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, March 4, 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**	Present (P)	Special Projects	**Claiborne Gregory**	Present (P)
Administration	**Kristen Daugherty**	Present (P)	Technology	**Ajay Sankaralingam**	Present (P)
Charlottesville	**Kelly Mahanes**	Present (P)	Toastmasters	**Marc Chambers**	Present (P)
Fredericksburg	**Heather Crampton**		Volunteerism	**Letitia (Tish) Burrell**	Present (P)
Membership	**Jason Plotkin**	Present (P)	Event Planning	OPEN	
Military Outreach	**Antonio Belmar**		Financial Oversight	OPEN	
Operations	**Raveesha C L**	Present (P)	Newsletters	OPEN	
Professional Development	**Kerrie Arkwell**		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/Tina
3	Review & Approve Agenda	Exe. Board	Jacob/Aleta

4	March Events	All	**03/11/2026 - ProjectBites Virtual Event (Kelly/Jacob/Aleta):** Everything is ready for this event. **03/12/2026 - Richmond Dinner Meeting (Kelly/Jacob/Aleta):** Suresh will print the name tags and registration list and bring to the event. Tish and one other will be on the registration desk to check people in. At the last event, Dark Rhino had some issues exporting the names of people registered for the event in the right format and Jacob has since raised a ticket with Dark Rhino. We will have a giveaway and Suresh will bring the raffle tickets. **AI**: Executive Board, please update the deck for the Richmond dinner meeting on March 12th 2026. **AI**: Kelly and/or Mia send Saro the learning objectives for the March 12th 2026 Richmond dinner meeting. **AI**: Suresh will print the name tags and registration list for the March 12th 2026 Richmond dinner meeting. **AI:** Jason will update the details for Membership on the March 12th 2026 Richmond dinner meeting deck. **03/23/-2026 - Toastmasters Event (Kelly/Marc):** Everything is ready for this event. Marc was able to connect with Aleta on the newsletter to provide the updated information for the event. The March 23rd event will be in-person (with the option to join virtually). **03/24/2026 - All Aboard - Virtual Meeting (Tina/Suresh):** The first iteration last month was well received and attended. Members found it very beneficial, thus we have increased the frequency. It made new members feel welcome and was an excellent opportunity to promote upcoming events - in fact, we saw a spike in the following event's attendance. The All Aboard event is properly listed on the calendar. Executive Board members are encouraged to attend in order to bolster New Member/Eager Member's interest to engage people. Suresh will be leading the March 24th All Aboard (lunch) meeting. The deck is already built and prepared. All Executive Board members have the opportunity to review the deck and make edits or additions.
5	SOP's / Roles & Responsibilities	Claiborne / All	Operations and Education appear to be almost complete. Communications will work through these. Finance will revisit this in April. Education will be ready upon some final approvals internally. **AI**: Jacob, please fill in the missing information for the R&R spreadsheet. **AI**: Aleta will get more information filled into the SOP and R&R folders by March 7th 2026. **AI**: Tina will get more information filled into the SOP and R&R folders by March 7th 2026. Existing action items below will be updated to reflect an overall deadline of March 15th 2026.
6	Budget Updates	Ed / Exec. Board	Ed is awaiting budgets. Once he has collected them, he will compile them into one budget and the Executive Board will have a meeting to finalize it altogether. Kelly's has been received. Ed will reschedule his meeting with Aleta to clarify her questions on the budget. He has sent the template to everyone. Jacob will update his budget as well and the Canva account will move under Operations' budget. Only when Ed received and finalized, he can send the budget reports. **AI**: Any VPs who have not yet sent your 2026 budgets, please send to Ed by March 11th, 2026.
7	Calendar Updates - Upcoming Events	Events Team (Kelly / Mia / Jacob / Raveesh)	Moving forward, handoff of the details to other departments will come from the "Events Team". All needed information for the upcoming events are in the Speaker Form that was finalized last year by Jacob and Ajay. Mia will confirm if there are any issues with the event posting for the website calendar. Mia will create a spreadsheet and put it in our Board Files folders for transparency. Further details about the process will be identified in the SOP. Our goal is to always have 3 months of events posted on the calendar in advance. All speakers have been finalized through June, but the May event and so on has not yet been posted because details are still being finalized. **AI**: Mia will confirm that the final details about May and June events are ready and send to relevant parties.
8	2026 Catalog of Core Services Worksheet	Exec. Board	**AI**: Executive Board, please fill in column G, "Planned Deliverables," based on the goals discussed at the Board Strategy meeting from your department.
9	New Member Welcome Emails	Aleta / Jason / Jacob	In the original iteration of the "New Member" emails, new members were sent a code for a complimentary dinner meeting. Jason has had some difficulty accessing these codes and needs this in order to send the emails. We will revisit the topic of the "Welcome" emails. **AI**: Jacob will send Jason the code for the new member registration tonight. **AI**: Jason will send out the code to new members by Saturday, March 7th.
10	Board Strategy Meeting Next Steps	All	During the Executive Board meeting, the team will discuss the goals. **AI**: VPs give Suresh input on goals discussed during the strategy meeting.
11			
12			
13			
14	Review of Action Items	Kristen	
15	Adjournment	Exe. Board	Jacob/Tina

