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**2007**

**PMI-Portland Chapter Voters Pamphlet**

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# 2007 Voters Pamphlet: PMI-Portland Chapter

## Functional Group: Executive

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### Service Provided:

Working with entire Board, responsible for:

- Strategic Planning
- Operational Planning
- Financial Oversight
- Committee Oversight
- Leadership Succession
- Policies and Procedures

### Functions

Membership:  
Past President  
President  
President Elect  
VP Finance  
VP At Large  
Secretary

# 2007 Voters Pamphlet: PMI-Portland Chapter

## Executive: **President Elect**

The president-elect prepares for and plans to serve as President for the following year, and acts for the President in his/her absence. Year one of a three-year Presidential term.

### Responsibilities:

- Follows Chapter bylaws, policies and procedures; strives to fulfill the Chapter's mission, values, and strategic plans.
- Acts for the President during the President's absence.
- Learns all aspects of Chapter operations, including history, policies and procedures, current practices, and bylaws, to prepare for assuming the position of President at the start of the next year.
- Chair of Project Excellence Award committee.
- Leads the Nominating Committee as required by Chapter bylaws.
- Works with the President in leading the development of the strategic plan, operational plan, and budget for the Chapter.
- Ensures that the strategic issues and plans identified by the Board are not forgotten in the barrage of regular activities as the year progresses.
- Assumes other duties, including special projects, as needed by the President and the Board.
- At end of term, plans and leads transition between outgoing and incoming boards. Facilitates team-building sessions for incoming board members.

### Qualifications:

- Elected by membership vote.
- Prior membership on the Chapter Board for at least one year as committee chair or elected position.
- All officers shall be members in good standing of PMI and the Portland Chapter.

### Term of Office:

- Officers are eligible to serve only two consecutive elected 1-year terms in the same office.
- One year as President-Elect, plus a commitment for one year as President and one year as Immediate Past President

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## Candidates:

### **Dianne Johnson running for the office of President Elect**

I am married, no children, three dogs and two cats. I am involved with local aviation community and taking flying lessons. I may be one of the slowest learners in pilot history, but I am having a great time. On a professional note, I have been a project manager for many years and earned my PMP in 2003.



### **Election Position:**

I have served four terms on the board and would like to continue my association with a quality group of people. I hope I have contributed as much to the board and the chapter as the board has contributed to my personal and professional growth.

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## Executive: **VP Finance**

This office is entrusted with managing funds for duly authorized purposes of the Chapter, and acts as the Chapter's CFO.

### Responsibilities:

- Follows Chapter bylaws, policies and procedures; support the Chapter's mission, values, and strategic plans.
- Manages Chapter finances through vendor payment, customer invoicing, deposits and monthly reconciliation. Create monthly financial reports for the board members for analysis.
- Is primary signatory on Chapter bank account(s) and any other financial instruments belonging to the Chapter.
- Assists Board members to create the annual budget. Help develop preliminary budget for incoming Board.
- Recommends policies and procedures for financial activities. Help educate the Board to understand the Chapter's financial status and its financial reports.
- Recruits volunteers to assist with tactical financial activities and audits.
- Safeguards the Chapter financial assets by being cautious with passwords and escalate any non-member focused expenditures to the President and President Elect.
- Files financial reports with PMI headquarters when required by President of the chapter.
- Complies with IRS and other government requirements to maintain the Chapter's 501c (3) tax exempt status.
- Maintains a prudent reserve account, the amount to be directed by the Board.

### Qualifications:

- Elected by membership vote.
- Prior experience with financial management and current software (non-profit experience preferred).
- All officers shall be members in good standing of PMI and the Portland Chapter.

### Term of Office:

- Officers are eligible to serve only two consecutive elected 1-year terms in the same office.

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## Candidates:

### Markus Molau running for the office of VP Finance

Mark Molau founded a consulting firm working with technology businesses to accelerate their growth and operations improvement needs. Previously, he was a director with Hewlett Packard where he held roles in finance, IT and R&D including program and project management. Prior to HP, he was a consultant with Price Waterhouse.



