



**Project
Management
Institute®
Minnesota**

The Minnesota Chapter of the Project Management Institute

2020 Annual Report

Building Professionalism in Project Management

PMI Minnesota Chapter
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1. Letter from the President:

Dear PMI MN Members,

Thank you for your continued partnership with the PMI MN Chapter. We appreciate your continued dedication, interaction, and enthusiasm for the chapter and field of Project Management!

The 2020 environment was impactful due to Covid-19, and continues to impact the way we deliver services to our members, work together as a chapter to coordinate programming, and work with our many key stakeholders. We have continued to pivot to do our very best to make sure there are minimal disruptions to our core offerings from PMI MN in as many ways possible!

Although PMI MN's membership has dipped slightly in 2020, our chapter still remains very strong, active, and one of the largest chapters in North America. We lead in programming selection, volunteer engagement, ensuring we are partnering and promoting the latest guidance in Project Management industry best practices from PMI Global, and meeting our members needs based on their feedback annually.

In 2020 PMI MN delivered value to our 3,000+ members executing 30 various events including Dinners and Breakfasts meetings, PMP Preparatory courses, Outreach Lunch and Learns, and Networking Happy Hours – all virtual in the modified Covid environment. PMI Global also enhanced their environment offering Coffee Chats and Leader Forums to support our chapter and others globally. The PMI MN Chapter has continued to partner with PMI Global to undergo an exciting transformation journey that started in 2019 with PMI 2.0 and continues into 2021 with PMI 4.0, such a leap forward they skipped a level! We have aligned with the new ATP delivered Project Management Professional (PMP) and Disciplined Agile preparatory certification training courses in 2021, and are once again going to offer PDD virtually for the health and safety of our members.

Here are some milestones achieved by the PMI MN Chapter in 2020:

- Pivoted all programs and services to a virtual delivery model for the health and safety of our volunteers, members, and key stakeholders
- Held multiple (three) program events focused on Diversity and Inclusion in leadership, aligning with the core values of PMI Minnesota and PMI Global
- Added an online registration component for our Mentorship Program, enhancing our Mentor/Mentee matching capabilities
- Successfully executed a two-day Professional Development Days conference virtually
 - The conference featured keynote speakers, endnote speakers, and topical speakers across two-tracks for each day of the conference
 - Because the conference was virtual, we hosted attendees from across the globe!
 - Attendees were not only able to view the sessions they registered for “day-of”, but they were able to view and obtain PDUs for ALL sessions up to six months after the close of the conference
- Hosted several Outreach events virtually in the following communities:
 - North Dakota
 - North Dakota / St. Cloud Collaboration
 - Project Management Skills for Life

The Board and Operations Committee Chairs and Vice-Chairs completed annual planning for 2021 and leadership training in October of 2020.

Our main 2021 objectives and goals are:

1. Execute on the 2021 events calendar that was drafted and aligned on during the October 2020 annual planning meeting.
 1. We have established a 2021 events calendar that was drafted and reviewed in our October 2020 annual planning meeting
 2. The member survey was utilized to plan for the calendar events
 3. The Operations Committee will utilize this calendar to ensure marketing and communications occur for our events 90 days before the scheduled date to allow our members time to plan and register
 4. The 2021 calendar includes dates for Nominating Committee selection, IT and Executive office support contract review and RFPs, and 2022 budget planning milestones
2. Fill Operational Leadership positions and onboard adequate volunteer resourced to best be able to provide programming and services in all areas of PMI MN.
3. Put programs and and processes in place to retain current members and renew / grow membership from 3200 to 3500 in 2021.
4. Continue to operate fiscally responsible to maintain budget.

Thank you to our many volunteers who put in 15,000+ hours ensuring our success as a Chapter during such an unprecedented time within the chapter. Making the necessary adjustments in our technology, supporting processes, and events schedule to continue our services and programming to our members was key to our success as a chapter, and was greatly appreciated! Our annual volunteer appreciate event, typically hosted in the first quarter following the year to recognize the contribution of our volunteer efforts has unfortunately been delayed as an in-person event for 2021. We are planning a virtual thank you session in 2021, and a combined, and much deserved, appreciation event in-person when the environment allows.

