all members!</li> </ul> <p><b>AI:</b></p>	All

AGENDA

AGENDA		
Review Committee Reports:	<p>1. Education</p> <ul style="list-style-type: none"> <li>- John was going to send \$1300 to PMICVC – Ed hasn't received any yet – Kerrie already thanked John for this.</li> </ul>	Kerrie
	<p>2. Communications</p>	Kelly
	<p>3. Finance</p> <ul style="list-style-type: none"> <li>- VITA info has been sent out to the Judges.</li> </ul>	Ed
	<p>4. Operations</p> <ul style="list-style-type: none"> <li>- Spoke to Proteon – They sent the quote to upgrade (\$1000) – Southern Nevada chapter went through the upgrade – Mobile Apps for the chapter is one of many upgrades.</li> <li>- PMI is moving their data to another Data Warehouse – This created account lock-outs.</li> <li>- Went through the website for the update of Registered Trademarks – This work is in progress.</li> <li>- Need to send out the October Dinner Meeting email.</li> </ul>	Linnette
	<p>5. Executive VP</p> <ul style="list-style-type: none"> <li>- Removed the Cooperative agreement with Flipm – Made it as a perpetual one - HIMSS is under review.</li> <li>- New volunteer will manage coop agreements.</li> <li>- Pam will step-out as Director of Registrations next year.</li> </ul>	Bernie
	<p>6. President</p> <ul style="list-style-type: none"> <li>- Contacted vendors for next year's workshop. Yet to hear from them.</li> <li>- Great Newsletter – Great job Ron.</li> </ul>	Sharon
Review Action Items:		Bernie / Secretary
Adjourn Meeting:	Linnette/Bernie.	

CURRENT ACTION ITEMS		
Action Item	Responsible	Due Date
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OLDER ACTION ITEMS		
Action Item	Responsible	Due Date
1. Rebrand Email blast	Linnette	IP
2. Old & New officers need to come up with a transition plan	Executive Board	IP
3. Kerrie suggested that a small workgroup needs to be formed to research new CCR guidelines and the impact. Sharon will head this as part of strategy for 2016	Sharon	IP
4. Executive Board members need to look at the Policies & Procedures for their areas	Kerrie – By August Bernie – September Kelly – August Ed – July Linnette – July Sharon – July	IP
5. Second Saturday Workshop Breakfast charge did not clear	Linnette	ip
6. Investigate better use of social media to get the message out about chapter events (linkedin, facebook)	Bernie, Linnette, Kelly, Bob	ip
7. Investigate including Region 5 Chapter events on our chapter website	Linnette, Kelly	Done.

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS


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 4, 2015  
 American Tap Room  
 1601 Willow Lawn Drive #840  
 Richmond, VA 23230  
 Dial in: 641-715-3288  
 Access code: 701563

ATTENDEES & QUORUM STATUS

EXECUTIVE BOARD MEMBERS

President	Sharon Robbins, PMP	A	Executive VP	Bernie Farkas, PMP	A
VP Communication	Kelly Evans, PMP	P	VP Education	Kerrie Arkwell, PMP	
VP Operations	Linnette Kirill, PMP	A	VP Finance	Ed Foster, PMP	A

DIRECTORS

Advertising	Holly Hamel		Professional Development	Sarma Vadlamani	A
Certification	Linda Bell-Sinclair		Programs	Renee Moore	
Charlottesville	Fred Prisley	A	Registration Operations	Pamela Chan	
Correspondence	Ronald Younger	P	Secretary	Suresh Raju	
Event Operations	David Maynard		Special Projects	Cindy Parcell	A
Event Planning	Deirdre Feeney	A	Sponsorship		
Membership	Jason Plotkin		Toastmasters	Jack Townsend	
Outreach	Sam Beydoun		Volunteerism	Linda Hogan	

ALSO PRESENT

Bob Ramos, Marshall Shelton

A = Attended, P= On-Phone

AGENDA

Open Meeting:	1. Review & Approve Meeting Agenda Approve: Linnette; Second: Ed - Approved	Sharon
	2. Review & Approve Prior BoD Meeting Minutes Approve: Bernie; Second: Linnette - Approved	Sharon
	3. Review budget May not be sufficient money in the budget for the volunteer recognition dinner deposit	Ed
Unfinished Business:	1. 20 Year Anniversary Planning Sheraton Inn will be location – tentative date 11/4 (available) – Fun social event, no PDUs, working on the budget, Chinese menu/theme	Kelly

