

From: Karl-Friedrich Franz  
To: All PMI Switzerland Chapter Members

## Minutes of the 1<sup>st</sup> Annual Meeting of Members

Dear Chapter Members,

Please find below the minutes of our 1<sup>st</sup> Annual Meeting of Members.

Date: 28-Feb-2002  
Time: 16:00 - 18:00, followed by an apero  
Venue: Swisscom Mobile facility, Bern  
Sponsored by Swisscom Mobile

- Agenda [2]
  - The references in square brackets "[ ]" refer to the slide numbers of the PowerPoint presentation.
- Participants and quorum
  - A total of 23 individuals were present, thereof 6 Initial Steering Committee members and 1 new member.
  - 23 participants out of 70 members: 33%.
  - All voting members have signed and voted with a pink sheet.
  - Part time, our sponsor represented by Michael Steffen attended the meeting as a guest and presented Project Management at Swisscom.
- Introduction, President - Andrea
  - General Intro [3]
  - Chapter Key Principles [4]
- Vice Presidents (VPs)
  - VP Members - Erhard [6]
  - VP Finance - Jan [7]
  - VP Programs - Jim [8]
  - Inserted: introduction by the sponsor: Swisscom Mobile
  - VP Special Projects - Ute [9]
- Elections [10]
  - Quorum is present (more than 7 members (10%))
  - Approval of the chapter by-laws and Parliamentary Procedures:
    - 23 approved, 0 against, 0 abstentions
  - Election of the Board 2002 (board candidates see [11]) (N.B. Due the fact that this a new chapter, no nomination committee was present. All attending members are in agreement that we can proceed without the nomination committee in this special case with 23 approved, 0 against, 0 abstentions):
    - Election: President, Dr. Andrea Behrends
      - 22 approved, 0 against, 0 abstentions
    - Election: VP Communications: Dr. Karl-Friedrich Franz
      - 22 approved, 0 against, 0 abstentions
    - Election: VP Finance: Jan Hornwall, PMP
      - 22 approved, 0 against, 0 abstentions

- Election: VP Members, Erhard Zingg
  - 22 approved, 0 against, 0 abstentions
- Election: VP Programs, James Greene
  - 22 approved, 0 against, 0 abstentions
- Election: VP Special Projects, Ute Brodmann
  - 22 approved, 0 against, 0 abstentions
- Election of Committee Members
  - Nomination Committee Volunteers (committee candidates see [12])
    - Denis Bögli, PMP (elected: 23 / 0 / 0)
    - Thomas Diethelm (elected: 23 / 0 / 0)
  - Auditor Committee Volunteers
    - Keith Smith (elected: 23 / 0 / 0)
    - Kurt Neuenschwander (elected: 23 / 0 / 0)
  - Many thanks to the volunteers for the Nomination and the Auditor Committees!
- Presentation Program 2002 - Jim & Ute
  - Jim in general [14]
  - Ute for special events [15]
- Presentation Finance 2002 [16]
  - Jan
  - Discussion about funding and sponsorship
    - Membership sponsorship
    - Industrial sponsorship
- Discussion [17]
  - The following topics has been subject of discussions:
    - How to attract (new) members?
      - Strategy by board requested
      - Provision of benefits
      - Suggestion box
      - PDUs for Lunch Club events
      - What could be other parties interested in Project Management?
    - Location of next (2<sup>nd</sup>) Annual Meeting of Members
      - Berne considered to be a good place (geographically)
    - Potential surveys, e.g.:
      - Salary survey
      - Acceptance of PM amongst different industries with typical types of authority / accountability
      - Maturity level comparison
    - Improvement of network between members
      - Who is who
        - with pictures?
        - Good at & Need to know
        - Experience record
        - Knowledge of best practices
- **Congratulation to the new PMPs in 2001: Alexander Matthey, Martin Härri**
- The meeting ended with thanks to the sponsor (swisscom Mobile) and the participants, and was followed by an apero with continuation of interesting and good conversations and discussions.