Thank you to our members for your ongoing support of PMI MN's programming and services as we worked through a variety of tool, process, and environmental changes as we made our way through the Covid-19 stabilization period. We are stronger, more nimble organization and able to serve our member, volunteer and stakeholder communities in a much more flexible way as we move forward through 2021.

PMI Minnesota, and PMI Global, have wonderful events, programs, and ways to connect in-store during 2021. The field of Project Management is progressing and we are excited you are a part of it with us!

Sincerely,



Ruth Birkholz, PMP, MMIS
2021 President, CEO
PMI Minnesota Chapter
president@pmi-mn.org



2. PMI-MN Mission and Vision

Mission

To provide value to members and the community through opportunities for career development, and to advocate the advancement of the project management profession and its disciplines.

Vision

PMI-MN will be recognized globally as a premier, best-in-class, innovative community of project managers who embrace world-class practices.



COLLABORATION

We can't do it alone. Whether it's partnering with a colleague, client, company or non-profit organization, each of us brings something unique to the table. And we are made stronger when we work together



INNOVATION

New ideas. New products. New methods. Constant transformation is what helps us tackle new problems and find fresh solutions. We know that the world isn't one-size-fits-all. We bring new takes on everyday things to constantly move forward and make life better across the world.



DETERMINATION

Sometimes projects go according to plan. Most of the time, not. Perseverance is needed to complete any project and successfully deliver outcomes that make a difference in the world.



TEAMWORK

Projects are delivered by people, but winning projects are delivered by teams. Project delivery relies on team players and people who contribute added value to any project, making the team stronger.



GROWTH

Change and transformation, while at times unfamiliar, spur progress. Whether it's skill development or organizational expansion, growth brings new opportunities into our economy-and contributes to the greater good.



VISION

This can mean being unconventional. It can mean coming up with new ideas to solve new challenges. It's about perspective, seeing the big picture, and the ability to create solutions for now that are sustainable for generations to come.



OUTCOMES

We celebrate not just the process, but the positive impact that projects around the world make on society. We're changing the world-for the better-one project at a time.



COMMUNITY

The people that are part of our world make it what it is today. Our community is one of our most valuable assets. We celebrate it and keep it going by welcoming all who wish to join us to make the world a better place.

3. Board of Directors and Officers

2020 Board Members:

Sara Swanson, PMP, PMI-ACP, CSM
President & CEO

Jacque Ince, PMP
Director at Large

Ruth Birkholz, PMP, MMIS
President Elect & Chief Operating Officer

**Michael O'Connor, Ph.D., PMP, PgMP,
IPMA-B, NPDP**
Director at Large

**Janice Pyka, MBA, Masters in Project
Mgmt**
Past President

Alisha Walter, PMP
Director at Large

Manish Kalra, MBA, PMP, CSM
Director of Finance

Marlaina Love
Director at Large

**Geraldine Marks, PMP, MBA, CPPM, Six
Sigma**
Director of Governance

2020 Chairs (Operations Committee):

- The Operations Committee is chaired by the President Elect

Open
Finance Chair

Lee Skolasinski / Sarah Cotter
Sponsors Chair

Open
Community Outreach Chair

Ken Schacher
Professional Development Chair

Kimberly Berger
PDD Chair

Brandon Guthman
IT Chair

AnneMarie Kaul
Membership Chair

Open
Programs Chair

Miriam Isaac
Marketing & Communications Chair

Glory Ikeata
Volunteer Services Chair

2021 Board Members:

Ruth Birkholz, PMP, MMIS

President & CEO

president@pmi-mn.org

Manish Kalra, MBA, PMP, CSM

President Elect & Chief Operating Officer

presidentelect@pmi-mn.org

Sara Swanson, PMP, PMI-ACP, CSM

Past President

pastpresident@pmi-mn.org

Kimberly Berger, PMP, CDASM

Director of Finance

directorfinance@pmi-mn.org

Aaron Kielhack, PMP CSM, MSPM

Director of Governance

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Brandon Guthman, M.S.

