

Portland Chapter (C031)
Chapter Request for Annual Charter Renewal 2011

Application Status **Approved**

In accordance with the Project Management Institute (PMI) requirements, the chapter is operating in compliance with the terms of the Charter Agreement and appropriate PMI policies. By signing and submitting this request, the chapter has completed the necessary forms to demonstrate that the chapter has satisfied the minimum standard chapter performance criteria established by PMI for the period ending 31 December 2010. This report is due March 31 2011 to PMI Global Operations Center.

PMI may select a chapter's Charter Renewal for audit. Submission of the Charter Renewal indicates agreement to comply with audit terms. During an audit, the chapter will be asked to submit documentation such as copies of meeting minutes from the required annual meeting, copies of chapter Board meeting minutes, copies of communication to the membership, copies of election results, documented policies, or more detailed financial information. These documents must also be made available to all chapter members upon request. Misrepresentations of information provided to PMI on the Charter Renewal will be considered a breach in the Charter Agreement.

In accordance with Article 21 of the Charter Agreement, "PMI shall have the authority to suspend or terminate the chapter's Charter Agreement upon the determination that the chapter is no longer a viable entity; that the chapter is unable or unwilling to comply with the charter renewal process; or that such an action is in the best interests of PMI and in accordance with applicable policies."

Approval of this application for charter renewal constitutes a renewal of the existing signed charter agreement between PMI and the chapter, held on file by PMI. In accordance with the terms of the charter agreement, modifications or amendments to the agreement must be made through a separate process and will result in the issuance of a revised agreement for signature by both parties. Approval of this charter renewal application does not constitute any change to the charter agreement or the chapter's governing documents.

☒ I agree to the terms mentioned above

2010 Chapter President/Chair Name Steve Thornton

2010 Chapter President/Chair PMI ID 1258761

Date 9 March 2011



2011 Contact Information

Primary Contact

Name	Steve Thornton
PMI ID	1258761

Address

Address Line 1	PO Box 5966
Address Line 2	
Address Line 3	
City	Portland
State/Province/Territory	OR
Postal Code	97228-5966
Country	United States

Other

Phone Number	503-380-2021
Fax Number	
Email Address	president@pmi-portland.org
Website Url	www.pmi-portland



2011 Chapter Officers

Position: Past Chapter President**Group: Executive**

Term Start Date: 1 July 2010

Term End Date: 30 June 2011

Name: Rachel Paulson, PMP

PMI ID: 152916

E-mail: pastpresident@pmi-portland.org

E-mail Type: Entered

Access: CS Access Edit

☒ DEP☒ Charter Renewal

Position: Finance VP**Group: Executive**

Term Start Date: 1 July 2009

Term End Date: 30 June 2011

Name: Shancy Saban

PMI ID: 237811

E-mail: vp_finance@pmi-portland.org

E-mail Type: Entered

Access: CS Access ViewOnly

☒ DEP☒ Charter Renewal

Position: VP at Large**Group: Other**

Term Start Date: 1 July 2010

Term End Date: 30 June 2011

Name: Teresa Hagmann, PMP

PMI ID: 513727

E-mail: vp_atlarge@pmi-portland.org

E-mail Type: Entered

Access: CS Access ViewOnly

☐ DEP☐ Charter Renewal

Position: VP Outreach**Group: Other**

Term Start Date: 1 July 2010

Term End Date: 30 June 2011

Name: Jeff Brummel, PMP

PMI ID: 1053739

E-mail: vp_outreach@pmi-portland.org

E-mail Type: Entered

Access: CS Access ViewOnly

☒ DEP☐ Charter Renewal

Position: VP Professional Development**Group: Prof. Development**

Term Start Date: 1 July 2010

Term End Date: 30 June 2011

Name: Diane Brady

PMI ID: 1083480

E-mail: vp_prof_dev@pmi-portland.org

E-mail Type: Entered

Access: CS Access ViewOnly

☒ DEP☐ Charter Renewal



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Position: President

Term Start Date: 1 July 2010
Name: Steve Thornton
E-mail: president@pmi-portland.org
Access: CS Access ViewOnly

☒ DEP

☒ Charter Renewal

Group: Executive

Term End Date: 30 June 2012
PMI ID: 1258761
E-mail Type: Entered

Position: VP Membership

Term Start Date: 1 January 2010
Name: Jeremy Black, PMP
E-mail: vp_membership@pmi-portland.org
Access: CS Access ViewOnly

☒ DEP

☐ Charter Renewal

Group: Membership

Term End Date: 30 June 2011
PMI ID: 1444456
E-mail Type: Entered

Position: Secretary

Term Start Date: 1 July 2010
Name: Carol Haertlein, PMP
E-mail: secretary@pmi-portland.org
Access: CS Access ViewOnly

☐ DEP

☐ Charter Renewal

Group: Secretary

Term End Date: 30 June 2011
PMI ID: 1553591
E-mail Type: Entered

Position: VP Operations

Term Start Date: 1 July 2010
Name: Jim Yan, PMP
E-mail: vp_operations@pmi-portland.org
Access: CS Access ViewOnly

☒ DEP

☐ Charter Renewal

Group: Admin./Ops.

