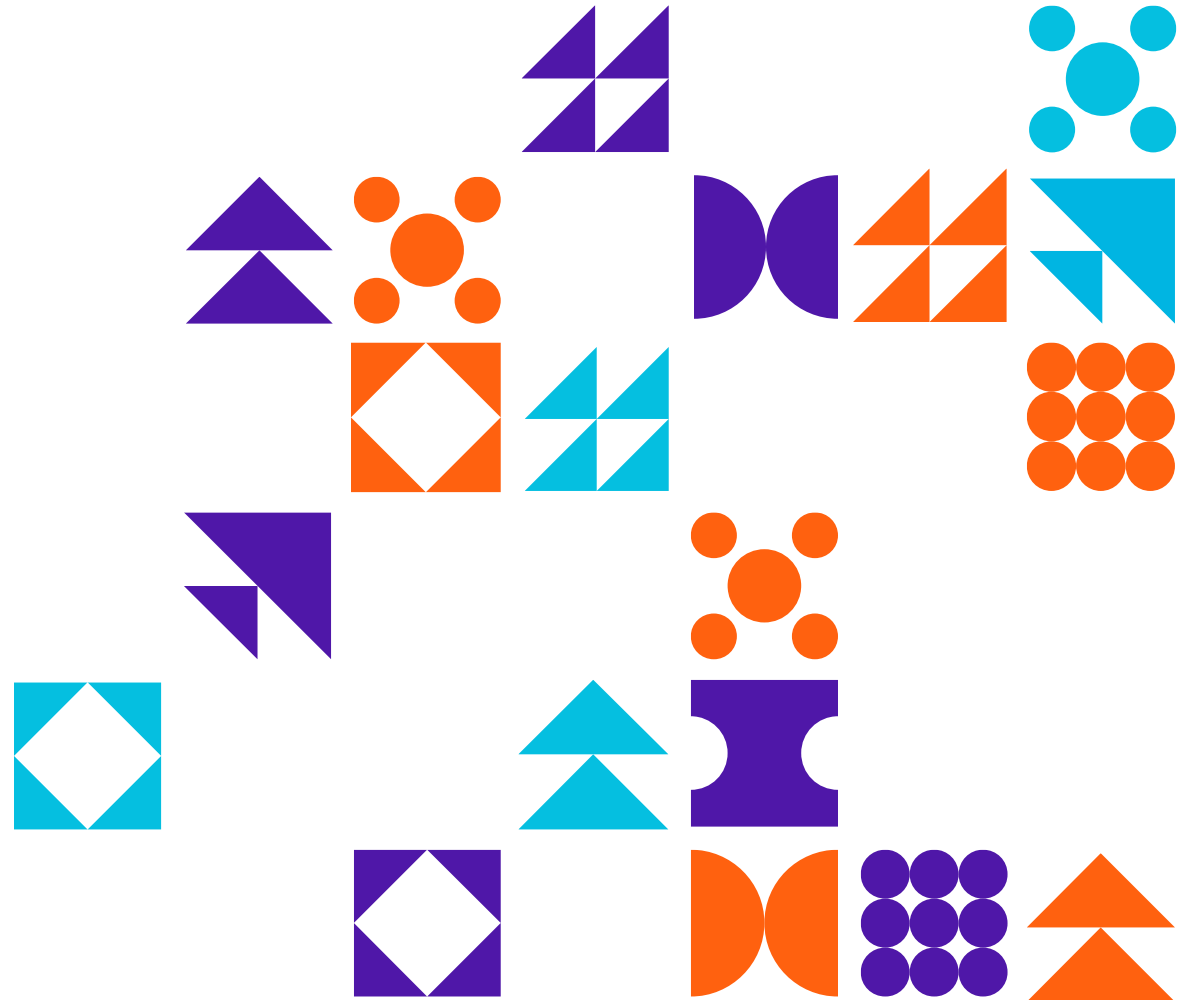




ANNUAL MEMBERSHIP MEETING

May 25, 2021



Agenda:

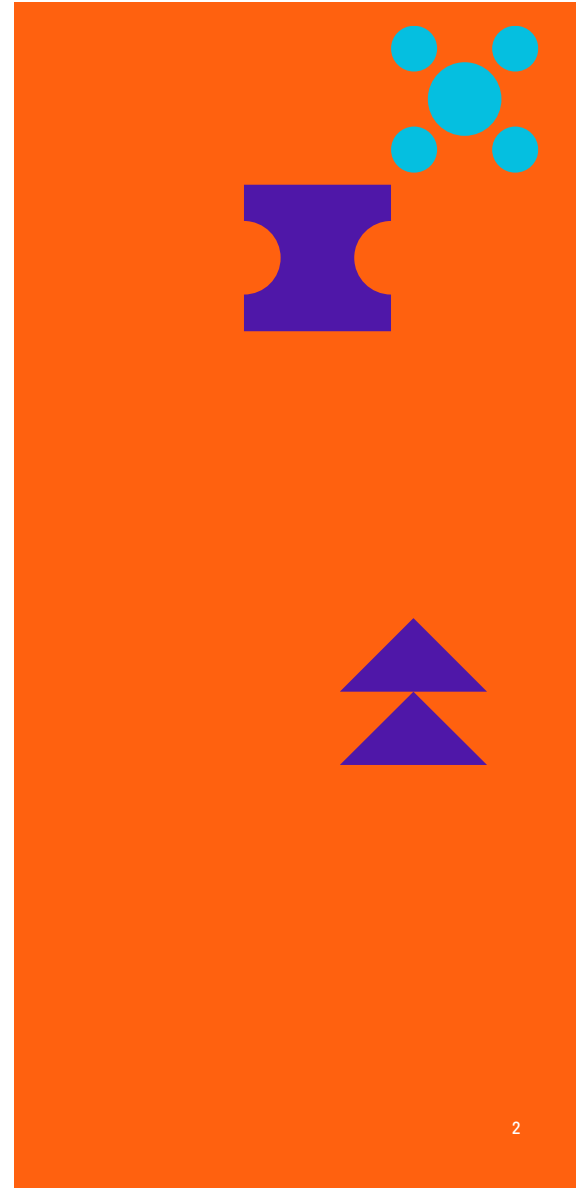
6:00 p.m. Welcome

6:05 p.m. 2020 Overview

6:20 p.m. 2021 Overview

6:30 p.m. Financial Review of 2020 & 2021

6:45 p.m. Question & Answer Period



MISSION & VISION

MISSION:

- PMI-MN's mission is 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.



