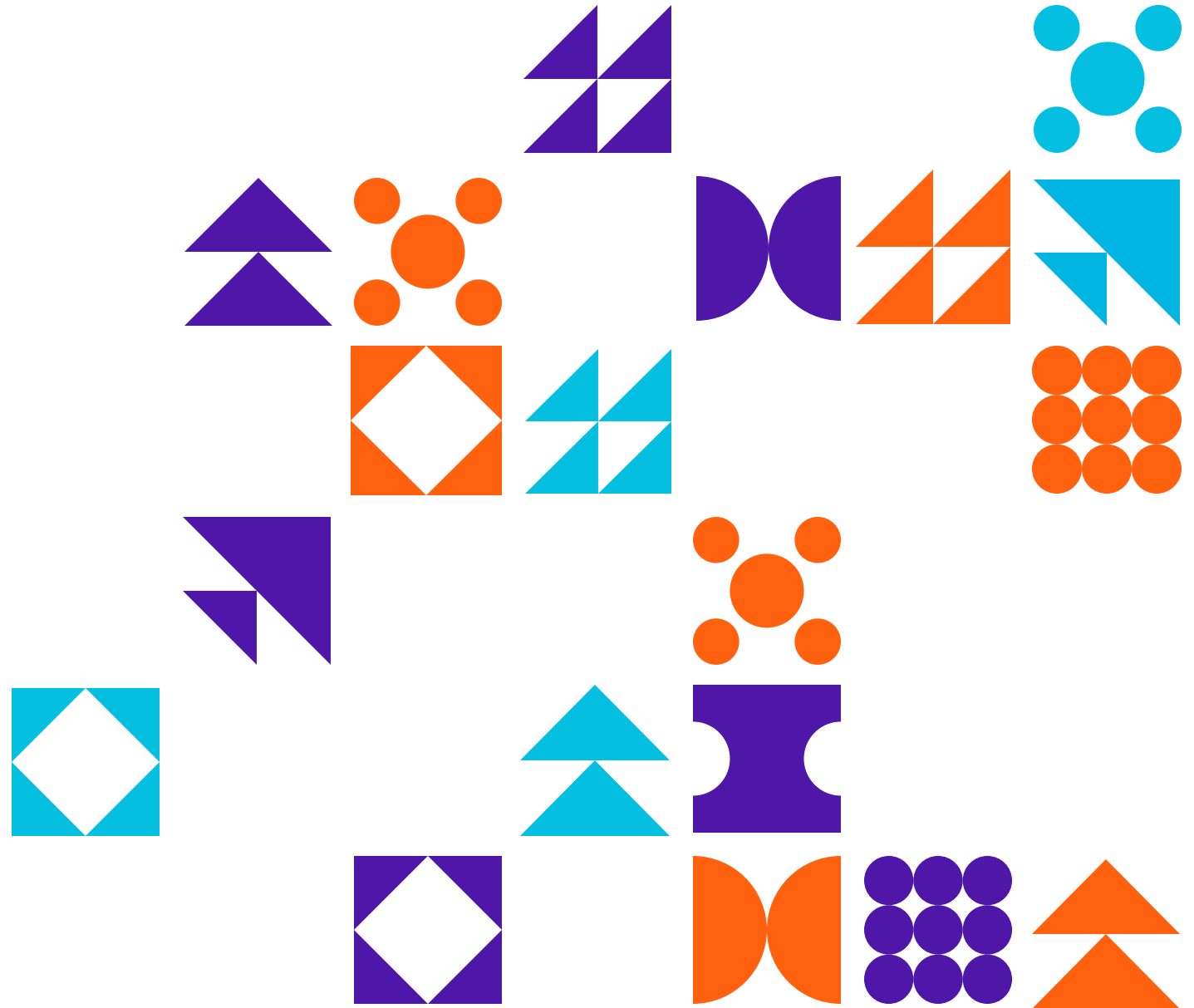


# PMI NORWAY CHAPTER

## Annual Meeting 2024

Teams: October 16th

19:30 – 21:30



# Agenda - Mona

1. *Approval of meeting notice and agenda*
2. *Appointment of Leader of Meeting, Scribe, Signees of the protocol and Tellers*
3. *Annual report of the board and accounts for the previous period – 1. September 2023 – 31. August 2024, including the Auditing Committee's report*
4. *Budget for the next period – 1. September 2024 – 31. August 2025*
5. *Election for the Board of Directors and Auditing Committee*
6. *Appointments to the Nominating Committee*