VP Area Items

Section	Agenda Item	Responsible	Discussion/Motion
Communications	N/A	Aleta Fonville	
Education	N/A	Kelly Evans	
Finance	N/A	Ed Foster	
Operations	N/A	Jacob Biguvu	**AI**: Jacob will move the board's Canva account to a specific email address and not "Full Board".
Executive VP	N/A	Tina Guthrow	Headshots from the last MARV event were specifically sent to the members. For anyone on the board, let your VP know if you'd like your new photo to be added to the website. Your new photo has not been added anywhere but the folder and will not be put anywhere without your permission. **AI**: Board members that wish their new headshot to be changed on the website or anywhere else, let Suresh and Ajay know and they will update.
President	N/A	Suresh Raju	**AI**: Those who need business cards, let Suresh know.

Action Items

CURRENT ACTION ITEMS

	Action Item	Responsible	Due Date
1	**Update the deck for the Richmond dinner meeting on March 12th 2026.**	Executive Board	

2	**Send Saro the learning objectives for the March 12th 2026 Richmond dinner meeting.**	Kelly E./Mia	
3	**Print the name tags and registration list for the March 12th 2026 Richmond dinner meeting.**	Suresh	
4	**Update the details for Membership on the March 12th 2026 Richmond dinner meeting deck.**	Jason	
5	**Fill in the missing information for the R&R spreadsheet.**	Jacob	
6	**Add more information into the SOP and R&R folders.**	Aleta	3/7/2026
7	**Add more information filled into the SOP and R&R folders.**	Tina	3/7/2026
8	**Any VPs who have not yet sent your 2026 budgets, send to Ed.**	Executive Board	3/11/2026
9	**Confirm that the final details about May and June events are ready and send to relevant parties.**	Mia	
10	**Fill in column G, "Planned Deliverables," based on the goals discussed at the Board Strategy meeting from your department.**	Executive Board	
11	**Send Jason the code for the new member registration for March.**	Jacob	3/4/2026
12	**Send new members the code to first dinner.**	Jason	3/7/2026
13	**Give Suresh input on goals discussed during the strategy meeting.**	Executive Board	
14	**Move the board's Canva account to a specific email address and not "Full Board".**	Jacob	
15	**Let Suresh and Ajay know if you wish for your new headshot to be changed on the website or anywhere else and they will update.**	All	
16	**If you need business cards, let Suresh know.**	All	

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	3/15/2026
2	Fill in the spreadsheet to assess what SOPs are needed and what we already have.	Executive Board	3/15/2026
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	3/15/2026
4	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 E.	IN PROGRESS
5	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
6	Directors not able to attend the Strategy Planning Meeting, please notify your respective VP about your area's goals, budget requests, or other input.	Full Board	DONE
7	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
8	Send NDAs out to all VPs, Directors, and Volunteers.	Tina	DONE
9	Draft the new organizational chart.	Claiborne	IN PROGRESS
10	**Explore the QR code scan/check-in or other possible solutions to improve the check in process.**	Jacob/Ajay	IN PROGRESS
11	**Anyone that has not filled in the NDA's, please complete it.**	All	IN PROGRESS
12	**Add information about who has completed the NDA's to the current contact sheet.**	Tina	IN PROGRESS
13	**Complete the Strategy Planning document.**	Exe. Board	DONE
14	**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	DONE
15	**Send last year's core services document to the full board for reference.**	Kristen	DONE
16	**Discuss the details of the All Aboard meeting and get it out to people.**	Tina/Jacob	DONE
17	**Complete the slides for the Charlottesville event on February 12th, 2026.**	Exe. Board	DONE
18	**Send information about the speaker for the February 23rd Toastmasters event to Aleta.**	Marc	DONE
19	**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	DONE
20	**Forward the invoice from the MARV venue to Ed and Suresh.**	Aleta	DONE

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	