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**Project Management Institute  
Mid-Missouri Chapter, Inc.**

P.O. Box 105137, Jefferson City, MO 65110-5137

## **Project Management Mid-Missouri Chapter, Inc.**

### **2009 Annual Report**



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# **2009 Annual Report PMI Mid-Missouri Chapter, Inc.**

## **President's Message**

*During 2009 our chapter provided even greater value in professional development, maintained a strong communications network for our members, and continued our firm commitment to sound fiscal management.*

*As the chapter enters its tenth year we will continue to build on our strong foundation and expand the benefit our chapter has to our members as well as to the project management profession.*

*Rodney Britt, PMP  
February 2010*

## **About the PMI Mid-Missouri Chapter**

The PMI Mid-Missouri Chapter, Inc., became an officially chartered component of the Project Management Institute® on June 22, 2000 and was publicly recognized as a member organization by PMI® the following September.

As stated in the Chapter's bylaws, the PMI Mid-Missouri Chapter has been founded as a non-profit, tax exempt corporation chartered by PMI®. The Chapter is registered in the State of Missouri as a 501(c)(6) corporation, and is dedicated to advancing the practice, science, and profession of project management in a conscious and proactive manner.

According to the Chapter's Charter, the purposes of the Mid-Missouri Chapter shall include the following:

- Promote professionalism in Project Management.
- Provide a forum for the free exchange of Project Management knowledge, ideas, and experiences.
- Provide a unifying influence on the advancement of Project Management with emphasis on all aspects of planning, scheduling, and control of project-oriented tasks.
- Conduct meetings, seminars and other activities that support the above.

Any revenues the Chapter realizes are reinvested in services and activities to serve the Chapter's membership.

### **Chapter Vision**

Within the Mid-Missouri area, organizations will embrace, value, and utilize project management and attribute their success to it.

### **Chapter Mission**

Advance our members' project management skills and competence, and foster the use of project management in organizations.

### **Chapter History and Background**

The PMI Mid-Missouri Chapter, Inc., became an officially chartered component of the Project Management Institute on June 22, 2000, and was publicly recognized as a member organization by PMI the following September.



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**Chapter Bylaws**

View the PMI Mid-Missouri Chapter Bylaws at: <http://www.pmimidmo.org/pdf/ChapterByLaw.pdf>.

**Chapter Affiliations**

The PMI Mid-Missouri Chapter is one of four PMI chapters in Missouri, along with Metro St. Louis PMI, Kansas City Mid-America Chapter, and the now forming PMI Southwest Missouri.

**Financial Summary**

**Profit & Loss Statement for 2009**

Income and expenses are tracked in three major categories:

- General – Income and expenses not related to chapter meetings and professional development events.
- Chapter Meetings – Income and expenses pertaining to chapter meetings.
- Professional Development – Income and expenses pertaining to professional events.

The final breakdown for these areas is:

Category	Income	Expenses	Difference
General	\$2,897.02	\$5,168.40	(\$2,271.38)
Chapter Meetings	\$4,629.00	\$3,382.10	\$1,246.90
Professional Development	\$20,451.25	\$19,926.51	\$524.74
Miscellaneous		\$34.00	
Total	\$27,977.27	\$28,511.01	(\$533.73)

**Balance Sheet for 2009**

Assets for 2009. The chapter has no liabilities

Dec 31, 2009	\$17,902.31
Dec 31, 2008	\$18,436.05
Decrease	(\$533.74)



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### **Adjusted Financial Statements for 2009**

In early 2010 we received additional income and expenses from our November 2009 Workshop. These totals were:

- \$9,248.75 revenue for workshop.
- \$895.16 expense for workshop.
- \$240 revenue for the chapter meeting.
- \$30 expense for the chapter meeting.

These additional revenues and expenses make a material difference on our financial status. Below is the financial summary with these items included.

#### Adjusted Profit and Loss for 2009

<b>Category</b>	<b>Income</b>	<b>Expenses</b>	<b>Difference</b>
General	\$2,897.02	\$5,168.40	(\$2,271.38)
Chapter Meetings	\$4,869.00	\$3,412.10	\$1,456.90
Professional Development	\$29,700.00	\$20,821.67	\$8,878.33
Miscellaneous		\$34.00	
Adjusted Total	\$37,466.02	\$29,436.17	\$8,029.85

Adjusted Assets for 2009. The chapter has no liabilities

Dec 31, 2009	\$26,465.90
Dec 31, 2008	\$18,436.05
Increase	\$8,029.85

### **Membership Summary**

Chapter membership was stable in 2009 with a decrease of one member with 138 members at the beginning of the year and 137 at the year's close. This was different than the 2008 trend of membership growth.

