

## PMI Board Meeting Minutes

**Meeting Date:** Oct. 10th, 2013 - 6:00 PM

**Meeting Location:** DeVry Campus

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

1. **Meeting called to order:** 6.10 PM
2. **Approval Minutes:** September minutes accepted (Alan moved, Anne seconded). Unanimously approved.

### 3. Financial Status:

❖ Financial Position as of September 30, 2013

- Checking Account \$ 112,893.08
- Savings Account \$ 128,063.26

❖ September Chapter P&L Review:

- Income \$ 42,399.77
- Expenses \$ 56,511.41
- Net \$(14,111.64)

❖ Year to Date thru September 30, 2013 Chapter P&L Review:

- Income \$ 259,322.83
- Expenses \$ 199,895.95
- Net \$ 59,426.88

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

- Expenses Budget vs. Actual \$ 68%
- Income Budget vs. Actual \$110%

❖ Budget Notes:

- Web Design/Development bill for September is \$2,175 (shows in October).
- ~13k of income has been entered for ACP Prep Course – no expenses thus far
- ~30k of PMP Course income – only 1.7k expenses thus far
- Unsure of status of LIM travel expenses – is everyone registered and all preliminary expenses in?

❖ Other Notes:

- P.O. Box correction in progress.
- Brief discussion about QuickBooks login and review of Portfolio transactions.

#### 4. Portfolio Updates:

##### a. Marketing

- ❖ None

##### b. Membership

- ❖ Current membership (PMI Portland) as of August 2013: 1,638
- ❖ New members: 38
- ❖ Renewals: 66
- ❖ Rejoin: 0
- ❖ Renew late: 3
- ❖ Non-renew: 45
- ❖ Growth Rate: 0.74
- ❖ Attrition Rate: 20.66%
- ❖ Add VPs and Directors to Linked In

##### c. Operations

- ❖ None

##### d. Outreach

- ❖ None

##### e. Professional Development

- ❖ Annual Conference:
  - Net income: 41,366 (estimated), as compared to a budgeted income of \$24,759
  - 47 volunteers
  - 8 months of work
  - Volunteer hours (incomplete)
  - Project management areas
  - 8 sponsors and exhibitors
  - Additional contributors (equipment, printing, copies)
  - 13 speakers
  - 4 educational tracks
- ❖ August workshop:
  - Breaking Free – 19 registrations FINAL P&L \$1,644.95

- ❖ ACP Course
  - 12 registrations
- ❖ PMP Course
  - 38 registrations
- ❖ October workshop
  - 20 registrations
- ❖ Need to find an Annual Conference director, must have at least 5 years PM experience

#### **f. Programs**

- ❖ Chapter meeting
  - Total registered 127 plus 21 students
  - Total checked in: 134
  - Total meals: 121
  - Total late registrations: 18
  - Total Walk-ins: 0
- ❖ Two old netbooks requiring replacement

#### **g. Execs**

- ❖ Protien review- Survey in newsletter needed (Bob)
- ❖ No new info on LIM, except the request to get your expenses in (Bob)
- ❖ Starting July 2014 we have a new Region ! mentor: Laurel Sim (Diane)

### **5. Volunteer recognition**

- ❖ Saby recognized Shannon Musson for her contributions.
- ❖ Trish recognized Brett Anderson for problem solving, takes direction and great independent contributor.
- ❖ AJ recognized Steve Wilks: works well with people, always finds a way to get it done.

### **6. New Business/Issues:**

- ❖ Linda, Jimmy and Melanie are the committee for the December Dinner Meeting. There will be a charity selected by a vote of the membership at the October meeting. The selected



NP will speak at the meeting before the dinner speaker; describe charity program and describe the role of Project Management in their program. The selected NP will receive a \$1,000 check from the Chapter.

- ❖ PMI Education foundation will be \$2000 and will be given in January.
- ❖ Board agreed to allow the Survey Link from Grad Student to be placed on our website. We want the results of the study (Hooper Survey).
- ❖ Portland chapter certification program is being audited by GOC.
- ❖ November Board meeting – AJ will report on two scholarships.

## 7. Action Items

- ❖ See separate spreadsheet for updated action times.

## 8. Decisions:

- ❖ None

## 9. Other:

- ❖ None

**Meeting Adjourned:** 8.10 PM, Anne moved, AJ seconded. Unanimously approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. Stoeller'.

Willem Stoeller, PMP Secretary