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

PMI CENTRAL VIRGINIA CHAPTER - BOARD OF DIRECTORS MEETING

Date	Wednesday, February 11, 2026 at 6:00 pm
Virtual Meeting	Microsoft Teams Meeting

ATTENDEES & QUORUM STATUS

EXECUTIVE BOARD MEMBERS

Position	Name	Present (P)		Name	Present (P)
President	**Suresh Raju**	Present (P)	Executive VP	**Christina (Tina) Guthrow**	Present (P)
VP Communications	**Aleta Fonville**	Present (P)	VP Education	**Kelly Evans**	
VP Finance	**Ed Foster**	Present (P)	VP Operations	**Jacob Biguvu**	Present (P)

DIRECTORS

Position	Name	Present (P)		Name	Present (P)
Academic Outreach	**Rekha Singh**		Special Projects	**Claiborne Gregory**	Present (P)
Administration	**Kristen Daugherty**	Present (P)	Technology	**Ajay Sankaralingam**	Present (P)
Charlottesville	**Joshua Thomas**		Toastmasters	**Marc Chambers**	Present (P)
Fredericksburg	**Heather Crampton**		Volunteerism	**Letitia (Tish) Burrell**	
Membership	**Jason Plotkin**		Event Planning	OPEN	
Military Outreach	**Antonio Belmar**		Financial Oversight	OPEN	
Operations	**Raveesha C L**	Present (P)	Newsletters	OPEN	
Professional Development	**Kerrie Arkwell**	Present (P)	Speakers	OPEN	
Programs	**Mia Wang**	Present (P)	Sponsorship	OPEN	
Registration	**Saravanan (Saro) Rajamanickam**	Present (P)	Volunteer Coordinator	OPEN	
Social Media	**Nia Llenas**				

ALSO PRESENT

GROUND RULES

Show up on time and come prepared
Stay mentally and physically present
Contribute to meeting goals
Let everyone participate
Listen with an open mind
Think before speaking
Stay on point and on time

AGENDA

Pre-meeting & Open Meeting - Suresh Raju, President

	Agenda Item	Person	Discussion/Motion
1	Open the BoD Meeting	Exe. Board	Jacob/Tina
2	Review & Approve Prior BoD Meeting Minutes	Exe. Board	Jacob/Suresh
3	Review & Approve Agenda	Exe. Board	Aleta/Tina
4	MARV Event Feedback	All	The event was well attended and was, overall, very lovely. The venue was great including the size and mood. The headshot photography could've used some directional signs. There was an incredibly long buffet line which could've also used some labeling signs, which ended up getting us a discount of a few hundred dollars. The salad included meat, which was a surprise, especially given the vegetarian guests. We may need to consider a better check-in system such as an app or something as done at the LIM. We should have two copies of the sign-in sheets to check-in people. May need a new projector, mic, and speakers. We assumed they had a screen, projector, and audio system, but they did not, so we may want to discuss any investments or solutions during the strategy meeting. Membership feedback was focused on the room size, the tables were tight, and the screen was small. It was hard to enjoy the music with the size of the room. We'll review any other survey feedback during the strategy meeting. Also during the strategy meeting, we may discuss the timing of the MARV event during a time when winter weather would not be an issue. We want to remember to have an event photographer. **AI: Technology team will explore the QR code scan/check-in or other possible solutions to improve the check in process.**

