



Project Management Institute, Buffalo Chapter

Annual & Volunteer Meeting June 5, 2012

Presented by Mark Kwandrans, President

Last year in review – highlights

- Buffalo chapter won Chapter of the Year 2011
- 2012 Chapter renewal completed
- Board members worked together closer to continue to add value for our membership

Presented by Jeff Manhardt, VP – Technology & Business Services

Technology & Business Services Function

Prior Year Accomplishments: 2011-2012

Technology – Application Support, Phil Vecchione & Website Administration, Greg Zelfond

- Attended Region 4 and LIM seminars and networked with many Governance & Technology resources to discuss best practices, etc
- Created Regional Technology Birds of Feather meeting
- Redesigned website with new PMI branding & social media interaction
- Created PM4NP website environment
- Created Board application website for easy access to all board tools & applications
- Implement budgeted solutions that meet the technology roadmap requirements developed in 2010
- Implemented Google Analytics to provide website statistics
- Implemented automated DEP solution to Website
- Supported over 120 Website update requests with less than 2 day turnaround
- Supported BAU vendor relationships & applications:
 - SurveyMonkey for online surveys
 - Acteva for event registration
 - Global Services for teleconference & webex services
 - Proteon for website servicing

Business Operations

- Maintained onboarding process with membership for new volunteers
- Maintained PMI Buffalo organizational chart
- Performed annual Record Audit
- Facilitated the overhaul of the Operations Manual
- Monitored GOC developments
- Continued development of Sponsorship program

Presented by Pat Walsh, VP - Finance

Finance Function – Prior Year Accomplishments: 2011-2012

Overall Financials

- Assets were down a total of 3.4% from last June
- Income were within 5% of overall budget at year end
- Expenses were within 5% of overall budget at year end
- Reserves held at same level as last June with slight increase from interest earned (non-Operating funds)
- On a monthly basis our Financials were reconciled and presented to the Board for review / comment
- FY2011 taxes successfully completed and filed with IRS in a timely fashion

Accomplishments

- Improved expense reimbursement / check request process and payment cycle improvements
- Upgraded to QuickBooks Online software for greater Board visibility to Financials and new features available for reporting, reconciliations, etc
- Attended Region 4 and LIM seminars and networked with many Finance resources to discuss best practices, financial controls, etc
- Developed a payment review / audit process for Acteva event management system
- Started evaluation of new potential event / payment management systems to decrease costs, improve payment cycle times, provide greater better payments to registrations reporting, etc
- Record Retention - Began inventorying / loading Finance documents to Google Docs

Presented by Tom Wojcik, VP Professional Development

Professional Development – Prior Year Accomplishments: 2011-2012

Volunteers

Professional Development had 56 volunteers this year

Training

- 4 classes this year for the 4th edition PMBOK
- 1st PMI-ACP certification class in region 4
- 26 different training and skills building events

Events

- 848 registered attendees
- 4,098 PDUs available for attendees to claim
- Over \$100,00 in revenue for the Chapter

Presented by Karen Rybak, VP Outreach

Outreach Prior Year Accomplishments: 2011-2012

Community Outreach

- **Project Management for Nonprofits**
 - Completed second year of the program. To date: 38 individuals from 32 nonprofits engaged in the 8-month program of training, mentoring and an e-toolbox of forms and templates
 - Awarded the 2011 PMI Community Advancement Through Project Management Award at the Global Congress in Dallas, TX in October
 - Presentation about the program creation at the 2011 LIM in Dallas in October
 - Program was used as a model for other chapters
 - Info on program creation distributed to approximately 50 chapters across the globe
- Participated in a webinar for PMIEF
- PM Volunteers supplied for the Ride for Roswell

Educational Outreach

- New Director: Shelly Bush (Dec 2011)
- January 2012 -- began planning "From the Classroom to the Workplace"
- Future City Assistance
- Melissa Wallace coordinated judging of Future Cities Competition and awarded PMI Buffalo Prize to team from the Tell/Kubiak Home School

- 6 Guest Lecturers at UB, spring semester project management classes
- April 2012 - Began Planning for a project management student club at Bryant & Stratton

Professional Outreach

- New Director: Tasha Holland (Feb 2012)
- February 2012 – began planning for a Strategic Alliance Partnership with select local professional organizations that will provide mutual benefit
- April 2012 - Staffed the PMI Booth at the InfoTech Niagara Beta Awards Trade Show
- May 2012 - PMI /Project Management Presentation to InfoTech Niagara membership at monthly meeting

Corporate Outreach

- New Director: Janine Aquilina (March 2012)
- April 2012 – began planning for the PMO Council
- January 2012 Chapter Ambassadors – function enhanced to both inbound and outbound communication
- 2011 Executive Breakfast at the Fall PDD- host breakfast for local C-level executives

Presented by JoAnn Boehm, VP - Membership

Membership Function – Prior Year Accomplishments: 2011-2012

Member Services: (Mary Bagley - Director, Member Services)

- On-boarded new members – sent new members welcome letters with information about chapter, free dinner and gift, volunteer opportunities
- Recognized members in chapter newsletters and pre-event presentations – new members, anniversaries, new certifications
- Developed a Membership Lifecycle Touchpoint visual that combines PMI Global and PMI Buffalo communication touchpoints
- Encouraged Membership Renewals – President contacted all members with upcoming renewals, VP Membership began to contact all members when >30 days past renewal date
- Tracked monthly retention statistics, along with monthly new member statistics. Posted chapter statistics to chapter website. Began to analyze variety of statistics regarding our membership.
- Managed membership table at all of our events with Chapter logo merchandise and literature re. benefits of membership in both PMI Global and PMI Buffalo Chapter

- Posted job opportunities to chapter website
- Loaded monthly Chapter membership database information to our Email system
- Submission of PDUs earned at our 1-2 PDU events

Volunteerism: (Lynn Maher – Director, Volunteerism)

- Planned and coordinated Volunteer Recognition event, including invitations, volunteer recognition certificates and gifts
- Maintained Volunteer database with demographic, interest and volunteerism history information
- Supported Board and Directors to fill 136 Volunteer positions
- Published revised Volunteer Roadmap with new PMI GOC PDU guidelines
- Posted volunteer openings to chapter website, pre-event presentations and newsletters
- Administered Volunteer On-boarding process

Communications: (Mary Steiner – Director, Content Management / Katie Manetta – Director, Content Publishing)

- Developed Communication Plan that used to coordinate all communication activities across channels
- Communicated chapter information via website, newsletters, LinkedIn, Facebook, Twitter, local newspapers
- Refreshed website's Home Page content on regular frequency
- Prepared and published weekly chapter emails
- Prepared pre-event presentations for all events
- Prepared and published quarterly newsletters
- Introduced Tip of the Week on Facebook
- Began sending targeted post-event surveys
- Developed social media guidelines

All Membership Teams:

- Hosted October networking event at Flying Bisons Brewery
- Hosted June annual meeting and networking event
- Managed Annual Membership Survey distribution and results (David Lynch - Trustee)

Began developing standard operating procedures (SOPs)

Project Management Institute – Buffalo Chapter

Board Meeting Minutes - June 5, 2012

Attendees:

Board members, directors, volunteers and chapter members

Motion before the board:

For the 2012 Board elections:

The Board motion to confirm the election results

<u>Position</u>	<u>Candidate</u>
President	Mark Kwandrans
Vice President, Technology & Business Operations	Jeff Manhardt
Vice President, Marketing & Communications	Mary Harris
Vice President, Professional Development	Tom Wojcik