Director at Large

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Jacque Ince, PMP

Director at Large

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Matt Mehring, PMP, ACP

Director at Large

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**Michael O'Connor, Ph.D., PMP, PgMP,
IPMA-B, NPDP**

Director at Large

Michael.OConnor@pmi-mn.org

2021 Chairs (Operations Committee):

- The Operations Committee is chaired by the President Elect

Heather Vanderberg

Finance Chair

chairfinance@pmi-mn.org

Keith Anderson

Community Outreach Chair

chairoutreach@pmi-mn.org

Lynn O'Gara

PDD Chair

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AnneMarie Kaul

Membership Chair

chairmembership@pmi-mn.org

Miriam Isaac

Marketing & Communications Chair

chairmarcomm@pmi-mn.org

Sarah Cotter

Sponsors Chair

Chairsponsorship@pmi-mn.org

Ken Schacher

Professional Development Chair

chairprofdev@pmi-mn.org

Open

IT Chair

chairit@pmi-mn.org

Mike Schafer

Programs Chair

chairprograms@pmi-mn.org

Glory Ikeata

Volunteer Services Chair

chairvolunteerservices@pmi-mn.org

4. 2020 Scorecard

4.1. Core Services

Core Service	Measure	Target	2020 result
Membership	Retention rate	75%	
Events	Number of event hours	Hold a mixture of events, including a Dinners, Breakfasts, luncheons, Seminars, outreach programs and Networking Events.	Met Target: More than 30 events were held during 2020, with the majority being held virtually after COVID-19 Restrictions prevented in-person meeting
Web site	Web site current	Monthly Updates	Exceed Target
Communications with members	Number of communications via newsletters or e-mail (12 newsletters and 2 monthly e-mail blasts)	36	Met Target
New members, PMI credential recognition	Number of communications recognizing New members, PMI credentialed	New Members, PMI Credentials and Volunteer of the Month announcements done on a monthly basis	Met Target -New members: events were held in 2020 not sure how many? Monthly new member specific comms distributed, New Members listed in monthly newsletters, Volunteers: Monthly Volunteer recognition awards, Volunteers receiving the awards listed in monthly newsletter, Thank you's mailed to our Volunteers in 3 rd quarter 2020 recognizing all of the Volunteers time put in during a pandemic. The <i>annual Presidents Gala and volunteer recognition, recognizing all of our 2020 volunteers with awards has been put on hold until possibly the summer of 2021 in hopes to be able to hold an in-person event.</i>

Core Service	Measure	Target	2020 result
Marketing Introduction and New Members Orientation	New Member Orientation Materials Provided	Regular New Member Orientation Sessions, Welcome letters sent out, Hold Volunteer Fair to recruit volunteers	Met Target: 2 virtual New Member Orientation held during 2020 and 1 virtual Volunteer Fair held, Welcome letters are sent out on a monthly basis
Transitioning / orienting new community leaders	Orientation meeting completed; Transition plan delivered	Annual Leadership Transition Meeting	Met Target
Strategic Planning	Complete Strategic alignment worksheet	Fall Strategy Planning Events	Completed- October 2020
Scorecard Report	Report completed	Annually	Completed

4.2. Extended Services

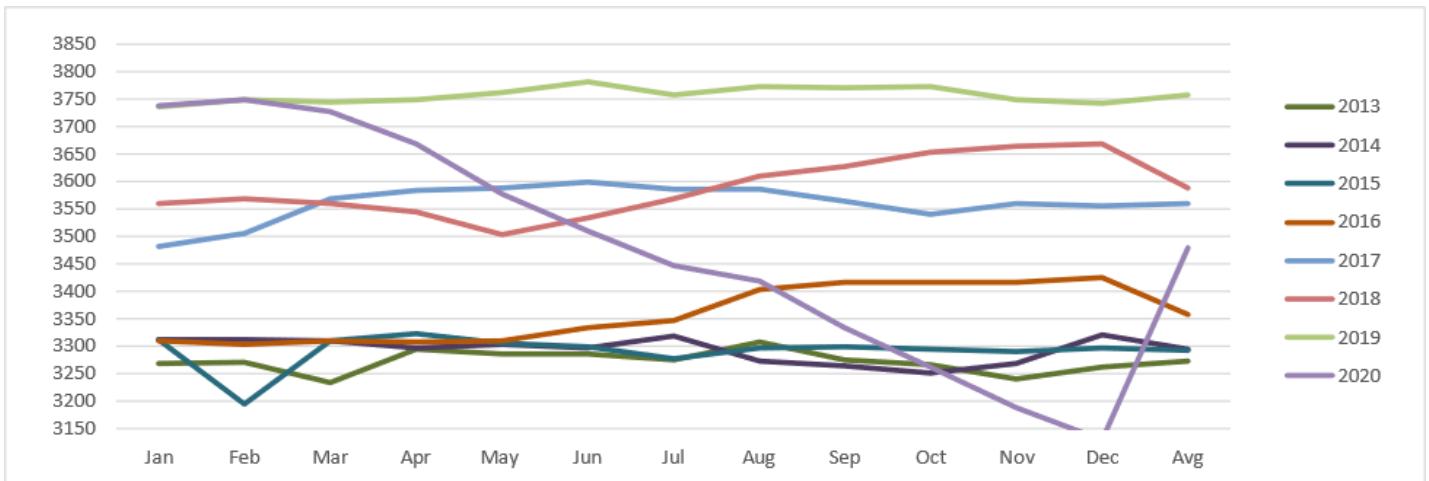
In addition to providing the core services above, the PMI Minnesota Chapter provided the following extended services:

