



# PMI Board Meeting

## Minutes

**Meeting Date:** Aug 25, 2012 - 8:30am

**Meeting Location:** Beaverton Community Center

**Meeting Attendees:**

Name	Title	Present
Alan John	President	Yes
Bob Bondaruk	VP at Large	Yes
Brad Taylor	VP Operations	Yes
Christi Loya	VP Programs	Yes
Dave Molinari	VP Marketing	Yes
Diane Brady	President Elect	Yes
Jeff Henderson	VP Finance	Yes
Linda Read	VP Outreach	Yes
Saby Waraich	VP Membership	Yes
Steve Thornton	Past President	No
Trish Kelley	VP Prof. Development	Yes
Willem Stoeller	Secretary	Yes

**Meeting called to order:** 8.38am

**Decisions:** The update of the Professional Development budget (see below for details) was unanimously approved.

Budget Worksheet		Budget Comparison with Net Change			
Portfolio: Professional Development		Budget Comparison with Net Change			
FY 2012		Revision 3	Original	Net	
Account	Acct. #	Total	Approved	Change	Notes for Budget Adjustments
PMP course income (5330)	5330	\$49,750.00	49,750.00	0.00	
Professional development income (5340)	5340	\$84,960.00	91,695.00	(6,735.00)	Revenue reduced - Workshop #1 and 4 were contracted out instead of conducted by PMI Portland
Sponsorship income (5350)	5350	\$6,000.00	6,000.00	0.00	
Other income (5360)	5360	\$0.00	0.00	0.00	
<b>Total Income</b>		<b>\$140,710.00</b>	<b>147,445.00</b>	<b>(6,735.00)</b>	
Credit card processing fees (7020)	7020	\$4,025.00	4,025.00	0.00	
Room rental (7100)	7100	\$4,550.00	4,550.00	0.00	
Meal expense (7110)	7110	\$19,400.00	19,300.00	100.00	Expenses reduced - Workshop #1 and 4 were contracted out instead of conducted by PMI Portland
Rental equipment (7120)	7120	\$3,420.00	3,410.00	10.00	
Gifts/awards (7130)	7130	\$950.00	590.00	360.00	Employee Recognition expenses for Prof Dev adjusted
Gift/awards-Speaker/Instructor (7131)	7131	\$450.00	950.00	(500.00)	Employee Recognition expenses for Prof Dev adjusted
Speaker/Instructor fees (7535)	7535	\$18,700.00	21,600.00	(2,900.00)	Expenses reduced - Workshop #1 and 4 were contracted out instead of conducted by PMI Portland
Supplies (8110)	8110	\$1,775.00	1,225.00	550.00	Expenses reduced - Workshop #1 and 4 were contracted out instead of conducted by PMI Portland
Postage, shipping, delivery (8150)	8150	\$0.00	0.00	0.00	
Printing & copying (8170)	8170	\$4,975.00	4,975.00	0.00	
Materials expense (8190)	8190	\$7,700.00	3,415.00	4,285.00	Additional expenses for certification courses
Advertising expenses (8570)	8570	\$1,150.00	1,350.00	(200.00)	Expenses reduced - Workshop #1 and 4 were contracted out instead of conducted by PMI Portland
Equipment (9800)	9800	\$0.00	0.00	0.00	
<b>Total Expenses</b>		<b>\$67,095.00</b>	<b>65,390.00</b>	<b>1,705.00</b>	
<b>Net Income</b>		<b>\$73,615.00</b>	<b>82,055.00</b>	<b>(8,440.00)</b>	

**Meeting Adjourned:** 9.03am, Alan moved, Willem 2<sup>nd</sup>. Unanimous consent.

Respectfully submitted,



Willem Stoeller, PMP Secretary