### Election Position:

I am interested in becoming more involved with the PMI activities in the Portland metro area to both provide greater support for local project managers in all professions and to also leverage my past business, management and project management experience to advance the efforts and impact of the Portland PMI chapter.

I am involved in a number of Oregon business and technical associations (e.g. Portland Business Alliance, Software Association of Oregon, Oregon Entrepreneur's Forum, Open Source Development Lab (Beaverton) OSU Corvallis Open Source Labs and all organizations have a need for experienced project managers and project management to support their member companies. I would like to better link my involvement with the Portland PMI chapter and these organizations to

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## Executive: **VP At Large**

The Vice-President at-large serves as the members' ombudsman advocating concerns, temporarily assists other Board members, temporarily fills in for other Board members when they are not able to perform their duties and assists or directs special projects as required.

### Responsibilities:

- Follows Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans.
- Brings variances of policy to the attention of the Chapter President and/or Board.
- Provides contingency planning should Board members be unable to fulfill their commitment. Fills transition gaps on the Board, if necessary.
- May be the spokesperson for the Board, if deemed appropriate.

### Qualifications:

- Elected by membership vote.
- Prior experience with a non-profit board.
- All officers shall be members in good standing of PMI and the Portland Chapter.

### Term of Office:

- Officers are eligible to serve only two consecutive elected 1-year terms in the same office.

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## **Candidates:**

### **Alan John running for the office of VP At Large**

Alan is certified PMP and is a Senior Project Manager with over 25 years experience in managing large programs, individual projects and technical / engineering teams at various high tech companies that included fiber optic data communications, silicon and systems at Intel Corporation and most recently as a consultant a small silicon start-up company located in the Hillsboro area and currently the State of Oregon working in the State office building. Alan is a U.S Navy submarine service veteran with a BSEE from the University of Idaho, Moscow, Idaho in 1982 and a Master of Science in Engineering Management from OGI (Oregon Graduate Institute), Beaverton, Oregon in 1997. He has served as the industry chair to the University of Idaho, Department of Electrical and Computer Engineering for Curriculum the past 6 years.

### **Election Position:**

First I want to promote and support the PMI- Portland chapter however possible. Second, I have many years of leadership and hands on experience in project management, program and engineering management to provide to the chapter

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### Lance Joseph Marietta running for the office of VP At Large

As VP of Marketing & Outreach in 2004 and 2005, I provided leadership to establish the chapter's Outreach program. I enjoyed fostering relationships with chapter businesses, facilitating chapter sponsorship, advertising, involvement, and support. As a chapter board member, I participated in the development of the new board structure and helped in developing growth and support strategies. I'm familiar with the structure, processes, and the demands of each position.

My time as both a Chapter member and as a board member has been extremely rewarding. On a daily basis, I apply the concepts I've learned here as I lead large and small projects as a senior PM at PacifiCorp. It's again time to give something back!



#### **Election Position:**

To give something back to a chapter that has provided career guidance and momentum, and fostered many professional and private friendships.

PMI-Portland chapter membership has propelled me on my Project Management career path. I've fostered many long-term friendships while a member. Monthly meetings and events have taught me the art and science of Project Management, and the nuances of the Project Management industry. I apply these concepts daily as I lead large and small projects as a senior PM at PacifiCorp. Leadership on the chapter Board of Directors as VP of Marketing & Outreach allowed me to institute a chapter Outreach program, as well as fostering relationships with many chapter businesses, encouraging chapter sponsorship, advertising, involvement, and support. As a board member, I participated in the development of the new board

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## Executive: **Secretary**

The secretary oversees and reviews the preparation and retention of all non-financial Chapter records.

### Responsibilities:

- Follows Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans.
- Participates in Board meetings, including preparation and distribution of meeting agendas and pre-reading materials; recording minutes at Board meetings; and promptly distributing meeting minutes and other necessary documents.
- Ensures that all chapter non-financial reports, records, and forms are maintained with the assistance of PMI headquarters. This includes:
  - oMaintaining permanent files of all Chapter legal documents.
  - oMaintaining files of all Board activities.
  - oEnsuring all Chapter forms are current and up-to-date.
  - oEnsuring that the Chapter governing guidelines are current, and each Board member has received a copy.
  - oEnsuring that the Chapter bylaws are current and that any required changes are handled according to policy.
  - oMaintaining an Asset Log of all physical assets belonging to the Chapter.
  - oManaging the annual election process according to the Chapter bylaws.
  - oNotifying Chapter members of special or business meetings that require attendance of the general membership.