Extended Service	Measure	Target	2019 Result
PMP Exam Preparation Course	Number of Course Offerings	4	Missed Target: 3 PMP Prep Courses were held in 2020 (1 moved to virtual course the last week of the course due to COVID-19, the other 2 were virtual courses)
Seminars	Number of Seminars	4	Missed Target: with COVID-19 Restrictions 1 in-person seminar and virtual 1 were held during 2020
Community Outreach Events: St. Cloud, Duluth, Fargo, Bismarck and PMSFL (Project Management Skills for Life)	Number of meetings	12	Missed Target: With COVID-19 Restrictions Outreach Events were temporarily put on hold to restructure to virtual events. 6 events were held in 2020
Professional Development Days	Conference with multiple tracks and PDU opportunities	Event to be held in September	Met Target: With COVID-19 Restrictions PDD 2020 was changed to a successful 2-day virtual event.

5. Membership and Certification (as of 12/31/2021)

Membership Category	Number of Members
Renewing Members	2,785
New Members	346
TOTAL MEMBERS	3,131
Retention Rate	75.72%

Credential Held	Number of Members
PMP	2,005
PMI-ACP	76
CAPM	56
PgMP	11
PMI-PBA	12
PMI-RMP	3
PMI-SP	3
PfMP	6
Total	2,172



6. Strategic Objectives

Objective	Explanation	Action Plan
1.) Improve Chapter reputation	Distrust and disturbance in the chapter starting in 2018 and moving into 2019	Transparency and open communication, consistent communication with members and volunteers
2.) Grow membership by 5% and increase membership attendance at chapter events	Reduced marketing and communication efforts, membership attendance at chapter events significantly decreased in 2019	Increase marketing and communication efforts including at local academic institutions, reach multiple demographics, communicate and market events 90 days ahead of date event schedule for.
3.) NextGen/College Student Membership	Lack of college outreach	Increase partnership with academic institutions and continue to roll out Mentorship Program
4.) Chapter of the Year Award 2020	Apply for and win the chapter of the year award received from PMI Global	Complete requirements to apply

Objective 1: Improve Chapter Reputation

- Hold New Member Event and Regular New Member Orientation Events- **Achieved**- Monthly new member communications were distributed to welcome new Chapter members and provide resources. Virtual new member orientations were held in April and August with high attendance numbers.
- Hold volunteer Events to increase participation –**Achieved**-Due to the pandemic we distributed thanks you's and gift cards to our volunteers
- Include a “get-to-know” the board in each newsletter-**Achieved**-Each month we featured one of the Board members in a Board spotlight in the Chapter newsletter.
- Continue positive momentum and negativity not tolerated – culture of civility – **Achieved**- Board contract was implemented and executed with each Board member, contract added to Board member onboarding checklist, high level summary of the contract is reviewed at the start of each of Board meeting.

2020 Chapter Services To Stakeholders

Chapter Services to Members:

1. Transparency and confidence in Board members
2. Ensuring members have professional growth opportunities and receive information and data on the latest trends in the Project Management career field including mentoring and certification options
3. Offering members different types of events that are diverse and inclusive

4. Focus on networking for our members

Chapter Services to Volunteers:

1. Transparency and confidence of Board support
2. Providing the information and tools needed to be successful in executing what is needed within the committees they are involved in. Knowledge transfer and training on Chapter policies and bylaws and accessing and utilizing the tools needed to execute and be successful
3. Provide opportunities to learn, grow and lead while being a rewarding experience.