AGENDA

	<p>2. Board Transition Plans</p> <ul style="list-style-type: none"> <li>a. Bernie/Cindy – Election procedure written, Secretary procedures being written</li> <li>b. Kelly/Bob – progressing, met with Kelly</li> <li>c. Kerrie/Sharon – not officially started, but informal conversations</li> <li>d. Sharon/Bernie – Not started</li> </ul>	Old & New Officers
	<p>3. Board Procedures – Status; Initiation of Review</p> <ul style="list-style-type: none"> <li>- Bernie – eliminated existing procedures; draft of election, working on secretary</li> <li>- Kerrie – working on review and estimate in one week</li> <li>- Ed – not started</li> <li>- Linnette – has 30 policies</li> </ul>	All
	<p>4. Global LIM</p> <ul style="list-style-type: none"> <li>- 3-5 takeaways we can use</li> </ul> <p>Fred provided takeaways</p>	All LIM attendees
	<p>5. VITA Summit Planning</p> <p>Sharon heard from VDOT attendees that it was enjoyable</p> <p>Ed thanked everyone who helped judge the Papers; Ed will not manage the effort next year</p>	All
	<p>6. SAME PMP coaching support</p> <p>Call with Hampton Roads, will be attendee meeting at Hampton Roads; investigating what will be needed going forward. Another program out of Tampa Bay for military support. PMI Global looking to set-up a webex facility</p>	Kerrie
	<p>7. Dates for 2016 meetings</p> <p>The Place: 218, 3/16, 4/14, 5.18, 6/16, 7/13, 9/15, 10/19, 11/17</p> <p>Squirrels: avail 5/5, 5/31</p>	All
New Business:	<p>1. CCR Update</p> <p>PDU changing on 12/1 – there will be a bulk retirement of events prior to 2014</p> <p>Asking that the chapter update 2014 &amp; 2015 PDUs</p> <p>There is a webex that previews the new CCR system</p>	Sharon

AGENDA

	<p><b>2. Strategic Planning</b></p> <p>Plan is posted on Dropbox in Strategic Planning folder</p> <p>Focus for Transition Meeting:</p> <ul style="list-style-type: none"> <li>• SWAT analysis</li> <li>• Programs Initiatives, Targets, and initiatives</li> </ul>	<p>Sharon</p>
	<p><b>3. Transition Meeting</b></p> <p>Transition Meeting – Glen Allen Library</p> <p>Focus: Review 2015 achievements, 2016 Strategic Initiatives, Estimated Budget, 2015 Annual event/activities calendar</p>	<p>Bernie</p>
	<p><b>4. Website Updates</b></p> <p>Login Issue – caused by PMI global data warehouse migration and End of Month – seeing about 5 members/month affected</p> <p>Single Sign-on – New solution installed last month</p> <p>New Joomla Version (8.4) – several chapters have already moved; Contacting W. Virginia and Michigan to see their experience; Mobile ap available. Next month report on new features – cost is \$1,000</p> <p>Would like newer content; Directors own their own area of the site – should check and refresh every 6-months.</p>	<p>Linnette</p>
	<p><b>5. Cville Meeting</b></p> <p>Linnette met with Fred and team last week about how we can support them</p> <ul style="list-style-type: none"> <li>• Help with targeted communications</li> <li>• Re-engaging with the Darden School</li> </ul>	<p>Linnette/Fred</p>
	<p>Would like to review new marketing materials at the Board</p>	
<p>Education</p>		<p>Kerrie</p>



AGENDA		
Committee Reports:	Communications Leo – working with Sarah Maxwell to increase local effort Sam is working on VDOT on a meeting Working on the sponsor brochure; ready next week – needs about \$300 for funding (within budget)	Kelly
	Finance Still researching PMI check for R5 LIM	Ed
	Executive VP HIMMS partnership in place Contacted by VCU AITP partner to work with us next year	Bernie
	President	Sharon
	Operations Looking to change min/max at the Place to 50-100 – waiting on information to see about change Squirrels- looking at new contract and other benefits to improve the event Volunteer Dinner meeting – no information on planning Contacted MindEdge	Linnette
Review Action Items:		Bernie / Suresh
Adjourn Meeting		