2020 BOARD OF DIRECTORS

Sara Swanson, PMP, PMI-ACP, CSM
President & Chief Executive Officer

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

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

Manish Kalra, MBA, PMP, CSM
Director of Finance

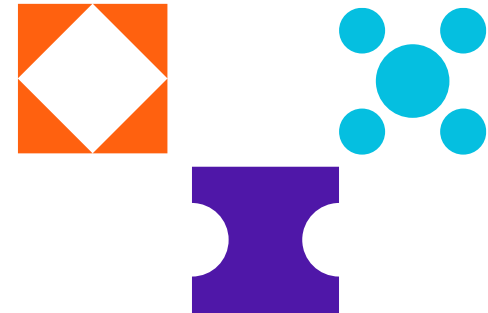
**Geraldine Marks, PMP, MBA, CPPM, Six
Sigma**
Director of Governance

Jacque Ince, PMP
Director at Large

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

Marlaina Love
Director at Large

Alisha Walter, PMP
Director at Large



2020 OPERATIONS COMMITTEE

Open
Finance Chair

Open
Community Outreach Chair

Kimberly Berger
PDD Chair

AnneMarie Kaul
Membership Chair

Miriam Isaac
Marketing & Communications Chair

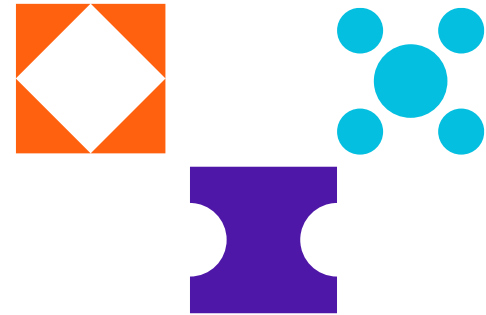
Lee Skolasinski / Sarah Cotter
Sponsors Chair

Ken Schacher
Professional Development Chair

Brandon Guthman
IT Chair

Open
Programs Chair

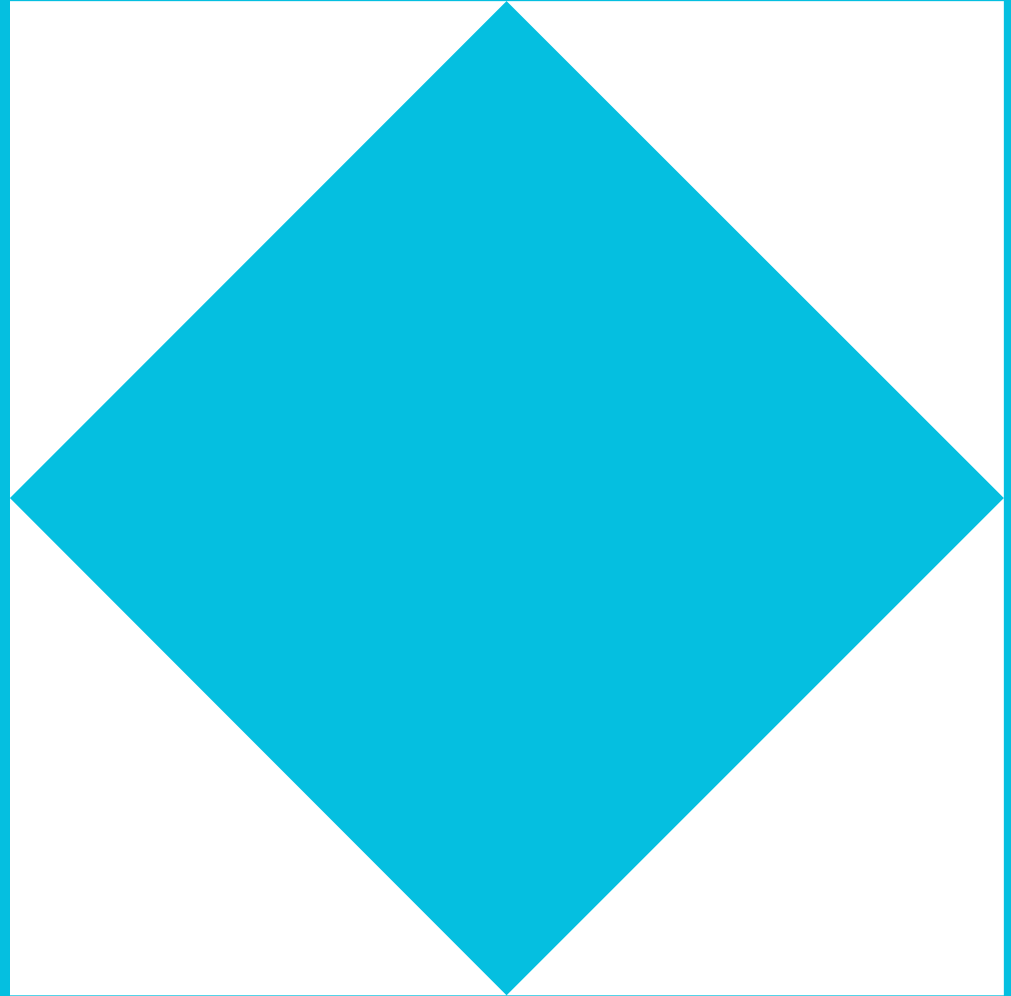
Glory Ikeata
Volunteer Services Chair



2020 STRATEGIC OUTCOMES

The overall 2020 Chapter strategic objectives were:

- Improve the chapter reputation and engagement, Improve the member perception of the chapter
- Increase membership by 5% and increase member attendance at chapter events
- Next Gen/College Student Memberships
- Chapter of the Year Award for 2020



2020 Scorecard

Core Service	Measure	Target	2020 result
Membership	Retention rate	75%	Met Target: 75.72%
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	Exceeded 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 credentialed 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 -Virtual new member orientations were held in April and August, Monthly new member specific communications distributed, New members listed in monthly newsletters, Monthly Volunteer recognition awards , Volunteers receiving the awards listed in monthly newsletter, Thank you' s mailed to our Volunteers in 3rd quarter 2020 recognizing all of the Volunteers and their time put in during a pandemic. <i>The 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>

2020 Scorecard

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, New member 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: Annual leadership transition meeting held October 2020, Knowledge transfer sessions held between leadership who's term was ending, and new leaders onboarded for upcoming term
Strategic Planning	Complete Strategic alignment worksheet	Fall Strategy Planning Events	Completed: October 2020
Scorecard Report	Report completed and submitted to Global	Annually	Completed



2020 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 due to COVID-19, the other 2 courses were fully virtual)
Seminars	Number of Seminars	4	Missed Target: With COVID-19 Restrictions 1 in-person seminar and 1 virtual seminar were held
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 re-structure for virtual events. 6 events were held in 2020.
Professional Development Days	Conference with multiple tracks and PDU opportunities	Annual event to be held in September	Met Target: With COVID-19 Restrictions PDD 2020 was changed to a successful 2-day virtual event.



2020 Membership and Certifications

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



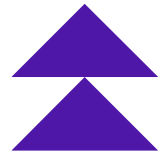
2020 TOP 4 OBJECTIVES

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

- Chapter Services to our Key Stakeholders (see next slide)
- Hold New Member Event and Regular New Member Orientation Events-**Achieved**-Monthly new member communications were distributed to welcome new members and provide chapter membership resources. New member orientations were held virtually 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 –**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.



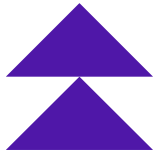
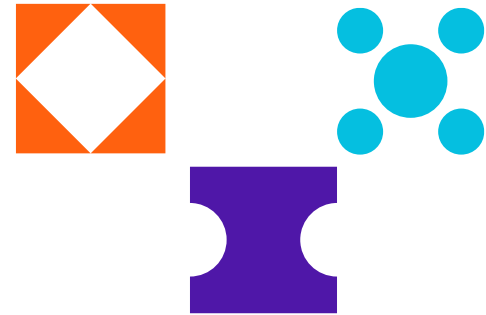
2020 CHAPTER SERVICES TO STAKEHOLDERS

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

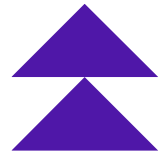
Chapter Services to Volunteers:

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.



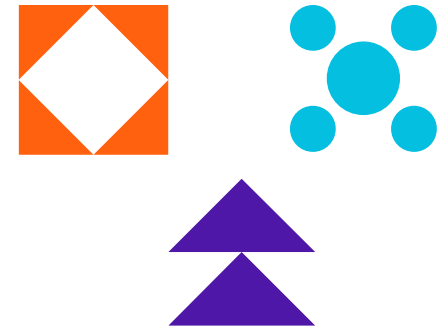
OBJECTIVE 2: ADVANCED MARKETING AND REGISTRATION EFFORTS

- 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.



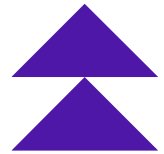
OBJECTIVE 3: NEXTGEN COLLEGE STUDENT MEMBERSHIP:

- 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.