Objective 2: Advanced Marketing And Registration Efforts

- Keep up with market trends and topics relevant to trends, new technology- **Achieved**- Migrated to a more efficient, user friendly, registration system that allows our Board members visibility into registration numbers for upcoming events to utilize in important event decision making.
- Review PM topics list- **Achieved**- Kept up with the latest and greatest in project management and offered events on topics such as Organizational Change Management, Strategic Design and Project Delivery, and Disciplined Agile.
- Review event locations- **Achieved**-Did a complete pivot to virtual events due to COVID. This included our largest event our Annual Professional Development Days. As in-person events return, each event location will be reviewed.
- Add virtual options- **Achieved**-Did a complete pivot to virtual events including our largest annual Professional Development Days event.
- Look at Marketing mentor opportunities with a larger more event driven Chapter to learn best practices-**On-going** through interactions at monthly Region 2 Presidents meeting.

Objective 3: NextGen/College Student Membership

- Student marketing to Career Fair and PDD
- Discounted student pricing at PMI MN Events
- Partner with Fortune 500 companies regarding bringing in youth
- **Not Achieved:**
 - NextGen membership was limited due to volunteer availability, pandemic, and cancellation of in-person events

Objective 4: Chapter of the Year Award 2020

- Increased engagement- **Achieved**- Increased Membership communications and events, increased presence on LinkedIn
- Innovative programming- **Achieved**- The Programs Team organized a variety of topics focusing on innovative and strategic project delivery methods, diversity and the well-being of our members during the pandemic, along with offering virtual networking opportunities to keep a sense of connection within our community.
- Completing critical projects – **Achieved**-PMI MN Re-brand; PMP exam refresh.
- Increase virtual events for members with the suspension of in-person meetings due to COVID-19–**Achieved**
- Shift PDD 2020 to a virtual event following COVID-19 –**Achieved**

- Community involvement events- **Not Achieved**- Giving back to the community events were scheduled but then cancelled due to COVID.
- Chapter of the Year Award –**Not Achieved**- much of the award is based on membership increase and membership numbers from 2019 to 2020 were decreased due to COVID. Working with Global to ID if there are any award requirement changes for 2020 due to COVID.

6.1. Membership

6.1.1. Overview

PMI-MN has identified a number of programs for membership services that are in varying stages of creation and implementation. These include:

- Staffing of membership table and providing information about the chapter at chapter events. (on hold until in-person events resume)
- New member identification and orientation, including engagement into the chapter.
- A Mentorship program, which matches new members with existing members to help ease the transition into chapter activities.

6.1.2. 2020 Goals/Sucesses

- Conduct a general, current member survey to help determine existing level of member satisfaction and gather suggestions for areas of improvement
- Coordinate with all other chapter programs (e.g., Volunteer Services CAP, Prof Dev, Outreach (Ambassador), Corporate Partners, etc.) to
 - Develop a comprehensive and engaging new member packet of chapter information
 - Uncover and pursue creative, new avenues for identifying and connecting with prospective members
- Continue to build on and add programs and processes to help make new members feel welcome get them involved in the chapter immediately, and find ways to participate and contribute. Examples are:
 - New Member Orientation: held virtually in 2020
 - New Member Mentorship Program
 - Longer-term member testimonials
 - Leveraging events like the Volunteer Fair to recap/reinforce membership benefits
- Develop a viable retention program to follow up with members whose memberships are expiring to encourage chapter renewal
- Recognize varying levels of professional achievements/certifications by chapter members

6.2. Community Development

- The Robert Yourzak, Minnesota Chapter and Ana Alvarez-Holmberg Scholarships: Annual scholarships allowing individuals interested in project management to further their professional growth

- Student outreach at colleges and universities to further the understanding of project management
- Support for educational leaders that wish to improve curriculum, introduce a project management program or receive support for research. Provide mentoring for students.
- PMI-MN Ambassadors are trained project management professionals who will come to organizations to further the understanding of project management.

7. Events

7.1 Professional Development (Education & Certification)

Professional Development is responsible for certification, education, and PDU management.

