



Project Management Institute
Global Operations Center

San Francisco Bay Area Chapter (C024) Chapter Request for Annual Charter Renewal 2015

Application Status [Approved](#)

Welcome to the 2015 Charter Renewal, where you can record your achievements for the 2014 Business Year. The charter renewal process is an integral part of the Strategic Alignment, Planning and Reporting (SAPR) process. It provides an opportunity to recognize chapters that have delivered exceptional quality to its members as well as those that may need help and support. A complete description of all core and extended services can be found in the Catalog of Core and Extended Services on the Community Leadership website. Please contact your region mentor or chapter administrator with any questions or concerns. Please submit your responses to the following questions by 31 March 2015. Thank you for your continued dedication and service!



2015 Contact Information

Primary Contact

Name	Summer Graham
PMI ID	2115993

Address

Address Line 1	PO Box 193544
Address Line 2	San Francisco
Address Line 3	
City	San Francisco
State/Province/Territory	CA
Postal Code	
Country	United States

Other

Phone Number	
Fax Number	
Email Address	summer.graham@pmisfbac.org
Website Url	http://www.pmi-sfbac.org/



2015 Chapter Officers

Position: Director at Large
Term Start Date: 1 November 2014
Name: Linda Richard, PMP, PMI-ACP
E-mail: linda.richard@pmisfbac.org
Access: CS Access ViewOnly DEP Chapter Reporting System (CRS) and Charter Renewal

Group: Executive
Term End Date: 31 March 2015
PMI ID: 47519
E-mail Type: Entered

Position: Director at Large
Term Start Date: 1 April 2015
Name: Linda Richard, PMP, PMI-ACP
E-mail: linda.richard@pmisfbac.org
Access: CS Access ViewOnly DEP Chapter Reporting System (CRS) and Charter Renewal

Group: Other
Term End Date: 31 March 2016
PMI ID: 47519
E-mail Type: Entered

Position: Director at Large - Treasurer
Term Start Date: 1 April 2013
Name: Man Singh, PMP
E-mail: man.thakur@gmail.com
Access: CS Access Edit DEP Chapter Reporting System (CRS) and Charter Renewal

Group: Executive
Term End Date: 31 March 2015
PMI ID: 75851
E-mail Type: Primary

Position: Director at Large
Term Start Date: 1 April 2015
Name: Jennifer Evans, PMP
E-mail: jennifer.evans@pmisfbac.org
Access: CS Access ViewOnly DEP Chapter Reporting System (CRS) and Charter Renewal

Group: Other
Term End Date: 31 March 2016
PMI ID: 268727
E-mail Type: Entered

Position: Director at Large
Term Start Date: 1 March 2015
Name: Steven Romero, PMP
E-mail: steve.romero@pmisfbac.org
Access: CS Access ViewOnly DEP Chapter Reporting System (CRS) and Charter Renewal

Group: Other
Term End Date: 30 April 2016
PMI ID: 346359
E-mail Type: Entered



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Position: President Elect
Term Start Date: 1 April 2015
Name: Malika Malika, PMP
E-mail: malika.malika@pmisfbac.org
Access: CS Access ViewOnly DEP Chapter Reporting System (CRS) and Charter Renewal
Group: Other
Term End Date: 31 March 2016
PMI ID: 1147110
E-mail Type: Entered

Position: Director at Large
Term Start Date: 1 April 2015
Name: Tyrone Navarro, PMP
E-mail: tyrone.navarro@pmisfbac.org
Access: CS Access ViewOnly DEP Chapter Reporting System (CRS) and Charter Renewal
Group: Other
Term End Date: 31 March 2016
PMI ID: 1318161
E-mail Type: Entered

Position: Secretary
Term Start Date: 1 April 2014
Name: Linda McHugh, PMP
E-mail: linda.mchugh@pmisfbac.org
Access: CS Access Edit DEP Chapter Reporting System (CRS) and Charter Renewal
Group: Executive
Term End Date: 31 March 2017
PMI ID: 1561558
E-mail Type: Entered

Position: Secretary
Term Start Date: 1 April 2015
Name: Linda McHugh, PMP
E-mail: linda.mchugh@pmisfbac.org
Access: CS Access Edit DEP Chapter Reporting System (CRS) and Charter Renewal
Group: Secretary
Term End Date: 31 March 2016
PMI ID: 1561558
E-mail Type: Entered

Position: Treasurer
Term Start Date: 1 April 2015
Name: Scott Merillat, PMP
E-mail: scott.merillat@pmisfbac.org
Access: CS Access ViewOnly DEP Chapter Reporting System (CRS) and Charter Renewal
Group: Other
Term End Date: 31 March 2016
PMI ID: 1667570
E-mail Type: Entered