# *1. Approval of meeting notice and agenda - Mona*

*Recommend approval*

## *2a. Appointment of Leader of Meeting*

*Suggesting President Mona Hjortdahl*

## *2b. Appointment of Scribe - Mona*

*Suggesting Operations Director Torgeir Fjelldal*

## *2c. Appointment of Signees for the protocol (2)*

*Suggesting:*

- Finance Manager Kari Mørkesdal*
- Member Engagement Director Lill-Ann Diserud*

## 2d. *Appointment of Tellers*

*For agenda items 1-4 and 6 the following procedure for counting is applied:*

- *Those in agreement remain silent*
- *Those who have objections need to come forward verbally (use the «Raise Hand» feature in Teams)*

*For agenda item 5 (elections) the polling functionality in Menti will be used for counting of votes in the elections*

- *One candidate for confirming the counts (minutes/report)*
  - *Suggesting Ingrid Palma Viddal*

### *3a. Annual report of the board and accounts for the previous period – 1. September 2023 – 31. August 2024 - Mona*

- The assumption is that participants have read the annual report.*
- The report will be commented high-level with focus on key achievements area by area, and questions are welcomed.*
- The annual report was made available in the event description on the chapter's homepage and issued to participants by email in accordance with the bylaws.*



# Key points from the annual report – Mona

## Objectives 2024

Our vision is to be an attractive and value-creating membership organization as well as a meeting place for both new and experienced project managers in Norway.

- The main focus for the Board will be activities that offer value to members
- Increase the number of physical events facilitated by PMI Norway Chapter in Oslo by three events compared to 2023
- Recruit two volunteers in 2024
- Continue one of the key objectives from the previous period: Make it attractive to serve on the PMI Norway Board of Directors

## Results in 2024

This year, each board member focused on delivering value, leading to several notable achievements:

- Increased the number of physical and digital events in Oslo and initiated plans to expand events to Stavanger.
- Grew the number of new members joining and stabilized the total membership at 423.
- Successfully conducted all planned PMP Prep activities in collaboration with Holte Academy.
- Established a significant volunteer base.
- Played a central role in PMI Sweden's global AI Survey project.
- Participated in several key PMI events, with multiple board members attending.

# Key points from the annual report cont.– Mona

## Focus in the next period

- **Introduction of Single PMI Membership:** All chapters, including PMI Norway, will implement Single Membership in 2024 and 2025. This also means revising our Bylaws.
- **25th Anniversary Celebration:** PMI Norway will celebrate its 25th anniversary, requiring significant event planning. Proposed funding will be presented at the annual meeting.
- **Event Expansion:** PMI Norway will expand its physical event activity to include Stavanger in addition to Oslo.
- **Get our Partner and Sponsorships back on track,** to secure funding for the future.
- **Review of Holte Academy Partnership:** We will evaluate the results of our three-year agreement with Holte Academy that supports a PMP Prep course offering in Norway.