Membership retention rate was 73% which was slightly above PMI targets of 71%.

Six Chapter members obtained PMP® credentials in 2009. The total number of members with PMP® credentials in 2009 was 85, making up 62% of the total membership.



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### **Chapter Events**

#### **Chapter Programs**

The PMI Mid-Missouri Chapter is a PMI Registered Education Provider. This enables the Chapter's program offerings to provide the opportunity for certified professional to earn Professional Development Units (PDUs) by attending the Chapter's programs.

In 2009, the Chapter presented 10 programs offering a total of 36 PDUs.

The chapter's offering of professional development opportunities expanded upon our strong tradition of being the premier provider of project management education in mid Missouri. This year we brought in well-known speakers in the industry, kept prices low, and had record attendance at our events.

<b>Date</b>	<b>Title</b>	<b>Presenter</b>	<b>PDU Credits</b>
1/15/2009	Project Cost Management	Frank Cox, PMP	1.0
3/19/2009	Emotional Intelligence and Success: An Intensive Primer for Leadership-Minded PMs	Karen Tate, PMP	7.5
3/19/2009	Facilitation: Driving Efficiency for High Performance	Karen Tate, PMP	1.0
5/21/2009	Applying the WBS to the Project Management Lifecycle	Shelly Brotherton and Eric Norman	8.0
5/21/2009	Preparing Project Leaders for Organizations of the Future	Eric Norman, PMP, PgMP	1.0
9/24/2008	Rescue My Project!	Brian Munroe	8.0
9/24/2008	Ethics and Leadership in a Time of Recession	Julie Allen, PMP	1.0
11/19/2009	Solid Scope, Right Requirements: The Secret to Project Success	Dr. John Estrella	8.0
11/19/2009	Missouri State Penitentiary Redevelopment Project	Charlie Brzuchalski	1.0

#### **Chapter Business Meetings**

In 2009, the Chapter conducted 5 evening membership meetings in January, March, May, September, and November in conjunction with one-hour program offerings. Our chapter event presentations were a mix of local project management professionals as well as widely recognized experts in the field.



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### **Chapter Communications**

The Chapter's communication team is responsible for publishing the Chapter's newsletter and maintaining its Web site ([www.pmimidmo.org](http://www.pmimidmo.org)) and event registration system.

#### **Chapter Newsletter**

In 2009, five newsletters were published. They can be viewed in the [Newsletter Archive](#) on the Chapter's Web site. The newsletters featured a mix of chapter business and events, local articles of interest, and information from the PMI community as a whole.

This year we launched a new feature called "member spotlight" which highlights the accomplishments of a chapter member.

### **Volunteers**

#### **How to Volunteer**

You are not required to join the PMI Mid-Missouri Chapter or to be certified as a PMP to serve as a volunteer for most volunteer positions. Chapter volunteer opportunities allow certified professionals to earn up to 10 PDUs per year in Category 5, Volunteer Service to Professional or Community Organizations. For a list of current volunteer opportunities, visit the Chapter's Web site [www.pmimidmo.org](http://www.pmimidmo.org) and look for the Volunteer link, or e-mail the Director of Volunteers (email: [volunteers@pmimidmo.org](mailto:volunteers@pmimidmo.org)).

#### **2009 Board of Directors**

The following people served on the PMI Mid-Missouri Chapter's Board of Directors in 2009:

Carol Elliott, PMP, President  
Myra Drummond-Lewis, PMP, First Vice-President  
W. Andrew Deane, PMP, Vice-President of Membership  
Keith Foster, PMP, Vice-President of Financial Affairs  
Kathleen Schonhardt, PMP, Vice-President of Programs  
Camille Dickson-Deane, PMP, PMP, Vice-President of Professional Development  
Art Despins, PMP, Vice-President of Administration  
Nathan Eatherton, PMP, Vice-President of Communications