Term End Date: 30 June 2011
PMI ID: 1613561
E-mail Type: Entered

Position: Programs VP

Term Start Date: 1 February 2011
Name: Christi Loya
E-mail: vp_programs@pmi-portland.org
Access: CS Access ViewOnly

☒ DEP

☐ Charter Renewal

Group: Programs

Term End Date: 30 June 2011
PMI ID: 1664899
E-mail Type: Entered

Position: Marketing VP

Term Start Date: 1 August 2010
Name: Suzan Reed
E-mail: vp_marketing@pmi-portland.org
Access: CS Access ViewOnly

☐ DEP

☐ Charter Renewal

Group: Marketing/PR

Term End Date: 30 June 2011
PMI ID: 1713152
E-mail Type: Entered

2010 Financial Information

Financial Report for Fiscal Year 2010 :

This chapter had gross income of more than \$25,000 USD for the fiscal year: Yes
The chapter had non-dues revenue (e.g. sales of mugs, t-shirts) for the fiscal year: Yes

Chapters need to review and know the tax implications for unrelated business income from advertising and sponsorship revenues as they apply to your chapter. In the US, the Internal Revenue Service monitors not-for-profit incomes to gauge if significant portions of the chapter's annual revenues are realized through activities outside of the tax-exempt purpose of the organization. For more information on UBIT in the US, please contact the Internal Revenue Service at www.irs.org. For information on non-dues revenue implications for chapter outside the US, please inquire with your governmental regulation office or tax authorities.

Tax Identification/Employer Identification Number (EIN): 93-1078251

The EIN reported must be the EIN issued by the IRS after the component incorporated. If necessary, please verify this information with the Internal Revenue Service.

Financial Highlights for Fiscal Year 2010 :

Currency:	USD
Reserves as of 31 December 2009:	99,376.00
2010 Incoming Funds (gross receipts):	204,063.00
2010 Expenses:	181,285.00
Reserves as of 31 December 2010:	122,154.00

Chapters who filed taxes with their government must send a copy of the annual tax filing to PMI Global Operations Center.

By completing and signing this form, I attest that I have verified the information submitted is true and complete to the best of my knowledge.

☒ I agree to the terms mentioned above

Prepared By: Shancy Saban, VP of Finance

Date: 9 March 2011

2010 Operational Performance

Governing Documents

Current and GOC approved governing documents (i.e., bylaws, charter agreements, jurisdictional registrations are on file with GOC).	Yes
Incorporation or registration documents have been reviewed annually to ensure compliance with local jurisdictional requirements.	Yes
Are there requirements for renewing incorporation or registration documents? If yes, enter a date below.	Yes
Date for renewing incorporation or registration documents	17 March 2010
Charter agreement with GOC is current and has been reviewed annually to ensure compliance with the terms of the agreement.	Yes
Date of charter agreement	29 January 2002
Bylaws have been reviewed annually and updated to reflect operational policies and procedures consistent with GOC requirements.	Yes
Date of GOC approval of bylaws	11 April 2005

Annual Election

Hold annual elections in accordance with the Chapters governing documents.	Yes
Date of most recent elections	18 May 2010
Conduct a new chapter leadership transition/orientation meeting. If yes, enter a date below.	Yes
Date of transition/orientation meeting	19 June 2010
Transition plan for incoming elected leadership is documented and updated annually.	Yes

Membership and Business Meetings

Hold at least one annual membership business meeting in accordance with the chapters governing documents. If yes, enter a date below.	Yes
Date of annual membership business meeting #1	18 May 2010
Date of annual membership business meeting #2	
Date of annual membership business meeting #3	



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Chapter is holding membership meetings, delivering at least 16 contact hours annually. Yes

Chapter provides an operational and financial performance report to membership at least once annually. Yes

Board Business Requirements

Confirm Chapter officers have met minimum board meeting attendance outlined in the chapters governing documents. Yes

Board holds at least one annual business meeting to review strategic alignment to PMI and chapter business/operational plan. Yes

Chapter maintains records in support of financial audit requirements. Yes

Meeting Minutes

All official Chapter meeting minutes are on file with chapter records. Yes

Insurance Policy

Chapter insurance policy on file with chapter records Yes

Leadership Meeting Attendance

Chapter was represented at one Leadership Institute or Regional Meeting in 2010. Yes

Meeting Location#1 Leadership Institute Meeting 2010 Washington DC

Date Meeting Attended at Location#1 6 October 2010

Meeting Location#2 Region 1 Meeting/Conference 2010 Anchorage, Alaska

Date Meeting Attended at Location#2 7 May 2010

Customer Centricity

Does the chapter offer any extended services? Yes

Chapter has created a marketing introduction and benefits package which is updated annually and is available to chapter stakeholders. Yes

Chapter provides recognition opportunities for new members and credential holders at least 10 times annually. Yes



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Chapter communicates to membership via email and/or newsletter at least 10 times annually. Yes

Chapter website is updated monthly. Yes

Completed By

By completing and signing this form, I attest that I have verified the information submitted is true and complete to the best of my knowledge and that the Chapter has satisfied the minimum standard Chapter performance criteria established by PMI. Rachel L. Paulson

Typed name will be accepted as legally binding.

PMI ID 152916

Date 28 March 2011