5	Status of NDA's for 2026	Tina	As it stands, NDA's have been sent to those currently on the board and Tina has not received any requests from VP's for any other NDA's for new board members. She is missing NDA's from a few people. Anyone who has not received their NDA, reach out to Tina at Executive.VP@pmicvc.org and request. **AI: Anyone that has not filled in the NDA's, please complete it.** **AI: Tina will add information about who has completed the NDA's to the current contact sheet.**
6	SOP's & Roles and Responsibilities	Claiborne/All	This is still a work in progress, but we have had progress. Operations has R&R and SOP uploaded, just need to add to the spreadsheet. Education has started to make notes in spreadsheet but no docs. Communications, spreadsheet is incomplete and R&R but no SOPS. Recaping instruction: Reach out to Claiborne via text and he will provide clarification on the needs for this. VP's and Directors can originate the documents within the folders themselves and title it as "DRAFT" until complete then denote the document in the spreadsheet and denote its status (not yet complete, approved, etc.). Individual Directors, please work with your VPs on these documents as the VPs are responsible for the completion of these. The existing action items are currently due at the end of the month, February 28th, 2026.
7	Board Strategy Planning Meeting	Suresh	The Board Strategy Planning meeting has been rescheduled due to the inclement weather on 01/31/2026 to Saturday, February 21st, 2026 and will be at the DriveShack. We will have the outgoing PMI Region 5 Mentor and the incoming Region 5 Mentor and they will provide some guidance in the beginning of the meeting. Executive VPs need to complete their Strategy Planning document. We will be working through the core services document which comprises of a few different areas. VPs, discuss any ideas with your Directors, as all innovative ideas are welcome, and please bring your ideas to the meeting. **AI: All VP's need to complete their Strategy Planning document.** **AI: Please respond to the calendar invite if you will be able to join the Board Strategy Planning Meeting in person, remotely, or not at all.** **AI: Kristen, send last year's core services document to the full board for reference.**
8	Pints & PDU's	Tina	Brett mentioned a concept that he saw through another chapter as a way to get the younger crowd engaged. We have many breweries in the area. The concept is that you ask the owner or manager what the process is like to come up with a new brew, event, campaign, or other project. This acts as a live education and networking opportunity. People would pay for their own food and drink. This could appeal to members. We could discuss it during the strategy meeting, as well as other engagement ideas or other special events in addition to the monthly dinner meetings. If there are other events that you're aware of that we may want to get involved with, we can discuss that as well.
9	All Aboard	Tina	We had our first All Aboard virtual meeting on January 29th. We had great response and people at the MARV event said they had come to the All Aboard event and that it was useful. It allowed people to get the opportunity to understand PMI and PMICVC. We may want to consider it more frequently than quarterly because it allowed for more engagement and collaboration. We will have another iteration on March 24th and try a cadence of bi-monthly at the end of every month. Tina will schedule future All Aboard meetings and assign leads because it would be best if there is variance in presenters. The event was recorded if anyone wants to understand the format or consider lessons learned. **AI: Jacob and Tina will discuss the details of the All Aboard meeting and get it out to people.**
10	February Events	Suresh Raju	On February 23rd is the next Toastmasters event. The link in the infographic of the newsletter leads to January, but in future this will be corrected. Newsletters come out on the 2nd and 4th Sunday of each month, and all information regarding newsletters currently must go to Aleta. ProjectBites event on February 18th is ready to go. **AI: VP's, please complete the slides for the Charlottesville event on February 12th, 2026.** **AI: Marc, please send information about the speaker for the February 23rd Toastmasters event to Aleta.**
11	Review of Action Items	Kristen	Reviewed the Action Items.
12	Adjournment	Exe. Board	Jacob/Tina

VP Area Items

Section	Agenda Item	Responsible	Discussion/Motion
Communications	N/A	Aleta Fonville	Aleta needs information about our Volunteer of the Year to feature him on the newsletter. **AI: Technology team, review the 2025 version of "Volunteer of the Year" for the website and provide a shoutout on the website by February 18th, 2026 and Aleta will repeat the information in the Newsletter.** VDOT has reached out and asked us to post their jobs on our website and that is available on the "Get Involved" page on our website. This acts as a place where people can post or view jobs. We are going to see what we can do to put more jobs out there. Aleta has sent information about our 3 social media sites and encourages everyone to like, comment, and/or share any events. Nia will have our new banner by Saturday.
Education	N/A	Kelly Evans	
Finance	N/A	Ed Foster	Suresh and Ed will go to our bank this Friday to finalize the formalities. Aleta has received the invoice from the MARV venue. **AI: Aleta will forward the invoice from the MARV venue to Ed and Suresh.**
Operations	N/A	Jacob Biguvu	Thank you for awarding Saro with the Volunteer of the Year. He has done a fantastic job of submitting PDU's and creating study groups. We want to adjust the survey for the events. Each event will have a unique survey link and we will create templates based on the type of event.
Executive VP	N/A	Christina (Tina) Guthrow	
President	N/A	Suresh Raju	