### Qualifications:

- Elected by membership vote.
- All officers shall be members in good standing of PMI and the Portland Chapter.

### Term of Office:

- Officers are eligible to serve only two consecutive elected 1-year terms in the same office.

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## Candidates:

### Rodger Clawson running for the office of Secretary

Rodger is a past president of the Portland Chapter and is currently the "CEO" of the Salem Chapter and the two branches at Eugene and Bend.



### Election Position:

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## Functional Group: Operations

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### Service Provided:

The operations portfolio provides the processes and technical infrastructure that support ongoing chapter activities and strategic initiatives. Key areas of focus include:

- Management and Creation of Website Features and Functionality
- Management of E-mail and Print communications with membership
- Support of Event Registration systems and financial interfaces
- Data and digital content management
- Management of Chapter assets

### Functions

Part of supporting the chapter in operational activities will be to draft and ratify operational processes and procedures. This is a key step to chapter maturity. Processes identified for documenting and formalization include:

- Job Postings Management
- Website Content Management (Breakfast Roundtables Area)
- Newsletter Creation
- Newsletter Distribution
- Chapter Communications
- Website New Feature Development (Scoping and Prioritization)
- Website Release Management
- Equipment Management
- Member Database Development

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## Operations: **VP Operations**

The Vice-President of Operations directs and oversees the daily operational activities for the Chapter.

### Responsibilities:

- Follows Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans.
- Ensures all administrative support activities are properly handled.
- Provides primary technical support for the monthly newsletter and administration of the four Roundtables.
- Maintains an Asset Log of all equipment assets belonging to the Chapter. Insure that equipment is functional.
- Negotiates and maintains vendor relationships for Chapter operations.
- Manages and maintains the Chapter's operating plan.
- Prepares and manages to annual operating budget. Report significant variances (positive and negative) to the Board.
- Oversees recruitment, hiring and supervision of paid administrative assistant.
- Transfers all permanent records and vendor contract information to a successor.

### Qualifications:

- Elected by membership vote.
- Prior experience in customer service and/or office management.
- Prior experience in non-profit management.
- All officers shall be members in good standing of PMI and the Portland Chapter.

### Term of Office:

- Officers are eligible to serve only two consecutive elected 1-year terms in the same office.

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## **Candidates:**

### **Jeff Turner running for the office of VP Operations**

Mr. Turner is an accomplished Information Technology Professional with over 13 years of Consulting and Project Management experience in the forest products, retail, and manufacturing industries. He has guided Portland area companies through software selection, development, and installation projects as an independent consultant since 1999.



### **Election Position:**

I want to continue the work I did as VP of Operations in 2006 to complete the new direction we are taking in supplying new technology to the organization.

# 2007 Voters Pamphlet: PMI-Portland Chapter

## Functional Group: Programs

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### Service Provided:

Organize and support events for the PMI Portland chapter such as the monthly dinner meetings and roundtables.

### Functions

Director of Events  
Direction of Speakers Bureau  
Director of Registration  
Director of Roundtables  
Director at Large

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## Programs: **VP Programs**

The Vice-President of Programs is responsible for the development and delivery of monthly chapter meetings and is also responsible for the entire "monthly meeting experience." Plans, schedules and manages the monthly chapter dinner meetings to include programs related to project management presented at the chapter meetings.

### Responsibilities:

- Follows Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans.
- Facilitates all aspects of the monthly chapter meetings. This includes pre-dinner education, dinner presentation, sponsors, logistics, catering, etc. (i.e. being in charge of the entire evening event).
- Provides leadership and guidance for chapter meetings. Meet financial goals for chapter meetings by making good business decisions.
- Oversees and supports Breakfast Roundtables.
- Sets overall direction, assess and evaluate chapter meetings are addressing membership needs.
- Oversees and works closely with Meeting Logistics Director and Program Speakers Director.
- Establishes a Volunteer Committee to support and orchestrate chapter meetings.
- Creates and documents processes and procedures for chapter meetings that are repeatable and sustainable by volunteers.
- Designs chapter meetings to provide network opportunities and learning experiences from subject-matter experts as well as professional peers.