CURRENT ACTION ITEMS			
Action Item	Responsible	Due Date	
1. Global LIM takeaways	All attendees	11/18	
2. Global LIM Expense Reports	Ron		
3. Update Calendar on Dropbox with 2016 events	All		
4. Check on status of bulk update of PDUs	Sharon		
5. List of 2014 & 2015 Events	Linnette	11/5	
6. Update list of events with triangle information	Event Owner	11/12	
7. Update CCR with event information	Sharon/Kerrie	11/30	
8. Provide Strategic Plan with Transition Planning Materials	Bernie		
9. Electronic copy of marketing material on Dropbox	Kelly		
10. Let Kelly know to print Brochures when ready	Sharon		
11. Follow-up on details of volunteer dinner meeting	Linnette/Sharon		
12.			
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14.			

OLDER ACTION ITEMS		
Action Item	Responsible	Due Date
1. Old & New officers need to come up with a transition plan	Executive Board	IP
2. Kerrie suggested that a small workgroup needs to be formed to research new CCR guidelines and the impact. Sharon will head this as part of strategy for 2016	Sharon	IP
3. Executive Board members need to look at the Policies & Procedures for their areas	Kerrie – By TB Bernie – Dec Kelly – Done Ed – TBD Linnette – Dec Sharon – Done	IP
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QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS

GENERAL TOPICS OF DISCUSSION

ACTIVE SUBCOMMITTEES	
Subcommittee	Overview

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

Saturday, December 5, 2015 10:00am  
 Glen Allen Library  
 10501 Staples Mill Road, Glen Allen, VA 23060

ATTENDEES & QUORUM STATUS

EXECUTIVE BOARD MEMBERS

President	Sharon Robbins, PMP	A		Executive VP	Bernie Farkas, PMP	A
VP Communication	Kelly Evans, PMP	A		VP Education	Kerrie Arkwell, PMP	A
VP Operations	Linnette Kirill, PMP	A		VP Finance	Ed Foster, PMP	A

DIRECTORS

Advertising	Holly Hamel			Professional Development	Sarma Vadlamani	A
Certification	Linda Bell-Sinclair			Programs	Renee Moore	
Charlottesville	Fred Prisley			Registration Operations	Pamela Chan	A
Correspondence	Ronald Younger			Secretary	Suresh Raju	A
Event Operations	David Maynard			Special Projects	Cindy Parcell	A
Event Planning	Deirdre Feeny			Sponsorship		
Membership	Jason Plotkin			Toastmasters	Jack Townsend	
Outreach	Sam Beydoun			Volunteerism	Linda Hogan	

ALSO PRESENT

Bob Ramos

A = Attended, P= On-Phone

AGENDA

Open Meeting:	1. Review & Approve Meeting Agenda - Kelly/Kerrie	Sharon
	2. Review & Approve Prior BoD Meeting Minutes - Kerrie/Kelly	Sharon
	3. Review budget	Ed
Unfinished Business:	1. Board Procedures – Status; Initiation of Review - In progress.	All

AGENDA

	<p>2. Dates for 2016 meetings</p> <ul style="list-style-type: none"> <li>- All the Dates need to be consolidated.</li> </ul>	Old & New Officers
New Business:	<p>1. Headcount for Region 5 LIM (April 7-9, 2016)</p> <ul style="list-style-type: none"> <li>- Headcount for Region 5 Meetings – April 6-9 @ VA Beach – Hampton Roads branch will host – Planning for 10.</li> </ul>	Bernie / Sharon
	<p>2. PMI Data Struggles</p> <ul style="list-style-type: none"> <li>- Many issues in the last few months – Please forward any further issues to Linnette.</li> </ul>	Linnette
	<p>3. Website Refresh</p> <ul style="list-style-type: none"> <li>- Kicked on Wednesday with Proteon – 3 to 4 week process – Will look at some templates – Many volunteers are helping – New Zoomla is great – Better repository – Input will be requested by Linnette.</li> <li>- <b>AI:</b> Everyone review and send your feedback.</li> </ul>	Linnette
	<p>4. Zimbra Admin Updates</p> <ul style="list-style-type: none"> <li>- We are geeting an Admin client.</li> </ul>	Linnette
	<p>5. PDU Presentation</p> <ul style="list-style-type: none"> <li>- John Stenbeck sent us couple of slides - People are fine with the changes – They want some screen shots – Set-up a webinar in December – Schedule a Hands-on in January.</li> <li>- PMICVC will list the PDU category ahead of time – Pre-Meeting will go under Technical.</li> <li>- <b>AI:</b> Kerrie/Sharma will create ppt on this.</li> </ul>	

