

PMI Board Meeting Minutes

Meeting Date: Nov. 14th, 2013 - 6:00 PM

Meeting Location: DeVry Campus

Name	Title	Present
Alan John	Past President	No
Anne Chalmers	VP Marketing	Yes
Bob Bondaruk	President Elect	Yes
Diane Brady	President	Yes
Jimmy Godard	VP Programs	Yes
Linda Read	VP at Large	Yes
Mandalyn Echols	VP Outreach	Yes
Michael Wallis	VP Operations	No
Saby Waraich	VP Membership	Yes
Shelley Crabtree	VP Finance	Yes
Trish Kelley	VP Prof. Development	Yes
Willem Stoeller	Secretary	Yes
Molita Sloan	Assistant Secretary	Yes

1. **Meeting called to order:** 6.13 PM
2. **Approval Minutes:** October minutes accepted as amended (Anne moved, Trish seconded). Unanimously approved.

3. Financial Status:

❖ Financial Position as of October 31, 2013

- Checking Account \$ 71,692
- Savings Account \$ 178,075

❖ October Chapter P&L Review:

- Income \$ 6,875
- Expenses \$ 13,539
- Net \$ (6,664)

❖ Year to Date thru October 31, 2013 Chapter P&L Review:

- Income \$ 262,373
- Expenses \$ 212,890
- Net \$ 49,483

❖ Year to Date thru October 31, 2013 Budget vs. Actual:

- Expenses Budget vs. Actual \$ 99%
- Income Budget vs. Actual \$116%

❖ Budget Notes:

- Cancellation of workshop #7 accounted for the refunds in October.
- LIM travel/lodging expenses of an estimated ~\$700 are still to come.
- Professional Development, Chapter Dinner, Sponsorship and PMP Course Income are all over 100% of budget for the year.

4. Portfolio Updates:

a. Marketing

- ❖ None

b. Membership

- ❖ Current membership (PMI Portland) as of September 2013: 1,629
 - New members: 35
 - Renewals: 58
 - Rejoin: 0
 - Renew late: 14
 - Non-renew: 58
 - Growth Rate: 0.18%
 - Attrition Rate: 23.37%

c. Operations

- ❖ None

d. Outreach

- ❖ None

e. Professional Development

- ❖ Workshop: Communicating with stakeholders on Oct. 15
 - This workshop was cancelled due to lack of liability insurance. The request for insurance was made too late.
 - Loss \$460.65
- ❖ Annual Conference:
 - Two Directors for the Annual Conference have been identified.

f. Programs

- ❖ Chapter meeting
 - No metrics available
- ❖ Jimmy requested that the Doubletree staff does not serve dinners to people without ticket.

g. Execs

- ❖ The Community In Practice “Scheduling” would like to liaise with our Chapter. This requires a new volunteer to be the liaison.

5. Volunteer recognition

- ❖ None for this month.

6. New Business/Issues:

- ❖ December Board meeting – AJ will report on two scholarships.

7. Action Items

- ❖ See separate spreadsheet for updated action items.

8. Decisions:

- ❖ None

9. Other:

- ❖ 90 Minutes were spent on discussing strategy for the different portfolios. It was felt that all presented strategies were sound and in line with mission and vision of our Chapter. No strategies were presented for Operations, Outreach and At Large (The latter role is changing).

Meeting Adjourned: 8.26 PM, Shelley moved, Willem seconded. Unanimously approved.

Respectfully submitted,



Willem Stoeller, PMP Secretary