### Qualifications:

- Elected by membership vote.
- Experience in event planning and working with attention to details.
- All officers shall be members in good standing of PMI and the Portland Chapter.

### Term of Office:

- Officers are eligible to serve only two consecutive elected 1-year terms in the same office.

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## Candidates:

### Tim OConnor running for the office of VP Programs

Tim is currently volunteering as the Director of Public Relations for the Portland Chapter of PMI and often volunteers to assist at the monthly dinner meetings. He manages new product development projects for a local sports optics manufacturer where he has worked for the past eight years. There, he is also working on initiating global project management.

Bachelor of Arts in Secondary Education, Language Arts from Concordia University 1995

Certificate of Lean Manufacturing Enterprise Program from Arizona State University 2003

Certificate of Advanced Project Management from Portland State University 2004

Certificate of Project Management Professional from The Project Management Institute 2005

Tim has a colorful employment history including experience in the cruise industry, as a high school English teacher and work as a Forest Service Firefighter Hotshot. Currently, in his "spare" time, he and his wife manage a small hobby farm.



### Election Position:

Along with my dedication to the field of project management and to the great work the Portland chapter of PMI has done for local project managers, I am looking to add to my list of experiences and life goals all that this position has to offer.

# 2007 Voters Pamphlet: PMI-Portland Chapter

## Functional Group: Professional Development

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### Service Provided:

Offer project management related classes and workshops to PMI Portland chapter members and the community.

### Functions

Director of Certification  
Director of Workshops

# 2007 Voters Pamphlet: PMI-Portland Chapter

## Professional Development VP Professional Development

Sets overall direction and quality for professional development opportunities for the Chapter members, to include developing and maintaining a program to assist Chapter members in attaining certification.

### Responsibilities:

- Follows Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans.
- Supports continuing education by promoting the project management profession through workshops and seminars.
- Supports the PMP certification, conferences, and roundtables, and oversee the respective Directors.
- Conducts two or more PMP certification preparation courses each year.
- Conducts four workshops per year.
- Provides opportunities to enhance and expand the skill and knowledge of project managers.
- Establishes a Volunteer Committee to support and orchestrate workshops, seminars and certification classes.
- Creates and documents processes and procedures for professional development that are repeatable and sustainable by volunteers.
- Prepares and presents budget for professional development activities. Meet the financial goals for Professional Development by making good business decisions.
- Assesses professional development events and ensuring through monitoring participant satisfaction they are meeting the needs of the Chapter members.

### Qualifications:

- Elected by membership vote.
- All officers shall be members in good standing of PMI and the Portland Chapter.

### Term of Office:

- Officers are eligible to serve only two consecutive elected 1-year terms in the same office.

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## Candidates:

### Pamela Banning running for the office of VP Professional Development

Continually seeking knowledge; an avid puzzle player, I've migrated from technical work in medical laboratories to project management in healthcare information systems throughout US and Canada. Raised as an Air Force brat, Boise State grad, married 26 years, raised 2 kids. I love reading, motorcycle riding, and RV trips.



### Election Position:

I think I can contribute to the Board in a positive manner, with ideas on improving certification and professional development.

# 2007 Voters Pamphlet: PMI-Portland Chapter

## Functional Group: Membership

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### **Service Provided:**

Support, enhance and grow the membership of PMI Portland chapter.

### **Functions**

Director of Quality  
Director of Communications  
Director of Mentoring  
Director of Volunteers

# 2007 Voters Pamphlet: PMI-Portland Chapter

## Membership: **VP Membership**

The Vice-President Membership promotes chapter activities, events and membership services to include soliciting feedback from members on satisfaction with chapter programs.