AGENDA		
	<p>6. Chesterfield Library</p> <ul style="list-style-type: none"> <li>- They are holding an all-day event in February – They wanted us to host an hour on Project Management – Planning, etc.</li> <li>- <b>AI:</b> Linnette/Deirdre will take a lead on this.</li> </ul>	
	<p>7. Military Liaison</p> <ul style="list-style-type: none"> <li>- Hampton Roads/Fort Lee are interested in getting help from us – Kerrie will reach out to the Mentors.</li> </ul>	
	<p>8. November Dinner Meeting</p> <ul style="list-style-type: none"> <li>- People are interested in PDU reporting Webinars.</li> </ul>	
	<p>9. Volunteer Names</p> <ul style="list-style-type: none"> <li>- <b>AI:</b> Everyone needs to send their volunteer lists ASAP.</li> </ul>	Kelly
	<p>10. New Directors</p> <p><b>Motion:</b></p> <ul style="list-style-type: none"> <li>- Military Liaison Director – Kerrie Arkwell</li> <li>- Director of GOV Practice Group - Samuel Henderson, Jr.</li> <li>- Director of Sponsorship – Kelly Evans</li> <li>- Linnette/Ed – Approved.</li> </ul>	
Review Action Items:		Suresh
Adjourn Meeting	- Kerrie/Kelly.	

CURRENT ACTION ITEMS		
Action Item	Responsible	Due Date
1. Review website refresh and send your feedback	All	
2. Create a ppt on PDUs	Kerrie/Sharma	
3. Work with Chesterfield Library on their volunteer need	Linnette/Deirdre	
4. Send in the volunteer lists	All	
5. Review where the Directors for GOVPG and PMOPG should report	Sharon/Bob	

OLDER ACTION ITEMS		
Action Item	Responsible	Due Date
1. Old & New officers need to come up with a transition plan	Executive Board	Done.
2. Kerrie suggested that a small workgroup needs to be formed to research new CCR guidelines and the impact. Sharon will head this as part of strategy for 2016	Sharon	Done.
3. Executive Board members need to look at the Policies & Procedures for their areas	Kerrie – By TB Bernie – Dec Kelly – Done Ed – TBD Linnette – Dec Sharon – Done	IP
4. Global LIM takeaways	All attendees	11/18 IP.
5. Global LIM Expense Reports	Ron	Done.
6. Update Calendar on Dropbox with 2016 events	All	IP.
7. Check on status of bulk update of PDUs	Sharon	Done.
8. List of 2014 & 2015 Events	Linnette	11/5 Done.
9. Update list of events with triangle information	Event Owner	11/12 Done.
10. Update CCR with event information	Sharon/Kerrie	11/30 Done.
11. Provide Strategic Plan with Transition Planning Materials	Bernie	Done.
12. Electronic copy of marketing material on Dropbox	Kelly	IP.
13. Let Kelly know to print Brochures when ready	Sharon	Done.
14. Follow-up on details of volunteer dinner meeting	Linnette/Sharon	Done.

QUESTIONS / ISSUES	
Question / Issue	Approach / Resolution

DECISIONS
<p><b><u>New Directors:</u></b></p> <p><b><u>Motion:</u></b></p> <ul style="list-style-type: none"> <li>- Military Liaison Director – Kerrie Arkwell</li> <li>- Director of GOV Practice Group - Samuel Henderson, Jr.</li> <li>- Director of Sponsorship – Kelly Evans</li> </ul> <p>Linnette/Ed – Approved.</p>

GENERAL TOPICS OF DISCUSSION

ACTIVE SUBCOMMITTEES

Subcommittee	Overview



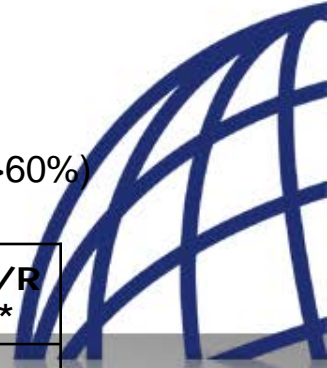
# PMI CVC 2015 Board of Directors Quarterly Reports - 1<sup>st</sup> Quarter