The team sustained some key ongoing programs such as:

- Held three PMP certification prep classes (one in-person until the last week, the other three virtual due to COVID-19)
- Held two one-day seminars : Power BI (in-person), A.I. in Project Mgmt (virtual)
- Implemented changes necessary to allow the Chapter to be able to offer Disciplined Agile Courses as well as continue to offer exam prep training following the new PMP exam in January 2021, partnering with and Authorized Training Partner to offer the training.

7.1 Professional Development Days (PDD)

PDD is a premier event for the Chapter. The PMI MN PDD Committee did an extraordinary job with pivoting from our popular four-day in-person conference, to our first two-day virtual Professional Development Days, The Evolution of Project Management.



With PDD being virtual attendees consisted of individuals extended beyond our typically attendees from Minnesota and the Midwest to individuals from throughout the United States, Canada, and Costa Rica. We had nearly 300 registered.

The virtual event was then made available to attendees for the 6 months following PDD to be able to go in and view sessions they may have missed. It was also made available as an on-demand purchase for those that did not attend the live virtual event.



7.3 Community Outreach

Hosted meetings for current and prospective PMI members in the following locations:

- Several Lunch and Learns Hosted for ND Community Virtually
- A Joint ND Outreach and St. Cloud Area Outreach Hosted Virtually
- PMISFL Sessions Schedule Throughout Year, and Work to Comply With Changing Environment
- Successful Transition for Military Outreach Program

Colleges and Universities participating and sponsoring Outreach events:

- MnSCU in Mankato, St. Cloud and Moorhead
- St. Scholastica in Duluth, Fargo and St. Cloud
- St. Mary in Fargo and Bismarck

7.4 Programs

Early in 2020 COVID restrictions on community gatherings caused a shift from in-person events to virtual events. The variety and type of the virtual events held during 2020 were partially driven by the recommendations of our members through the member surveys.

- January Chapter events were held in person
- Virtual Annual membership Business Meeting
- New Member Celebration Event
- Virtual Breakfasts and Dinners
- Virtual Annual Diversity and Inclusion Event held in June
- Virtual Happy Hours
- Virtual Lunch and Learn Events

8 Committees

8.1 Operations Committee

The Operations Committee is made of up the chair and vice chair of each standing committee of the Chapter and is chaired by the President Elect. It has overall responsibility for all operational efforts and resource management and allocation in their assigned areas. Committee chairs and vice chairs are responsible to the Chapter Board of Directors and President-Elect and provide leadership to the program managers assigned to them. They are appointed by the Board and are ratified by the Board on an annual basis.

8.1.1 Membership and Member Services

Manages the membership statistics, and member retention via the Chapter Reporting System (CRS), the member database information from PMI Global. Manages the Career Assistance Program, including the job postings on the Members Only portion of the Chapter website and the Chapter's Annual Career Fair, which helps job seekers in the PMI-MN Chapter.

Manages the New Member Orientation Program and new member communications, all of which are designed to make new chapter members feel welcome.

Owns the PMI-MN Privacy Policy, which is tightly aligned with PMI Global's privacy policy. Creates and distributes surveys for PMI-MN's membership to ensure the Chapter is meeting the membership's needs.

8.1.2 Professional Development (Education & Certification)

The Professional Development Operational Committee is responsible for certification, education, PDU management and recertification. They organize events to provide quality program offerings to meet diverse membership needs through online or In-person seminars and webinars. The committee promotes a forum for knowledge sharing and networking.

8.1.3 Programs

Oversees breakfast and dinner programs and networking events and maintains the speaker repository.

The team continued its ongoing execution of dinner, breakfast and networking events throughout 2020, moving events to a virtual platform due to COVID-19. These events serve as conduits for member engagement, learning and networking.

8.1.4 Marketing and Communications (MarComm)

The MarComm team is seen as the backbone of support for all PMI MN committees in their efforts. The MarComm team helps to promote what PMI is all about, by promoting all PMI MN events and activities, and making sure that PMI MN has the appropriate spotlight on all its contributions to the PM and overall MN community. The Committee is responsible for promoting PMI-MN events via LinkedIn, twitter and other professional platforms.

Communications: Use of multiple channels to promote communications to both PMI-MN membership and potential members. Channels include email blasts, newsletters, social media (Twitter, Facebook, and LinkedIn), PMI-MN Website, tradeshow booths, and member surveys. It also owns the general release schedule of electronic communications to the general membership for efficient and timely information sharing.