# *Member engagement – Lill-Ann*

## *Achievements:*

- Increasing total number of members this year, after some years of decline (Sept 24: 425 members)
- 85 new members this year (Sept-Aug), compared to 65 last year
- Welcome emails and information are sent to all new members
- Events and other PMI activities have created a better engagement and dialog with, and among, members

## *Next priorities:*

- Continue to:
  - follow up the members with welcome emails, information and dialog
  - analyze member data related to memberships, certifications, industries, etc.
  - have an eye on the ongoing improvement of PMI tools relevant for member information

# *Professional Development - Ingrid*

## *Achievements:*

- Organized 2 PMP Prep courses: Nov. 2023 and April 2024. PMI Norway Chapter supported in promotion and presented PMI and PMI Norway Chapter during the course days
- PMP webinar hosted by Holte Academy prior to prep courses: Oct 2023, Feb 2024. PMI Norway Chapter participated and presented
- PDU webinar Jan 2024
- Organized webinars, professional development opportunities, networking and social activities

## *Next priorities:*

- PMP Prep course planned Nov 2024 and tentative April 2025
- PMP webinar 25 Sept 2024
- PDU webinar Nov 2024
- Evaluate the results of our three-year ATP agreement with Holte Academy. Consider course in English. Negotiation of new agreement.
- Celebrate our 25th Anniversary in 2025 with professional development opportunities, networking and social activities.
- Further development of our website and increase presence on social media platforms

# *Volunteer Engagement – Ali (Mona)*

## *Achievements:*

- *We have 15 active volunteers, mostly located in Oslo*
- *10 working packages are defined with the help of volunteers*

## *Next priorities:*

- *Task assignment*
- *Support*
- *Monitor*

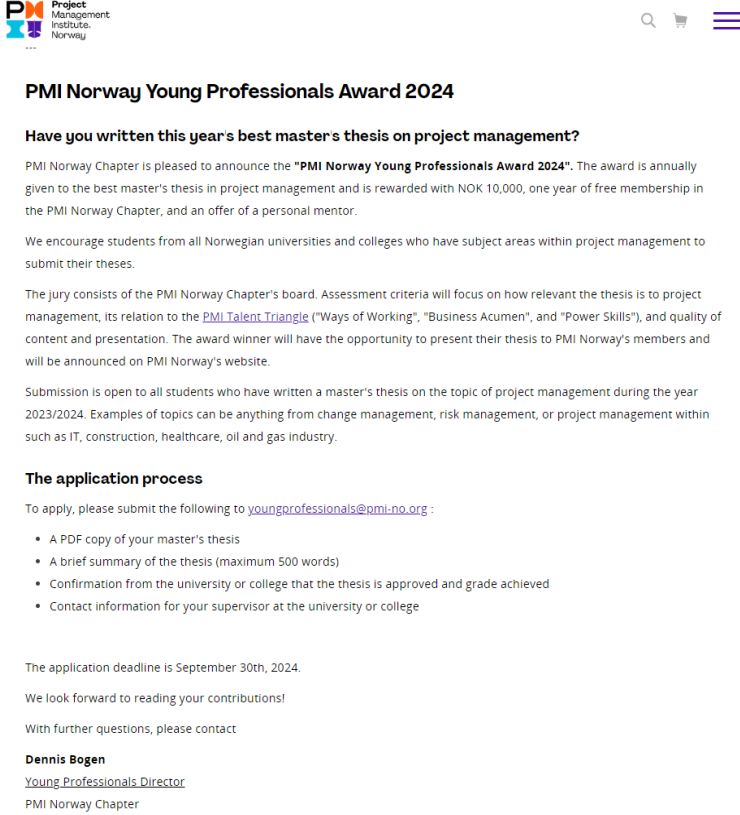
# Young Professionals – Dennis

## Achievements:

- **Launched the [PMI Norway Award for the best Master's thesis in project management](#)**, boosting visibility among students and strengthening university partnerships.
- **Increased student memberships**, contributing to the growth of our younger member base.

## Next priorities:

- **Maintain and expand partnerships with universities** to attract more young members.
- **Continue promoting PMI student memberships** and ensure the thesis award becomes an annual event.



The screenshot shows the official announcement for the PMI Norway Young Professionals Award 2024. The page is from the Project Management Institute Norway website. It details the award's purpose, eligibility criteria, submission process, and contact information for Dennis Bogen, the Young Professionals Director. The announcement is dated September 30th, 2024.