April 1, 2015

# 2015 President

\*G = On Target (80+%),  
 Y = Slightly Behind (<80%,>60%)  
 R = Behind (<60%)



#	Objective	Qtr	Measurement	Status	G/Y/R*
1	• Mentor PMI CVC Leaders	1Q-4Q	PMI CVC Bootcamp	• Little response to initial request	Y
2	• Attendance at Regional Meetings	1Q	# attendees at meeting	• Meeting held Mar 19-21; 5 attendees	G
3	• Succession Planning	1Q-4Q	• Solicit for Board positions; influence members to volunteer	• Initial outreach started	G
4	• Chapter Governance	1Q-4Q	• Ensure documents required by PMI, and other entities are completed	• Charter Renewal completed	G
5	• Chapter Processes	1Q-4Q	• Assist with 'institutionizing' chapter practices	• Posted old policies & procedures on DropBox	Y
6	• Annual Report to Members	3Q		Not Started	
7					



# 2015 Executive VP

\*G = On Target (80+%),  
 Y = Slightly Behind (<80%,>60%)  
 R = Behind (<60%)



#	Objective	Qtr	Measurement	Status	G/Y/R*
1	Chapter Awards	1Q	Awards Submitted	Started	G
2	Elections	1Q-2Q	Elections Completed	Started	G
3	• Cooperative Agreements	2Q	HIMMS, Construction	Not Started	
4					
5					
6					
7					

# 2015 VP Communications

\*G = On Target (80+%),  
 Y = Slightly Behind (<80%,>60%)  
 R = Behind (<60%)

#	Objective	Qtr	Measurement	Status	G/Y/R*
1	New Member	1Q-4Q	New member engagement <ul style="list-style-type: none"> <li>• orientation</li> <li>• engagement at events</li> </ul>	In Process	G
2	Outreach – C’ville	1Q-4Q	<ul style="list-style-type: none"> <li>• Transition to Committee Structure with Director</li> </ul>	In Process	G
3	Alternate mtgs	1Q-4Q	<ul style="list-style-type: none"> <li>• 3 alternate mtgs scheduled</li> <li>• ToastMasters</li> </ul>	In Process	G
4	Newsletter	1Q-4Q	Published	None in 2015	G
5	Outreach – Univ	1Q-4Q		Recommit for 2015	G
6	Sponsorship Mgmt	1Q-4Q	Mtgs w potential sponsors		G
7	Outreach to Prospects	3Q-4Q		Not Started	

# 2015 VP Communications

\*G = On Target (80+%),  
 Y = Slightly Behind (<80%,>60%)  
 R = Behind (<60%)



#	Objective	Qtr	Measurement	Status	G/Y/R*
8	Social Media	1Q-4Q	LinkedIn and Twitter		G
9	Marketing Plan	2Q	Plan completed and executed	Need to engage Holly	R

# 2015 VP Education

\*G = On Target (80+%),  
 Y = Slightly Behind (<80%,>60%)  
 R = Behind (<60%)



#	Objective	Qtr	Measurement	Status	G/Y/R*
1	Chapter Mtgs	1Q-4Q	10 per year	Jan, Feb, Mar mtgs held	G
2	Sat Seminar	1Q-4Q	2 minimum	2 in planning, Hector	G
3	PMO / Gov Groups	1Q-4Q	Meetings for each group		G
4	Chapter Sponsored PDUs		Needs clarification		
5	ToastMasters	1Q-4Q	Bi-monthly meetings		G
6	Chapter Sponsored Training	1Q-4Q	2 minimum	2 in planning – Agile, PMP	G
7	Mtg Location	1Q-4Q			G

# 2015 VP Education

\*G = On Target (80+%),  
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 R = Behind (<60%)



#	Objective	Qtr	Measurement	Status	G/Y/R*
8	Types of Speakers				G
9	Meeting Topics				G
10	Mentoring		Program in place	2 people volunteered; engaged with WDC	Y
11	Outreach to Industry	3Q-4Q		Not started	
12	PMP Workshop	2Q	Program scheduled and executed	No info yet	Y
13	Prep Study Group		Group scheduled and executed	Need to regroup	R