Marketing: A primary goal is to protect the PMI-MN brand and to enhance brand awareness of PMI-MN within and outside the current membership. This is accomplished through consultation with PMI-MN's committees, public relations, branding, tradeshow presence, and PMI-MN promotional items, to name a few.

Accomplishments:

Marketing and Communications promoted chapter events, classes, elections, etc. with:

1. 26 EBlasts (including surveys)
2. Social Media:
 - Promoted PMI-MN events, communications, etc. via PMI-MN LinkedIn members
 - Members participation in discussions and posts on LinkedIn and Twitter

8.1.5 Community Outreach

Oversees interaction between the PMI-MN chapter and the community at large, and also between the main body of the chapter (located in the Minneapolis-St. Paul metro area) and members in out-state Minnesota, North Dakota and Western Wisconsin. The committee supports several sub-committees, each of which focuses on a particular group of individuals.

8.1.5.1 Outreach Program

The Outreach Program supports regional project management association efforts in Northern, Central and Southern areas of Minnesota, and portions of North Dakota and Wisconsin through:

- Outreach lunch meetings and events
- Student outreach at colleges and universities

- Recognition of outstanding project management
- Military Outreach Program
- Project Management Skills for Life (PMSLF): A program to help today's youth learn the skills needed for success.

8.1.6 Sponsorship

Coordinates and oversees the matching of interested sponsors with PMI-MN sponsorship opportunities; plans and implements available sponsorship opportunities, such as sponsorships for dinner meetings, PDD, newsletters, the web site, etc.; prepares sponsorship kits for distribution to potential sponsors.

The Sponsorship Team continues to extend the value of our brand to our Partners and Industry Vendors by making available access to events such as PDD, Chapter Meetings and Career Fair.

8.1.7 Volunteer Services

PMI-MN is managed by member volunteers and those volunteers provide most of the service infrastructure. Volunteer Services supports the chapter by acting as the point of contact for all volunteer recruitment, development, recognition, and operations. Coordinates the matching of interested volunteers with opportunities within the Chapter based on interest, skills and availability; creates and oversees volunteer recognition programs; prepares volunteer kits to orient new volunteers to the Chapter.

8.1.8 IT

The Information Technology (IT) Team is responsible for the ongoing assessment, management and improvement of PMI-MN information technology. The IT team is charged with insuring PMI-MN is making the most effective use of technology in order to best serve the interests of the Membership, the Board, the Operations Committee, and it's contracted service providers.

8.1.9 Finance

The Finance Committee reforecasts the expected income and expenses on a quarterly basis, in order to provide a clear, timely snapshot of the financial health of the Chapter. Quarterly reforecasting along with monthly reporting enables the Chapter leaders to be more proactive in dealing with any fluctuations in our financial status.

8.1.10 Special Projects

Temporary committees that take on special, one-time projects. In 2020, a special project committee covered:

- Rebranding for the Chapter

8.2 Nominating Committee

The Nomination Committee conducted the process to nominate and elect our 2021 Leadership.

9 Volunteer Contributions and Recognition

9.1 Volunteer Recognition Events

PMI MN members volunteered 15,000+ hours in calendar year 2020.

With COVID-19 Restrictions in 2020, the annual Saints Game Volunteer Recognition Event was not able to be held.

The Annual Presidents Gala, which is typically held in January, has also been postponed at this time in hopes of holding an in-person outdoor event in the summer of 2021.

With in-person volunteer recognition events not able to be held in 2020, all active volunteers received a small token of appreciation from the PMI Leadership in July of 2020.



9.2 Volunteer Recognition: The Annual Awards have not yet been announced for 2020 due to the postponement of the 2020 Presidents Gala

9.2.1 W. Bruce Sandison President's Award

The W. Bruce Sandison President's Award is presented annually at the PMI-MN Volunteer Recognition Event in honor and memory of W. Bruce Sandison, PMP.