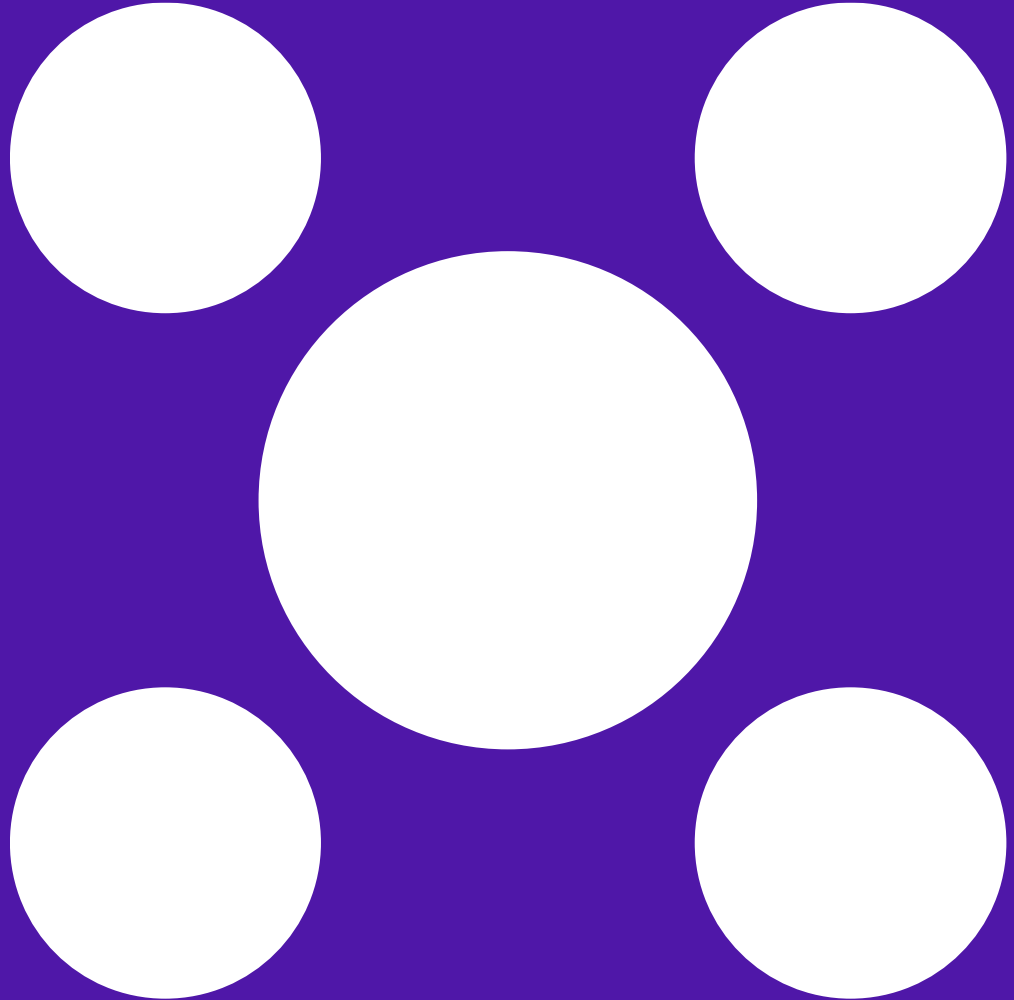
OBJECTIVE 4: CHAPTER OF THE YEAR AWARD 2020

- 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.



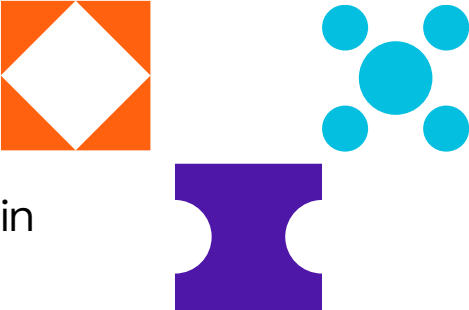
2020 CHAPTER RECOGNITION

Due to the Covid restrictions in place, we were unable to host our annual St. Paul Saints PMI Mn Chapter member, volunteers, and family gathering event. We did reach out and let our volunteers know that their efforts to help the organization pivot and succeed during such an exceptional time was appreciated by our Board, the Operational Committee leaders, and our membership by sending a thank you card and token of appreciation. Our PMI MN Chapter would not have had the success it did in 2020 without all of you!



2020 MEMBERSHIP

As of End-of-Year 2020, we are proud to report that despite the COVID impacts we continue to be one of the largest chapters (out of 300 total) in the PMI Global organization. Our Membership Committee has re-instated the New Member Orientation sessions, hosting virtual sessions in both 2020 and 2021 featuring the benefits and opportunities of being a member of PMI MN. The Membership Committee has also made exciting new changes to the Mentorship Program in 2021, adding online registration on pmi-mn.org to better match mentees and mentors for future success!



MN Chapter membership surveys are distributed by PMI MN and PMI Global for PMI MN annually. The survey feedback is reviewed by the Board and Operations Committee and action items are defined.

Membership Category	Number of Members	
	2020	2019
Renewing Members	2,785	3,064
New Members	346	674
TOTAL MEMBERS	3,131	3,742
Retention Rate	75.72%	80.47%



2020 VOLUNTEERS

Many members gave generously of their time, talent and expertise last year to benefit all members and our community by serving on the Chapter Board and Operations committees.

Results:

- Volunteers donated over 15,000+ hours to make PMI MN successful for our members in 2020!

2020 PROFESSIONAL DEVELOPMENT DAYS

Our Professional Development Days (PDD) Committee was able to pivot and adjust to the COVID-19 environmental restrictions and offer a 2-day virtual conference in September, 2020!

Results:

- The theme was: The Evolution of Project Management
- Because the event was offered virtually, we were able to host attendees from all over the globe!
- Attendees were not only able to attend the event sessions during the virtual conference scheduled dates, but could also attend all sessions and obtain PDUs, for six months after the date of the conference.





2020 COMMUNITY OUTREACH PROGRAM

Due to Covid-19 restrictions, in-person meetings were limited, but the following sites held virtual events for members and prospective members:

- North Dakota hosted several virtual events
- North Dakota and St. Cloud Co-hosted an Event
- Project Management Skills for Life Hosted Several Sessions
- Our Military Outreach Continued to Support Our Veterans