# 2015 VP Operations

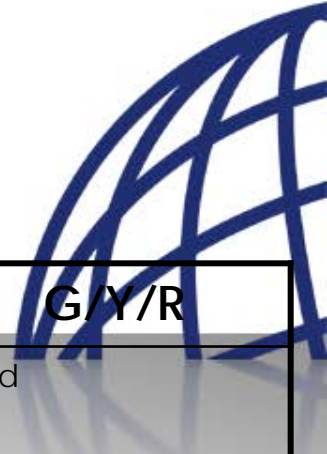


#	Objective	Target	Measurement	Status	G/Y/R
1	Develop Document Retention Policy	<del>March 2015</del> April 2015	Delivered Artifact Approved by Board	Draft policy started, need to complete and send to BOD for first review	Yellow- PTG, complete draft
1a	Archive event planning artifacts	April 2015	Quarterly Archive of Event documents and LLs	Artifacts collected- need to post	Yellow
2	On time email event reminders	Monthly	Operations Metric	D Maynard sending email updates as data is received for Dinner meetings and PGs (not Toastmasters)	Green
3	Provide Logistics and Web support to sub-groups -PMO, GOV, & Toastmasters	Ongoing	Maintain record in Action Log - 72 hour SLA for response.		Jan/Feb - Green March - Yellow
4	Broadcast 2 dinner meetings	TBD	Executed Broadcasts	1) Web Cam purchased. (Next -Speaker)  2) Need VP ED assist for to identify Speakers open to broadcast	Green





# 2015 VP Operations



#	Objective	Target	Measurement	Status	G/Y/R
5	Website refresh every 15-20 days	20 Updates	Operations Metric Tracker	Content requested	Red
6	Support other committees	Ongoing	Ensure all events are posted and registration is open in a timely fashion.	Events are set up on a regular basis.	Green
7	Create section to highlight and feature tools, books and templates from ProjectManagement.com	May 1, 2015	Section added to Website	Process and approval workflow established	Not Started
8	Explore Collaboration Tools for Committee's to use	May 2015	Determine if a tool is needed and research tool funct and pricing	1) Survey to FullBoard 2) Reviewing Join Me	Green
9	Website EDU	Ongoing	# of courses attended	Attended (5) courses 1Q	Green



# 2015 VP Finance

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 R = Behind (<60%)



#	Objective	Qtr	Measurement	Status	G/Y/R*
1	<ul style="list-style-type: none"> <li>Clean Up Finance Books</li> </ul>	4Q2014, 1Q	Books in order	<ul style="list-style-type: none"> <li>Assumed responsibility for final two months of predecessor's duties. Recorded financial transactions for Nov and Dec 2014.</li> <li>Re-established relationships with Chapter's vendors - accountant, bank, post office, and storage facilities.</li> <li>Located over \$7,700 of non-recognized income in PayPal account and transferred to Chapter checking account.</li> </ul>	G

# 2015 VP Finance

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#	Objective	Qtr	Measurement	Status	G/Y/R*
2	2015 Budget	1Q	Final Budget	<ul style="list-style-type: none"> <li>Created new chart of accounts to record Chapter's income and expenses and entered in QuickBooks.</li> <li>Worked with fellow Board members to create Chapter's 2015 budget and entered into QuickBooks.</li> <li>Entered all 2015 first quarter financial transactions for Chapter into QuickBooks using previously noted chart of accounts. Account is now current with all financial transactions.</li> <li>Created budget reports using previously noted chart of accounts and created budget reports for fellow Board members. Note: Budget reports for period ending March 31 will be available morning of April 1.</li> </ul>	G
3	Expense Policy		Policy	<ul style="list-style-type: none"> <li>Instituted new policy of attaching substantiating documentation (invoices/receipts and expense authorizations) to transactions in QuickBooks and executed for all 2015 transactions to-date. Such an audit trail will facilitate review of the Chapter's finances when and if performed.</li> </ul>	G

# 2015 VP Finance

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#	Objective	Qtr	Measurement	Status	G/Y/R*
4					
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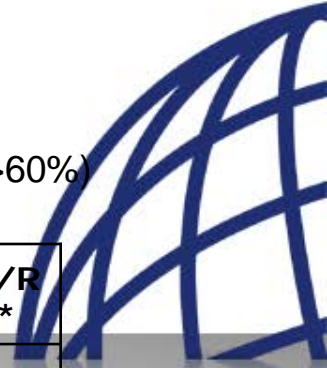
# PMI CVC 2015 Board of Directors Quarterly Reports - 2nd Quarter