### Responsibilities:

- Follows Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans.
- Ensures the chapter is serving the PMI-Portland members by welcoming new members, serving and supporting existing members and encouraging certification.
- Develops and supports a mentoring program for the membership.
- Conducts and monitors quality of Chapter programs.
- Coordinates and recruits volunteers to support and staff chapter programs.
- Oversees the organization and coordination of membership activities.
- Provides leadership for volunteers working on membership campaigns.
- Answers questions that members or potential members have about PMI, the Portland Chapter, the field of project management, and their career.
- Prepares the annual membership budget and submits to Treasurer.

### Qualifications:

- Elected by membership vote.
- Prior experience with marketing campaigns or membership drives.
- All officers shall be members in good standing of PMI and the Portland Chapter.

### Term of Office:

- Officers are eligible to serve only two consecutive elected 1-year terms in the same office.

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## Candidates:

### Gary Coates running for the office of VP Membership

Gary is currently serving as the Vice President of Membership. He is also a Project Manager for Unitus Community Credit Union in Portland, Oregon, and is responsible for managing cross-departmental project teams and coaching/mentoring senior management and functional managers on project management methodologies. Prior to Unitus, Gary held various management positions as a co-founder of Corillian Corporation. Gary is a certified Project Management Professional (PMP).



### Election Position:

I have served as the VP of Membership for the past year and really enjoyed it. We have implemented some ideas over the past year and I look forward to implementing additional member benefits along with advocating the PMI message next year.

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## Functional Group: Outreach & Marketing

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### Service Provided:

Promote PMI Portland chapter and project management as a whole in the region.

### Functions

Director of Project Excellence Awards  
Director of Corporate Outreach  
Director of Academic and Community Outreach  
Director of Marketing  
Director of Jobs  
Director of Public Relations  
Director of Newsletter Content

# 2007 Voters Pamphlet: PMI-Portland Chapter

## Outreach & Marketing: **VP Outreach & Marketing**

This office provides leadership, management oversight, and guidance for marketing programs in the academic, corporate, and community arenas. The VP of marketing and outreach also acts as liaison between PMI-Portland and academia, business and community, and leads the process and implementation of outreach programs.

### Responsibilities:

- Follows Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans.
- Leads and oversees the chapter's Academic, Corporate and Community Outreach Programs.
- Drives awareness and promotion of project management and PMI.
- Provides general support and assistance to the other Board members.
- Coordinates scholarship program(s).
- Acts as liaison between K-12, Junior Achievement, Chamber of Commerce, PM curriculums in universities.
- Supports and provides team members to staff the Chapter's annual Project Excellence award.
- Coordinates and manage a corporate program and marketing plan that supports the Chapter's vision and goals.
- Collects/interviews needs analysis (of major businesses).
- Recruits sponsors for chapter dinner meetings and advertisers for the newsletter.
- Develops contacts with corporations to encourage use of the jobs board.
- Oversees and edits content for the monthly newsletter.

### Qualifications:

- Elected by membership vote.
- All officers shall be members in good standing of PMI and the Portland Chapter.

### Term of Office:

- Officers are eligible to serve only two consecutive elected 1-year terms in the same office.

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## Candidates:

### **Gregory David Spehar running for the office of VP Outreach & Marketing**

I have performed Project Management services for a number of great companies including IBM, McDonnell Douglas, Boeing, NASA, FedEx, Nike, State of Oregon, Intel and Point B among others. I passed my PMP Exam the fall of 2005 and am excited to continue to make a positive contribution to the PMI Portland Chapter. Working on the PMI Chapter board has been very rewarding, we have made many improvements and changes. We have created the following positions; Sponsorship and Marketing, Content Management, Public Relations, Jobs Request Management, Corporate Outreach and Academic and Community Outreach. I believe I will continue improving the chapter and expanding our influence in the community.



### **Election Position:**

I have brought new ideas and energy to the PMI Portland Chapter in the area of Marketing and Outreach and would like to continue with that effort. It has been fun meeting and working with people in my own field. I have found few people in the Portland working environment that understand the value of Project Management and I am confident that this group can help change that perception. This position has allowed me to grow, make new friends and develop lasting business connections.