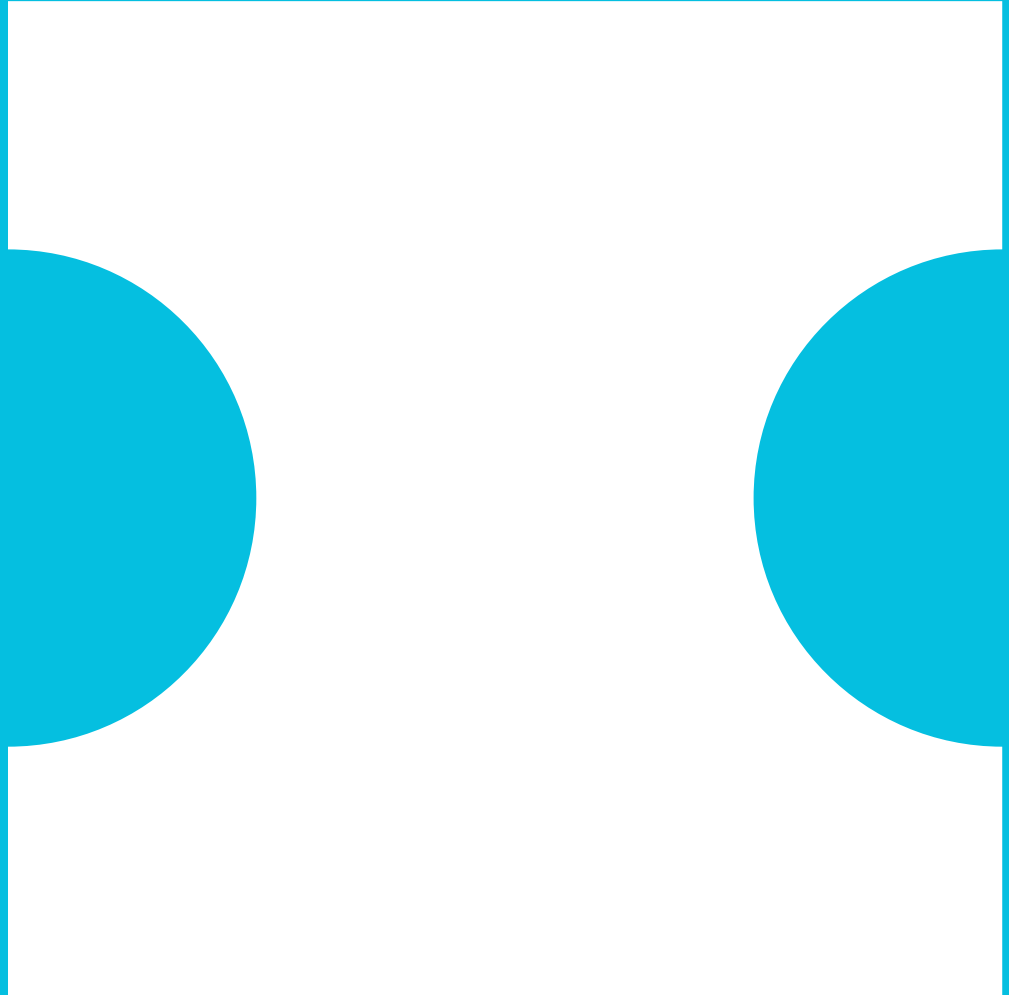
Colleges and Universities participating and sponsoring Outreach events:

- MnSCU(MN State Colleges and Universities System) in Mankato, St. Cloud and Moorhead
- St. Scholastica in Duluth, Fargo and St. Cloud
- St. Mary in Fargo and Bismarck

Annual membership meeting

2020 PROGRAMS

- Hosted One In-person Dinner Event Before Covid-19...and SOLD-OUT!
- Pivoted Programs Events (Breakfast and Dinner) to Virtual Events
- Offered Virtual Happy Hours for Networking and Connection
- Re-instated Lunch Hour Webinar Events Quarterly