Bruce volunteered his time and talents towards a number of roles including:

- 1996 PMI-MN Chapter President
- 1997 Council of Chapter Presidents Co-Chair
- 1998 Council of Chapter Presidents Chair
- PMI, Intl. Certification Process Committee
- Numerous additional PMI, Intl. Committees

- Author of past PMI Assembly of Chapter Presidents (ACP) structure

PMI-MN's criterion for this award includes:

- Presented to a PMI-MN member not serving on the Board
- Shown unparalleled devotion of their time in quality efforts toward building professionalism in project management, both in and outside our Chapter, through their contributions and activities
- Nominated by board members or past presidents and voted by the board

9.2.2 President's Volunteer of the Year Award

The Minnesota Chapter of the Project Management Institute – President's Volunteer of the Year Award is presented to the Volunteer that has provided significant time and effort to better our Chapter while demonstrating best-in-class project management skills.

PMI-MN's criterion for this award includes:

- Award to recognize exceptional service in 2020
- Significant contributions on behalf of PMI-MN that support the recognition of the Chapter as the leader in project management
- Significant contributions to the activities of the Chapter
- Nominated by any PMI-MN member

9.2.3 Team Award

The Minnesota Chapter of the Project Management Institute – Team Award is presented to the volunteer team who exemplifies the following criteria:

- Team initiative (s) which provide innovative, long-term, and sustainable value to PMI-MN members or a Team initiative (s) which provide innovative, specific/single purpose, and short-term value to PMI-MN members.
- Strategic direction which meets and exceeds goals that align with PMI-MN best practices
- Teams who are committed to achieving common objectives while producing high-quality results through interdependencies
- Demonstrated team collaboration skills
 - Diversity and inclusion amongst team members
 - Attracted volunteers
 - Accomplished a common goal
 - Strong leadership and team building

10. Financial Review -

	Approved 2021 Budget	2020	2019	2018	2017
Total Income	\$593,803	\$273,650	\$577,228	\$727,170	\$755,688
Total Expenses	\$573,803	\$285,162	\$683,790	\$805,351	\$869,926
Net Profit (Loss)	\$20,000	(\$11,512)	(\$106,562)	(\$78,181)	(\$114,260)

INCOME	2020 Amended Approved Budget	2020 Actuals
Membership	\$84,000	\$93,315
Military Outreach	0	0
Professional Development	\$45,975	\$41,954
PDD	\$124,485	\$122,925
Sponsorships	\$37,000	\$10,975
Programs	\$3,900	\$4,455
Outreach	\$12,650	\$20
Volunteer Credit Use	(\$810)	(\$810)
Miscellaneous (Interest)	0	\$6
Total Income	\$308,010	\$273,650
EXPENSES		
Sponsorship/Finances	\$15,800	\$15,687
Board	\$5,100	\$1,072
Marketing	\$10,000	\$6,597
Operations	\$131,500	\$128,142
Volunteers	\$15,500	\$14,912
IT	\$60,900	\$48,393
Professional Development	\$20,735	\$8,605
PDD	\$66,815	\$55,365
Membership	\$6,305	\$750
Military Outreach	\$0	0
Outreach	\$11,345	\$152.18
Programs	\$3,700	\$5,487
Total Expenses	\$347,700	\$285,162
Net Profit (Loss)	(\$39,690)	(\$11,512)

11. Appendix A - Statement of Financial Position as of 12/31/2020

Balance Sheet As of 12/31/2020

Project Management Institute (PMI)

Assets

Current Assets

1020-000	BREMER CHECKING	\$	775,577.75	
1030-000	BREMER SAV/MM: BALANCE SHEET	\$	10,106.00	
1100-000	ACCOUNTS RECEIVABLE: BALANCE SHEET	\$	2,138.58	
	Total Current Assets:			\$ 787,822.33
	Total Assets:			<u>\$ 787,822.33</u>

Liabilities

Current Liabilities

2010-000	ACCOUNTS PAYABLE: BALANCE SHEET	\$	13,426.82	
2100-000	DEFERRED REVENUE: BALANCE SHEET	\$	845.00	
2101-000	DEFERRED MEMBERSHIP: BALANCE SHEET	\$	58,738.00	
	Total Current Liabilities:			\$ 73,009.82
	Total Liabilities:			\$ 73,009.82

Equity

3200-000	Retained Earnings	\$	726,324.16	
3200-000	Retained Earnings-Current Year	\$	-11,511.65	
	Total Equity:			\$ 714,812.51
	Total Liabilities & Equity:			<u>\$ 787,822.33</u>



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