Position: Director at Large
Term Start Date: 1 April 2015
Name: Angela Plummer, PMP
E-mail: angela.plummer@pmisfbac.org
Access: CS Access ViewOnly DEP Chapter Reporting System (CRS) and Charter Renewal
Group: Other
Term End Date: 31 March 2016
PMI ID: 2032773
E-mail Type: Entered



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Position: President
Term Start Date: 1 April 2014
Name: Summer Graham, PMPPMI-ACP
E-mail: president@pmisfbac.org
Access: CS Access Edit DEP Chapter Reporting System (CRS) and Charter Renewal
Group: Executive
Term End Date: 31 March 2015
PMI ID: 2115993
E-mail Type: Entered

Position: Chair
Term Start Date: 1 April 2014
Name: Yinka Fatona, PMP
E-mail: yinka.fatona@pmisfbac.org
Access: CS Access ViewOnly DEP Chapter Reporting System (CRS) and Charter Renewal
Group: Executive
Term End Date: 31 March 2015
PMI ID: 2496007
E-mail Type: Entered



2014 Financial Information

Financial Report for Fiscal Year 2014 :

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): 94-2715329

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 2014 :

Currency:	USD
Reserves as of 31 December 2013:	267,925.00
2014 Incoming Funds (gross receipts):	190,155.42
2014 Expenses:	151,648.54
Reserves as of 31 December 2014:	306,431.88

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: Summer Graham

Date: 30 March 2015



2014 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.	No
Date for renewing incorporation or registration documents	
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	10 January 2012
Bylaws have been reviewed annually and updated to reflect operational policies and procedures consistent with GOC requirements.	Yes
Date of GOC approval of bylaws	25 February 2013

Annual Election

Hold annual elections in accordance with the Chapters governing documents.	Yes
Date of most recent elections	24 December 2014
Conduct a new chapter leadership transition/orientation meeting. If yes, enter a date below.	Yes
Date of transition/orientation meeting	21 March 2015
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	27 September 2014



Date of annual membership business meeting #2

Date of annual membership business meeting #3

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 2014. If yes, enter at least one location and date below. Yes

Meeting Location#1

LIM Phoenix, AZ

Date Meeting Attended at Location#1 23 October 2014

Meeting Location#2

Date Meeting Attended at Location#2

Customer Centricity



- Chapter website is updated monthly. Yes
- Chapter communicates to membership via email and/or newsletter at least 10 times annually. Yes
- Chapter provides recognition opportunities for new members and credential holders at least 10 times annually. Yes
- Chapter has created a marketing introduction and benefits package which is updated annually and is available to chapter stakeholders. Yes
- Does the chapter offer any extended services? Yes

If yes, please check all that apply

- Knowledge Delivery
- Discussion Topics (Discussion topics that are moderated, communicated, and timely via web site, conference call, or other means).
- Link to the Virtual Library
- Work with other chapters to address regional initiatives
- Community Meeting Roundtable Events
- Focus groups (Supports temporary groups to focus on specific topics of interest).
- Best Practices
- Templates
- Academic Research
- Knowledge Building Collaboration
- Multiple webinars, breakfast, lunch or dinner meetings in the same month
- PMI credentials examination preparation course offerings
- Mentoring for members and non-members
- Project management forum or symposiums
- Multiple discussion topics
- Ask the Expert (Identify a recognized expert to review, compile, and provide responses to submitted questions).



- Reviews (Publishes reviews of books or tools describing the benefit of the book or tool to members).
- Networking event
- Content Information FAQs (Provides frequently asked questions (FAQs) that address questions of the members concerning the subject of the community).
- Extended calendar (Publish various networking opportunities in newsletters and on the communities web site).
- Joint, collaborative meetings with other PMI communities
- Employment opportunities
- Supplier relations management
- Partnerships to provide member benefits
- Resume postings
- Project of the Year
- Outreach to Industry Leaders
- Local Executive Events (Has a local Executive Advisory Board or similar group where local executives can meet and discussion project management topics).
- Outreach to university and colleges
- Participation in Congress events
- Enhanced Web Site
- Member directory
- Member to Member communications
- Multi Language Web Site
- Presence at PMI Congress
- Mentoring for PMI community leaders
- Attend Regional Meetings
- Community volunteer recognition and awards



- Member recognition
- PMI LIM Showcase
- Sponsorship Management
- Use of Paid staff to deliver member services
- Annual Report to Members
- Other

If other, please list.

Ends Retreat: A Requirements Gathering and Stakeholder Engagement Event
Policy Governance 101, 201, and Related Events

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. Typed name will be accepted as legally binding.

Summer Graham

PMI ID

2115993

Date

30 March 2015