#### **Board of Directors 2010 Election Results**

The results of the Chapter's annual election for vacancies on the Board of Directors were announced at the Chapter's business meeting on September 24, 2009. The following people were elected to serve two-year terms from January 1, 2010 through December 31, 2011:

Rodney Britt, PMP, President  
Myra Drummond-Lewis, PMP, First Vice-President  
Kathy McCulloch, Vice-President of Programs  
Laura Branstetter, PMP, Vice-President of Administration



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**2010 Board of Directors**

The following people will serve as the PMI Mid-Missouri Chapter's Board of Directors for 2010:

Rodney Britt, PMP, President  
Myra Drummond-Lewis, PMP, First Vice-President  
W. Andrew Deane, PMP, Vice-President of Membership  
Keith Foster, PMP, Vice-President of Financial Affairs  
Kathy McCulloch, PMP, Vice-President of Programs  
Camille Dickson-Deane, PMP, Vice-President of Professional Development  
Laura Branstetter, PMP, Vice-President of Administration  
Nathan Eatherton, PMP, Vice-President of Communications  
Carol Elliott, PMP Past-President

**Elections for 2011 Board of Directors**

The following Board positions will be elected by the Chapter's membership in the second half of 2010. Each position is a two-year term beginning January 1, 2011 and ending December 31, 2012:

Vice-President of Membership  
Vice-President of Finance  
Vice-President of Professional Development  
Vice-President of Communications



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**Chapter Volunteers**

In addition to the Board of Directors, the following volunteers served the Chapter in 2009:

<b>Volunteer</b>	<b>Position/Activity</b>	<b>Estimated Hours</b>
Kathy McCulloch	Event Planner	5
Ronnie Parker, PMP	Publicity Brochure	2
	Facilitate Strategic Planning	17
Lois Heldenbrand, PMP	Facilitate Strategic Planning	17
Darrell Shanks	Membership Table	1
Alexis Nixon, PMP	Director of Volunteers	60
Sridhar Kalluri, PMP	Web Communications	100
	Meeting Registration	4
Swaraj Gadicherla, PMP	Web Communications	25
	Meeting Registration	3
Nancy Kuse, PMP	Newsletter Editor and Production	30
Lori Kleckner, PMP	Events Analyst	4
Richard Berry	Photographer	3
Mahesh Addagarla, PMP	Meeting Registration	2
Amber Peters	Chapter Booth at Event	2
Frank Cox, PMP	Chapter Booth at Event	2

**Volunteer Recognition**

A volunteer appreciation event is planned in March 2009 to honor our volunteers.

One of the chapter members will be awarded the Frank Cox Volunteer of the Year Award. The Frank Cox Volunteer of the Year Award is named after Frank Cox, a chapter member who dedicated several years to the formation and growth of our chapter.



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### **Sponsors**

The following organizations served as sponsors of the Mid-Missouri Chapter in 2009:

O'Reilly Media  
RKV Technologies  
Rose International

### **Strategic Alignment Scorecard**

In February 2010, the Mid-Missouri Chapter submitted its Strategic Alignment Scorecard (SAS) to PMI's Global Operations Center.

The Strategic Alignment Scorecard is a report card of sorts which serves as a tool to help ensure all PMI components deliver comparable value to the stakeholders within their areas of operation and helps each component align to PMI's Strategic Plan. PMI's "Balanced Scorecard Perspectives" include stakeholder intimacy, internal business processes, and culture/capabilities. Each of these perspectives drills down into specific performance targets which component is required to measured and report on an annual basis.

The PMI Mid Missouri chapter met or exceeded all but one of the targets in the 2009 scorecard. Results are:

<b>Component Programs/Initiatives</b>	<b>Component Method of Measurement</b>	<b>2009 Target Established by PMI</b>	<b>2009 Results of the Chapter</b>
Membership Retention	Percentage of members who maintain their chapter membership	71%	73%
Membership Satisfaction	Percentage of surveyed members that rate overall satisfaction on at least 3 on a scale of 1 to 5	71%	96%
Component Events	Hours provided for monthly meetings, conferences, or training events	16	36
Component Events Satisfaction	Percentage of surveyed members that rate overall satisfaction on at least 3 on a scale of 1 to 5	71%	95%
Component Web Site	Number of times web site is updated each year	12 (recommended at least monthly)	24 defined updates plus numerous small updates as needed