Action Items

CURRENT ACTION ITEMS

	Action Item	Responsible	Due Date
1	**Explore the QR code scan/check-in or other possible solutions to improve the check in process.**	Jacob/Ajay	
2	**Anyone that has not filled in the NDA's, please complete it.**	All	
3	**Add information about who has completed the NDA's to the current contact sheet.**	Tina	
4	**Complete the Strategy Planning document.**	Exe. Board	
5	**Respond to the calendar invite if you will be able to join the Board Strategy Planning Meeting in person, remotely, or not at all.**	All	
6	**Send last year's core services document to the full board for reference.**	Kristen	
7	**Discuss the details of the All Aboard meeting and get it out to people.**	Tina/Jacob	
8	**Complete the slides for the Charlottesville event on February 12th, 2026.**	Exe. Board	2/12/2026
9	**Send information about the speaker for the February 23rd Toastmasters event to Aleta.**	Marc	2/18/2026
10	**Review the 2025 version of "Volunteer of the Year" for the website and provide a shoutout on the website by February 18th, 2026 and Aleta will repeat the information in the Newsletter.**	Jacob/Ajay/Aleta	2/18/2026
11	**Forward the invoice from the MARV venue to Ed and Suresh.**	Aleta	

OLD ACTION ITEMS			
	Action Item	**Responsible**	**Due Date**
1	Navigate to the SOP spreadsheets, list the necessary documents and relevant information, and generate drafts of SOPs within your department - Locate your department's respective SOPs and place them in the SOP folder to be reviewed by Executive Board for updates and approval - Originate necessary SOPs for routine tasks that require an SOP and upload to SOP folder for review and approval by Executive Board.	Executive Board	2/28/2026
2	Fill in the spreadsheet to assess what SOPs are needed and what we already have.	Executive Board	2/28/2026
3	Navigate to the Roles & Responsibilities spreadsheets, list the necessary roles and relevant information, and generate drafts of Roles & Responsiblities within your department - Input all the Roles within their departments in the "Roles and Responsibilities" spreadsheet - Define the roles and responsibilities within your department.	Executive Board	2/28/2026
4	Arrange a synergy meeting for Toastmasters and PMI-CVC with Kelly and Suresh.	Marc	DONE
5	Reach out to Heather to see if there are any updates regarding monthly Fredericksburg events and will update the communications teams if there is anything to add to the calendar.	Kelly	IN PROGRESS
6	Share the information with the Executive Board and Antonio about the Veteran's Day event that we ran two years ago.	Melissa/Antonio	IN PROGRESS
7	Anyone who would like to help with the All Aboard meetings, please reach out to Tina via email to discuss the deck are operation of this meeting.	All	DONE
8	Discuss criteria for the Volunteer of the year as well as about alcohol at the event and if it is part of the ticket price.	Executive Board	DONE
9	Send the 2025 Budget spreadsheet to Executive Board.	Ed	DONE
10	Send Kerrie Arkwell's information to Ajay so he can complete the onboarding steps.	Jacob	DONE
11	Reach out to Kelly for the learning objectives and send the form/template that includes the needed information to Kelly and Suresh.	Saro	DONE
12	Send contract and invoice from Moria Lethbridge, the MARV speaker, to Suresh and Ed.	Kelly	DONE
13	Send Suresh the list of volunteers from 2025	2025 Executive Board	DONE
14	Ensure the MARV event's posting on the website is correct.	Ajay	DONE
15	Respond to the poll about 2026 Strategy Planning Meeting availability.	Full Board	DONE
16	Directors not able to attend the Stretegy Planning Meeting, please notify your respective VP about your area's goals, budget requests, or other input.	Full Board	2/20/2026
17	Ensure the meeting minutes from today's Board meeting are filled into PMI's template and will send it to PMI-CVC's Chapter Engagement Partner.	Kristen/Suresh	IN PROGRESS
18	Send NDAs out to all VPs, Directors, and Volunteers	Tina	IN PROGRESS
19	Jacob, Jason, Ajay, Marc, and Claiborne will meet to discuss MeetUps and training for the board on its use.	Jason/ Jacob/ Ajay/ Marc/ Claiborne	DONE
20	Arrange a meeting to discuss the New Member Orientation.	Tina	DONE
21	Draft the new organizational chart.	Claiborne	IN PROGRESS

Parking Lot			
	Parking Lot	**Responsible**	**Due Date**
1			
2			
3			

NEW VOLUNTEERS (Complete Before Board Meeting)		
Vice President	**Committee/Volunteer Role**	**New Volunteer Name(s)**

VOLUNTEER NEEDS (Complete Before Board Meeting)			
Vice President	**Committee**	**Volunteer Role**	**VRMS ID**
Education	Symposium	Symposium Project Manager Position	30224
Education	Outreach	Director of Outreach	30910
Education	Event Planning	Director of Event Planning	30912
President	Sponsorship	Director of Sponsorship	30913
Communications	Marketing	Director of Marketing	30907
Operations	Registration	Director of Registration Ops	