2021 BOARD OF DIRECTORS

Ruth Birkholz, MMIS, PMP

President & CEO

president@pmi-mn.org

Manish Kalra, MBA, PMP, CSM

President Elect & Chief Operating Officer

presidentelect@pmi-mn.org

Sara Swanson, PMP, CMS, PMI-ACP

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

directorgovernance@pmi-mn.org

Jacque Ince, PMP

Director at Large

Jacque.Ince@pmi-mn.org

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

Director at Large

Michael.OConnor@pmi-mn.org

Brandon Guthman

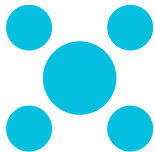
Director at Large

Brandon.L.Guthman@pmi-mn.org

Matt Mehring, PMP, PMI-ACP

Director at Large

Matt.Mehring@pmi-mn.org



2021 OPERATIONS COMMITTEE

Heather Vanderberg

Finance Chair

chairfinance@pmi-mn.org

Keith Anderson

Community Outreach Chair

chairoutreach@pmi-mn.org

Lynn O’Gara

PDD Chair

chairpdd@pmi-mn.org

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

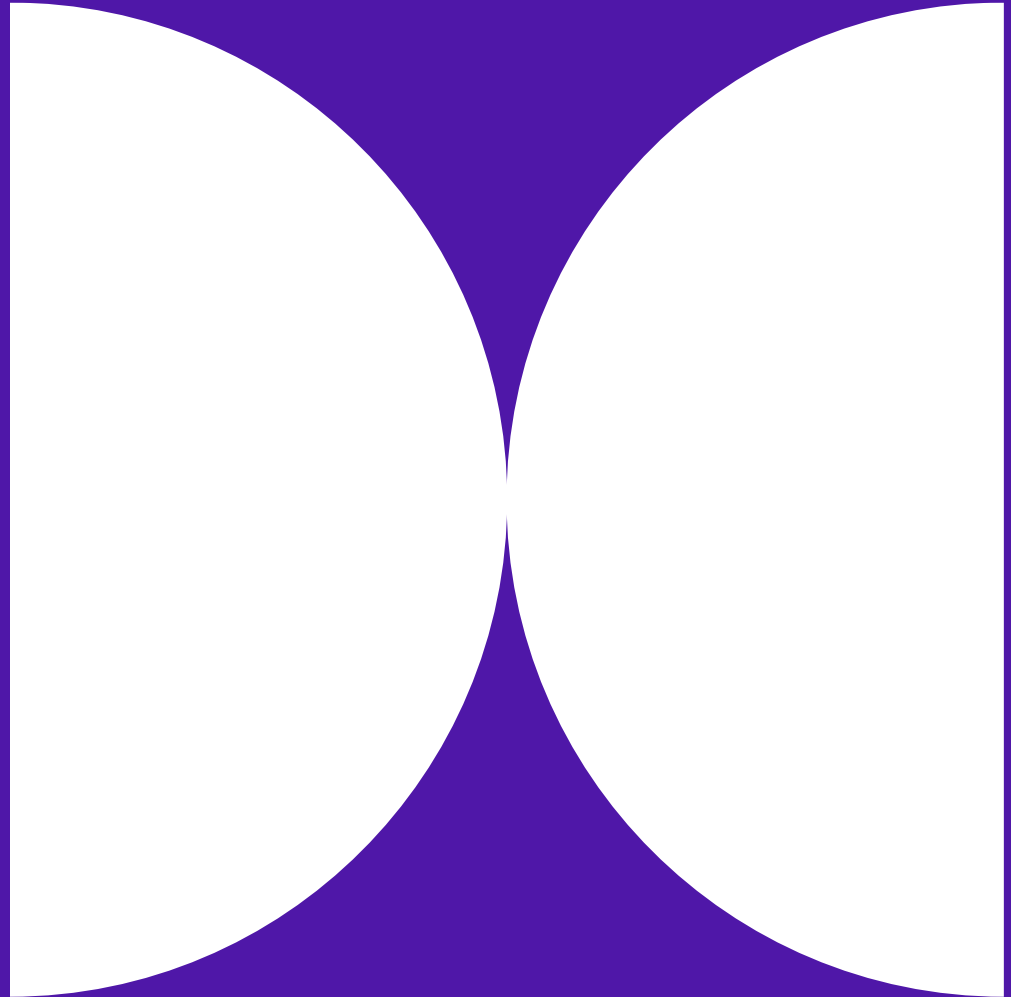
chairvolunteerservices@pmi-mn.org



2021 MAIN CHALLENGES

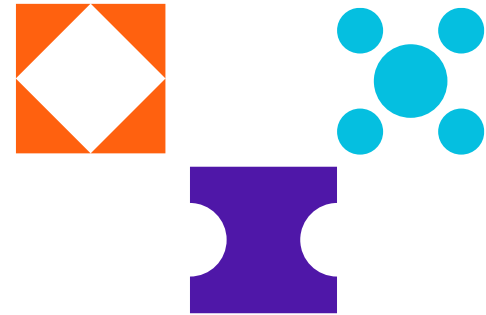
2021 Our main challenges are:

1. COVID-19 pandemic and the suspension of in-person meetings started in 2020, and are persisting into 2021
2. Ensuring we promote our events to our Chapter members 90 days ahead of the scheduled events date
3. Onboarding enough Volunteers to execute the effort needed to set up and execute the events
4. Expanding our marketing and communications capabilities
5. Ensure we leverage our vendor partners, systems, and processes effectively and efficiently to provide a consistent and streamlined experience for our members, volunteers, and other key stakeholders



2021 GOALS, as set at the November 2020 Planning Session

1. Execute on the 2021 events calendar that was drafted and aligned on during the October 2020 annual planning meeting.
2. Fill Operational Leadership positions and onboard adequate volunteer resources to best be able to provide programming and services in all areas of PMI MN.
3. Put programs 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 approved budget.



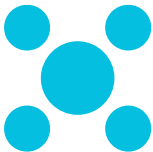
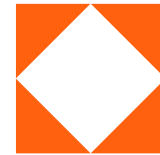
PDD Virtual Decision (2021...AGAIN)

Having the Board make a decision early in our planning meant:

- We had planned ahead from 2020 for 2021, just in case
- We had re-usable processes, estimates, and planning tools from PDD 2020
- We were able to “hit the ground running” as soon as the final decision was made, on the current and projected guidance with the information we had at the time

Next Steps:

- Communicate the Decision – Health and Safety First!
- Attendees can not only attend the courses that day, but ALL of the courses available over time.
- Our PDD is open to all – we want it to be accessible, and successful, in 2021!
- Start planning for 2022!



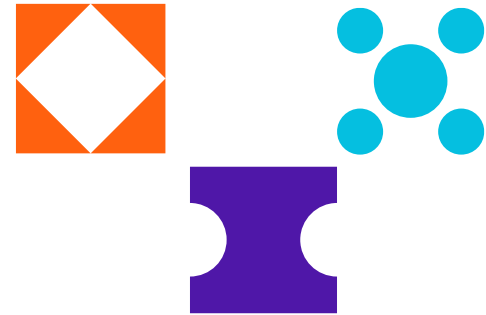
2021 CHAPTER SERVICES TO STAKEHOLDERS

Chapter Services to Members:

1. Continue core chapter programming service to members to provide growth, development, and PDU opportunities for certification maintenance
2. Provide opportunities for members to grow their careers through certification preparatory courses by partnering with ATP providers for Project Management Professional and Disciplined Agile offerings
3. Provide growth and development opportunities to members through our PMI MN mentor / mentee program, further developed to take advantage of online submission for easier matching of participants

Chapter Services to Volunteers:

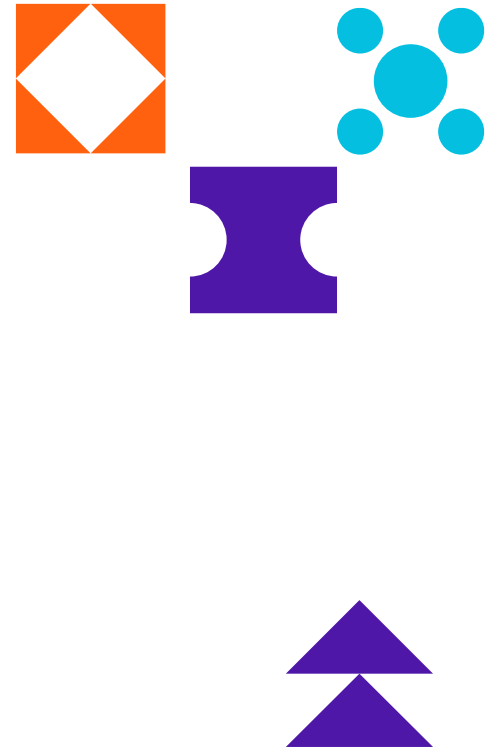
1. Formal onboarding program implement to provide guidance and consistency for all volunteers
2. Opportunities highlighted at the Operations Committee meeting monthly, and all Operations Committee Leadership positions filled during 2021
3. Comprehensive electronic toolset for volunteers at all levels, and eTools training offered to Board and Operations Committee leaders to more effectively use systems offered