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Recognition for new members and/or credentials earned by members	Number of communications honoring new for new members and/or credentials earned by members	10	11
Satisfaction of level of recognition from new members and/or credentials earned by members	Percentage of surveyed members that rate overall satisfaction on at least 3 on a scale of 1 to 5	70%	75%
Marketing introduction and benefits package defined	Such a plan exists	Yes	No
Satisfaction with marketing introduction and benefits package	Percentage of surveyed members that rate overall satisfaction on at least 3 on a scale of 1 to 5	70%	N/A
Transition / Orientating new leaders	Meetings to provide transition and orientation	1	4
Leadership Institute Meeting attendance	Number of attendees	1	2
Satisfaction Survey	Number of overall satisfaction surveys	1	1
Alignment Scorecard	Complete alignment scorecard	1	1



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### **Strategic Planning Session**

Current and newly elected Board members attended an all-day strategic planning session on November 7, 2009. A working meeting was held December 1, 2009 to develop plans based on the strategic meeting.

The following people participated in the strategic planning session:

(Position listed is of Nov 7, 2009)

- Lois Heldenbrand PMP, former Vice-President of Programs (facilitator)
- Ron Parker PMP, former Past-President (facilitator)
- Carol Elliott PMP – President
- Rodney Britt PMP – President elect
- Myra Drummond-Lewis PMP – First Vice-President
- Andrew Deane PMP, Vice-President of Membership
- Arthur Despins PMP, Vice-President of Administration
- Laura Branstetter PMP – Vice-President of Administration elect
- Camille Dickson-Deane PMP, Vice-President of Professional Development
- Keith Foster PMP, Vice-President of Financial Affairs
- Kathy McCulloch – Vice-President of Programs elect
- Nathan Eatherton PMP – Vice-President of Communications

The primary focus of the strategic planning meeting was completing a SWOT analysis then taking the results of the SWOT analysis to determine what was needed in our 2010 business plan.

### **2009 SWOT Analysis**

#### **Strategic Strengths**

1. High performing volunteers.
  - Board/Directors
  - Communications unit (web site/newsletter teams)
2. Relevant, cost effective, & exciting global programs from highly qualified presenters.
3. Good financial stability & profits from events. \$18-19,000 in the bank plus \$5,000 in reserve.
4. High level of PM competency among membership.

#### **Strategic Opportunities**

1. Promote/provide membership value & benefits to employers & individuals.
2. Build stronger Chapter brand.
  - a. Chamber of Commerce
  - b. Utilities
  - c. Health Care
  - d. Education
  - e. State & Federal government
  - f. Insurance
  - g. Non-traditional (law, retirement organizations)
  - h. Consulting



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3. Streamline & leverage processes & procedures to gain efficiencies & effectiveness for Board & Chapter members.
4. Look for opportunity for national PMI funding for local PM research.

### **Strategic Weaknesses**

1. Chapter processes, policies, & procedures.
  - a. Poorly communicated
  - b. Limited documentation
  - c. Not well defined
  - d. Not efficient, streamlined, optimized, and properly aligned
2. Heavy reliance on small groups of volunteers.
3. Members & non-members get same benefit.
4. Mid-MO Chapter not well known or visible enough.
5. Limited benefits for sponsors.

### **Strategic Threats**

1. Acteva untimely with reimbursements,
2. Stakeholders see limited value to affiliation with PMI Mid-MO chapter.
3. Lack of continued knowledge transfer among prior Board members & current Board members.
4. Significant loss of revenue due to economic downturn.

## **2010 Business Plan**

The following business plan for 2010 came out of our strategic planning sessions.

### **1. Promote/provide membership value & benefits to employers & individuals.**

- Provide discounts for chapter members for workshops and chapter meetings.
- Develop sponsorship package which includes discounted seats at events.
- Sponsor two free annual events for members.
- Create a members only area on the web site.

### **2. Build stronger Chapter brand.**

- Provide membership items: pins, polo shirts, etc.
- Participate in events such as Missouri Show-Me Games and the Missouri Digital Summit.
- Revamp the logo.

### **3. Streamline & leverage processes & procedures to gain efficiencies & effectiveness for Board & Chapter members.**

- Identify key processes to be streamlined, defined, documented & communicated.