July 8, 2015

# 2015 President

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 R = Behind (<60%)



#	Objective	Qtr	Measurement	Status	G/Y/R*
1	• Mentor PMI CVC Leaders	1Q-4Q	PMI CVC Bootcamp	• Little response to initial request	Y
2	• Attendance at Regional Meetings	1Q	# attendees at meeting	• Meeting held Mar 19-21; 5 attendees	G
3	• Succession Planning	1Q-4Q	• Solicit for Board positions; influence members to volunteer	• Initial outreach started	G
4	• Chapter Governance	1Q-4Q	• Ensure documents required by PMI, and other entities are completed	• Charter Renewal completed	G
5	• Chapter Processes	1Q-4Q	• Assist with 'institutionizing' chapter practices	• Posted old policies & procedures on DropBox	Y
6	• Annual Report to Members	3Q		Not Started	
7					



# 2015 Executive VP

\*G = On Target (80+%),  
 Y = Slightly Behind (<80%,>60%)  
 R = Behind (<60%)



#	Objective	Qtr	Measurement	Status	G/Y/R*
1	Chapter Awards	1Q	Awards Submitted	Completed	G
2	Elections	1Q-2Q	Elections Completed	Completed	G
3	• Cooperative Agreements	2Q	HIMMS, Construction	Not Started	Y
4					
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6					
7					

# 2015 VP Communications

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 R = Behind (<60%)

#	Objective	Qtr	Measurement	Status	G/Y/R*
1	New Member	1Q-4Q	New member engagement <ul style="list-style-type: none"> <li>• orientation</li> <li>• engagement at events</li> </ul>	2 in 2015	G
2	Outreach – C’ville	1Q-4Q	<ul style="list-style-type: none"> <li>• Transition to Committee Structure with Director</li> </ul>	Complete	G
3	Alternate mtgs	1Q-4Q	<ul style="list-style-type: none"> <li>• 3 alternate mtgs scheduled</li> <li>• ToastMasters</li> </ul>	Complete ToastMasters, Member Orientation Squirrels	G
4	Newsletter	1Q-4Q	Published	None in 2015	G
5	Outreach – Univ	1Q-4Q		Not started	G
6	Sponsorship Mgmt	1Q-4Q	Mtgs w potential sponsors	Met with S3, VACO, VCU	G
7	Outreach to Prospects	3Q-4Q		Not Started	



# 2015 VP Communications

\*G = On Target (80+%),  
 Y = Slightly Behind (<80%,>60%)  
 R = Behind (<60%)



#	Objective	Qtr	Measurement	Status	G/Y/R*
8	Social Media	1Q-4Q	LinkedIn and Twitter	Using both for announcements of meetings	G
9	Marketing Plan	2Q	Plan completed and executed	Not started; have new team member in place	R

# 2015 VP Education

\*G = On Target (80+%),  
 Y = Slightly Behind (<80%,>60%)  
 R = Behind (<60%)



#	Objective	Qtr	Measurement	Status	G/Y/R*
1	Chapter Mtgs	1Q-4Q	10 per year	Jan, Feb, Mar mtgs held	G
2	Sat Seminar	1Q-4Q	2 minimum	2 in planning, Hector	G
3	PMO / Gov Groups	1Q-4Q	Meetings for each group		G
4	Chapter Sponsored PDUs		Needs clarification		
5	ToastMasters	1Q-4Q	Bi-monthly meetings		G
6	Chapter Sponsored Training	1Q-4Q	2 minimum	2 in planning – Agile, PMP	G
7	Mtg Location	1Q-4Q			G

# 2015 VP Education

\*G = On Target (80+%),  
 Y = Slightly Behind (<80%,>60%)  
 R = Behind (<60%)



#	Objective	Qtr	Measurement	Status	G/Y/R*
8	Types of Speakers				G
9	Meeting Topics				G
10	Mentoring		Program in place	2 people volunteered; engaged with WDC	Y
11	Outreach to Industry	3Q-4Q		Not started	
12	PMP Workshop	2Q	Program scheduled and executed	No info yet	Y
13	Prep Study Group		Group scheduled and executed	Need to regroup	R