2021 CHAPTER SERVICES TO STAKEHOLDERS

Chapter Services to Other Key Stakeholders:

1. Partnering with Sponsors and providing multiple sponsorship opportunities
2. Project Management Skills for Life reaches out not only to local nonprofit partners, but has also worked with multiple PMI Chapters to help them enhance their PMSFL programs, and help them implement components similar to those of PMI MN
3. Partnering with academic institutions to provide updated educational opportunities to members



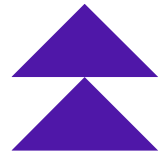
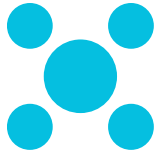
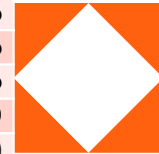
2021 TOP 3 OBJECTIVES

No	Key Objective	Action Description	Catalog of Core Service (If applicable, as a key objective may not always directly focus on a Core Service)
1	2021 Events Calendar (Continued Effort): Execute on the 2021 events calendar that was drafted and reviewed in our October 2020 planning meeting.	<ul style="list-style-type: none"> * The member survey, in addition to COVID restrictions on community gatherings, will drive our virtual v. in-person event schedule. The variety and type of virtual events will be driven by those recommended by our member (and other) survey responses. * The Operations committee will utilize this calendar to ensure marketing and communications occur for our events 90 days before the events is scheduled to allow our members to plan and register for the events. * Implement new ATP and Disciplined Agile certification program by hosting scheduled training events. * Prioritize Outreach to colleges and NextGen Project Managers with the PMIEF Program. 	<ul style="list-style-type: none"> * Chapter Meetings * Communications with Members * PMI Exam Credential Exam Prep * Mentoring / PMIEF
2	Fill Operational Leadership positions and onboard adequate volunteer resources to best be able to provide programming and services in all areas of PMI MN.	<ul style="list-style-type: none"> * Prioritize filling gaps in leadership positions, and provide opportunities for volunteers to learn, grow and succeed within PMI Minnesota. 	<ul style="list-style-type: none"> * Volunteer Opportunities
3	Put programs and processes in place to retain current members and renew / grow membership from 3200 to 3500 in 2021.	<ul style="list-style-type: none"> * Chapter membership retention has been decreasing over the past year; working to increase membership and encourage renewals 	<ul style="list-style-type: none"> * Communication With Members * New Member Events



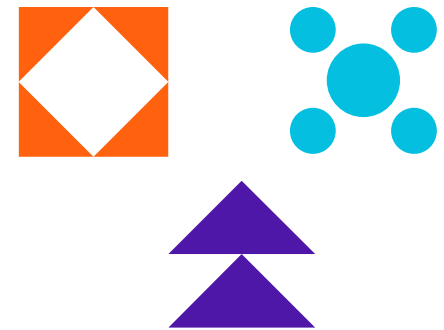
Review of 2020 Financials

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	\$20.00
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	\$6,597.07
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
Programs	\$3,700	\$5,487
Total Expenses	\$347,700	\$285,162
Net Profit (Loss)	(\$39,690)	(\$11,512)

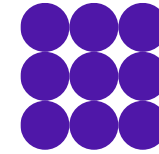


Reasons for variance in Income in 2020

- Overall a **Positive** outcome for planned Vs budgeted income in 2020 (Lost ~\$10K instead of ~\$40K)
 - Significant reduction in Administrative costs – Harrington budget cut from 140K to 120K in 2020.
 - Significant cost savings in Venue and meals due to switching from in person to Virtual events.
 - Significant reduction in IT expenses overall , due to process improvements put in place, along with license reductions.



Balance Sheet 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:			\$ 787,822.33

