

PMI-SWVA Board of Directors

Meeting Agenda + Record



Meeting Date + Time: Tuesday, May 28, 2019 6:00pm- 8:00pm

Location: SKYPE

Conference Line:

Attendance

Quorum? Yes No

Name	Role	Present?
Paige Kanode, PMI-ACP, PMP	President**	<input type="checkbox"/> Yes <input type="checkbox"/> No
Jeff Dillon, PMP, PMI-ACP, CAPM	President-Elect**	<input type="checkbox"/> Yes <input type="checkbox"/> No
Brian Blackwell, PMP, PMI-ACP	Immediate Past President	<input type="checkbox"/> Yes <input type="checkbox"/> No
Patrice Freeland, PMP	VP Administration**	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ragan Farris, PMP, PMI-ACP	VP Finance**	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dave Rakes, PMP	VP Membership**	<input type="checkbox"/> Yes <input type="checkbox"/> No
Kristen Gorman, PMP	VP Technology*	<input type="checkbox"/> Yes <input type="checkbox"/> No
	VP Programs*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Megan Adkins	VP Professional Development*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Carole Porter, PMP	VP Marketing*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Darryl Agee, PMP, PMI-ACP	Director	<input type="checkbox"/> Yes <input type="checkbox"/> No
Carri Edmiston, PMP	Director	<input type="checkbox"/> Yes <input type="checkbox"/> No
Heather Price	Director	<input type="checkbox"/> Yes <input type="checkbox"/> No
Doug Martin, PMP, PMI-ACP	Director	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Denotes Voting Member

**Denotes Executive and Voting Member

Agenda

Time	Speaker	Agenda Item	Comments/Notes/Actions
6:00	Patrice	Call to Order <ul style="list-style-type: none"> Roll Call 	
6:05	Paige K	Remarks & Updates <ul style="list-style-type: none"> Communication & Collaboration 	* Let's review goals we set in Jan and stay energized and moving forward. May need to help in areas outside of your role. * Starting a Trello board and a weekly progress meeting on Friday mornings.
	Brian B	Remarks & Updates <ul style="list-style-type: none"> Virtual Meetings 	* Zoom giving us a free demo. We will test at the June 11 th chapter meeting at Hollins. Kristen will operate the camera and mic to record the presentation. Jeff will send Kristen Hollins contact info. Kristen will meet Brian online at least 30 min early.

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			<p>* Heather will send email to board so we can have multiple testers with different locations, Oss and FAQs to record issues.</p> <p>* Ongoing cost is \$15/month. Ragan stated that this will not negatively impact the budget.</p>
	Jeff D	<p>President-elect update</p> <ul style="list-style-type: none"> • Sponsorship 	<p>* No sponsors yet.</p> <p>* Still working on updating pricing structure.</p> <p>* Sent BOD link for survey regarding the family outing. Please look at by of the week so he can update and send to membership. Email or call Jeff with your feedback by Friday.</p>
	Ragan F.	<p>Finance Update</p> <ul style="list-style-type: none"> • Updates 	<p>* Charter renewal completed.</p> <p>* 1 receipt received for Ballast Point meeting. Please send her any others.</p>
	Megan	<p>Prof. Dev Update/Strategy</p> <ul style="list-style-type: none"> • Symposium 	<p>* Andy Kaufman has been given deposit and is confirmed.</p> <p>* Moving forward with the theme presented at the last meeting.</p>
	Patrice	<p>VP Administration Update</p> <ul style="list-style-type: none"> • By Laws update 	<p>* Discussion on final additions to the bylaws draft – Additional VP job descriptions will be added, Statement to be added regarding the required destruction of personally held Chapter documents when no longer needed. System of record will be listed in VPA Playbook.</p>
	Dave	<p>Membership Update/Strategy</p> <ul style="list-style-type: none"> • Updates 	* N/A
	Carole	<p>Marketing Update/Strategy</p> <ul style="list-style-type: none"> • Name tags and businesscards 	* N/A
	Kristen	<p>Technology Update/Strategy</p> <ul style="list-style-type: none"> • Updates 	* Will work through list of website updates discussed at last meeting.
	Darryl	<p>Director Updates</p> <ul style="list-style-type: none"> • Scorecard • Other updates 	* N/A
	Carri	Director Updates	* N/A

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		• Updates	
	Doug	Director Updates • Updates	* N/A
	Heather	Director Updates • Updates	* N/A
6:50 pm	All	Open discussion	

Total Time: 50 min. Meeting Adjourned: 6:50pm

NOTES:

Action Items

Item #	Action Item	Owner	Due Date
1	Send Jeff feedback on survey	BOD	5/31
2	Email to BOD with instructions for virtual attendance to June chapter meeting	Kristen	6/5
3	Send Kristen May BOD Meeting Minutes	Patrice	5/31
4	Publish bylaws draft by end of week for board voting at next meeting	Patrice	5/31
5	Certificate of Insurance for Hollins	Patrice	6/9
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Upcoming Events:

Chapter meeting June 11th, 6:00pm at Hollins University – Will be BOD test for virtual meetings