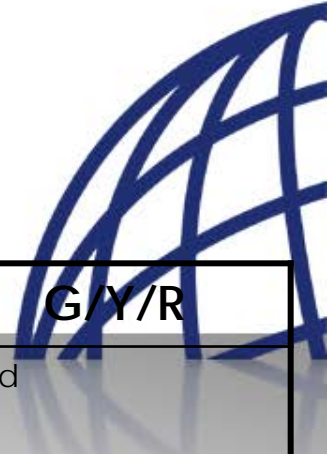
# 2015 VP Operations



#	Objective	Target	Measurement	Status	G/Y/R
1	Develop Document Retention Policy	<del>March 2015</del> April 2015	Delivered Artifact Approved by Board	Draft policy started, need to complete and send to BOD for first review	Yellow- PTG, complete draft
1a	Archive event planning artifacts	April 2015	Quarterly Archive of Event documents and LLs	Artifacts collected- need to post	Yellow
2	On time email event reminders	Monthly	Operations Metric	D Maynard sending email updates as data is received for Dinner meetings and PGs (not Toastmasters)	Green
3	Provide Logistics and Web support to sub-groups -PMO, GOV, & Toastmasters	Ongoing	Maintain record in Action Log - 72 hour SLA for response.		Jan/Feb - Green March - Yellow
4	Broadcast 2 dinner meetings	TBD	Executed Broadcasts	1) Web Cam purchased. (Next -Speaker) 2) Need VP ED assist for to identify Speakers open to broadcast	Green



# 2015 VP Operations



#	Objective	Target	Measurement	Status	G/Y/R
5	Website refresh every 15-20 days	20 Updates	Operations Metric Tracker	Content requested	Red
6	Support other committees	Ongoing	Ensure all events are posted and registration is open in a timely fashion.	Events are set up on a regular basis.	Green
7	Create section to highlight and feature tools, books and templates from ProjectManagement.com	May 1, 2015	Section added to Website	Process and approval workflow established	Not Started
8	Explore Collaboration Tools for Committee's to use	May 2015	Determine if a tool is needed and research tool funct and pricing	1) Survey to FullBoard 2) Reviewing Join Me	Green
9	Website EDU	Ongoing	# of courses attended	Attended (5) courses 1Q	Green



# 2015 VP Finance

\*G = On Target (80+%),  
 Y = Slightly Behind (<80%,>60%)  
 R = Behind (<60%)



#	Objective	Qtr	Measurement	Status	G/Y/R*
1	<ul style="list-style-type: none"> <li>Clean Up Finance Books</li> </ul>	4Q2014, 1Q	Books in order	<ul style="list-style-type: none"> <li>Assumed responsibility for final two months of predecessor's duties. Recorded financial transactions for Nov and Dec 2014.</li> <li>Re-established relationships with Chapter's vendors - accountant, bank, post office, and storage facilities.</li> <li>Located over \$7,700 of non-recognized income in PayPal account and transferred to Chapter checking account.</li> </ul>	G

# 2015 VP Finance

\*G = On Target (80+%),  
 Y = Slightly Behind (<80%,>60%)  
 R = Behind (<60%)



#	Objective	Qtr	Measurement	Status	G/Y/R*
2	2015 Budget	1Q	Final Budget	<ul style="list-style-type: none"> <li>Created new chart of accounts to record Chapter's income and expenses and entered in QuickBooks.</li> <li>Worked with fellow Board members to create Chapter's 2015 budget and entered into QuickBooks.</li> <li>Entered all 2015 first quarter financial transactions for Chapter into QuickBooks using previously noted chart of accounts. Account is now current with all financial transactions.</li> <li>Created budget reports using previously noted chart of accounts and created budget reports for fellow Board members. Note: Budget reports for period ending March 31 will be available morning of April 1.</li> </ul>	G
3	Expense Policy		Policy	<ul style="list-style-type: none"> <li>Instituted new policy of attaching substantiating documentation (invoices/receipts and expense authorizations) to transactions in QuickBooks and executed for all 2015 transactions to-date. Such an audit trail will facilitate review of the Chapter's finances when and if performed.</li> </ul>	G

# 2015 VP Finance

\*G = On Target (80+%),  
Y = Slightly Behind (<80%,>60%)  
R = Behind (<60%)



#	Objective	Qtr	Measurement	Status	G/Y/R*
4					
5					
6					
7					