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

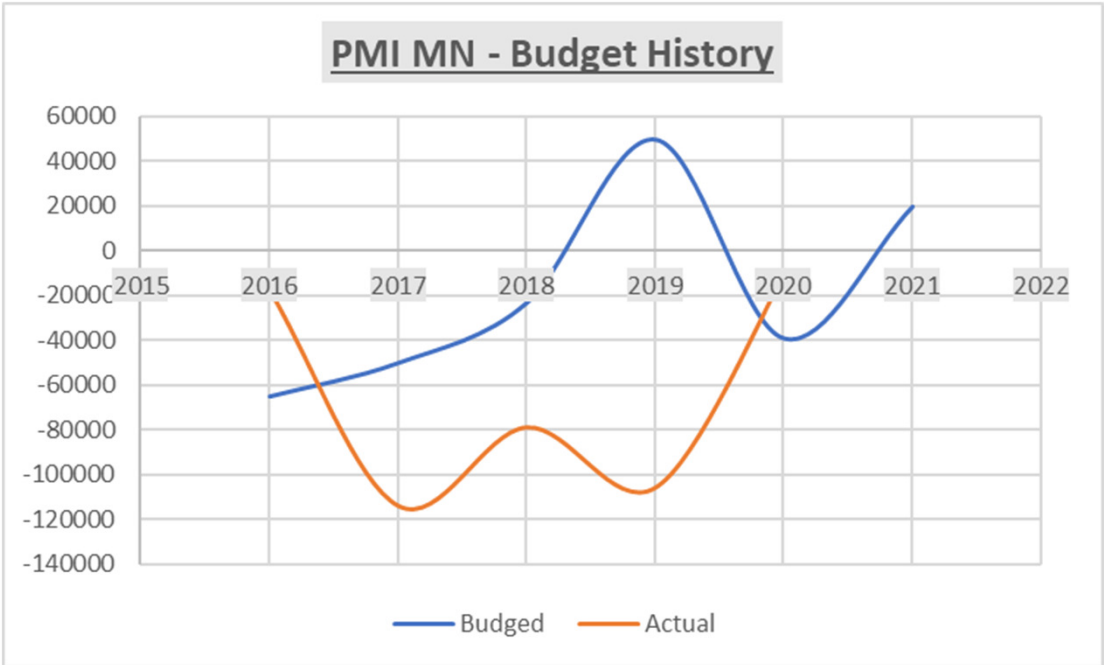
Equity

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

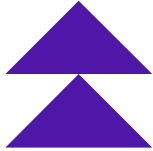


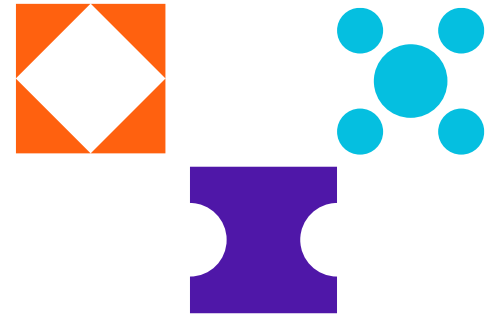
FINANCIALS & LOOKING AHEAD 2021

	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)



Annual membership meeting



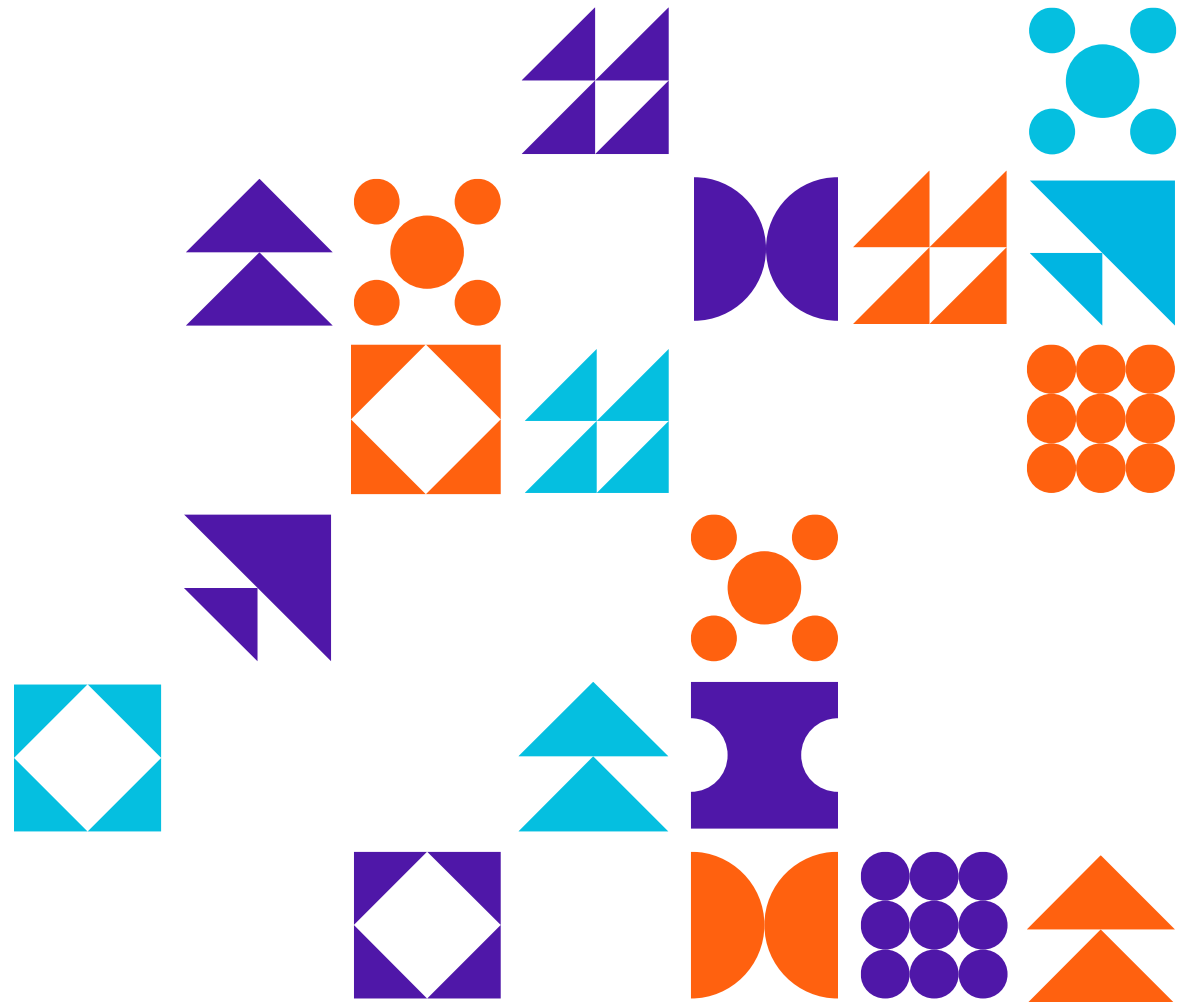


Q & A?





THANK YOU!



May 25, 2021