**PMI Norway Young Professionals Award 2024**

**Have you written this year's best master's thesis on project management?**

PMI Norway Chapter is pleased to announce the "PMI Norway Young Professionals Award 2024". The award is annually given to the best master's thesis in project management and is rewarded with NOK 10,000, one year of free membership in the PMI Norway Chapter, and an offer of a personal mentor.

We encourage students from all Norwegian universities and colleges who have subject areas within project management to submit their theses.

The jury consists of the PMI Norway Chapter's board. Assessment criteria will focus on how relevant the thesis is to project management, its relation to the [PMI Talent Triangle](#) ("Ways of Working", "Business Acumen", and "Power Skills"), and quality of content and presentation. The award winner will have the opportunity to present their thesis to PMI Norway's members and will be announced on PMI Norway's website.

Submission is open to all students who have written a master's thesis on the topic of project management during the year 2023/2024. Examples of topics can be anything from change management, risk management, or project management within such as IT, construction, healthcare, oil and gas industry.

**The application process**

To apply, please submit the following to [youngprofessionals@pmi-no.org](mailto:youngprofessionals@pmi-no.org) :

- A PDF copy of your master's thesis
- A brief summary of the thesis (maximum 500 words)
- Confirmation from the university or college that the thesis is approved and grade achieved
- Contact information for your supervisor at the university or college

The application deadline is September 30th, 2024.

We look forward to reading your contributions!

With further questions, please contact

**Dennis Bogen**  
[Young Professionals Director](#)  
PMI Norway Chapter

# Events - Natella

## *Achievements:*

- Organized a mix of virtual and in-person events, with attendance peaking at 95 registrants, on trending topics such as AI, risk management, and emotional intelligence.
- Elevated PMI Norway Chapter's membership value by increasing participation and providing relevant, skill-building opportunities for project managers.

## *Next priorities:*

- PMI Norway Chapter's 25th Anniversary Celebration planning and execution
- Increase the number of in-person events and expand these offerings to Stavanger to reach a broader audience.
- Strengthen PMI Norway Chapter's presence by promoting it at third-party events to attract new members and increase visibility

# *Partners and Sponsors - Mona*

## *Achievements:*

- None.

## *Next priorities:*

- Up to new Partner & Sponsor Director 😊



# ***Finance*** - Kari

## *Achievements:*

- Stable income from chapter membership fees
- Good value despite limited spending on events
- No overspending

## *Next priorities:*

- Set realistic goals for income other than chapter membership fees, and a plan to achieve them
- Develop a sound and ambitious budget and plan for the 25th anniversary celebration, in order to bring lots of value to members and prospects alike

# Review of the numbers- Kari

PMI Norway Chapter Budget and Actuals for 2024 (in NOK) (1 Sept. 2023-31. Aug. 2024)					
Income		Budget		Actuals	
Account	Description	Income	Expenses	Income	Expenses
0.1	Personal membership in PMI Norway Chapter	143 500		149 642	
0.11	Participant fees (non-members, no-show fees)	4 000		-	
0.2	Corporate membership in PMI Norway Chapter, sponsorship funds	30 000		-	
0.3	Conference 2023-24	-		-	
0.4	Funds from PMI EMEA for member activities (Event Grants)	51 250		-	
0.44	Funds from PMI (Travel Grants)	-		-	
0.5	Interest	10 000		27 706	
	<b>Total income</b>	<b>238 750</b>		<b>177 347</b>	
<b>Expenses</b>					
1.1	Transport, accommodation, participant fees - PMI events/meetings internationally		75 000		46 166
1.11	Transport, accommodation, meals - business meetings, follow-up with corporate partners		85 000		43 720
1.3	Value to the members (PMI "pubs", events)		120 000		23 968
1.31	Value for members and potential members, as well as corporate partners (requires board approval)		50 000		-
1.33	ATP collaboration with Holte Academy - year 2		50 000		48 683
1.4	Marketing and communication		50 000		9 318
1.41	Website, IT		30 000		39 434
1.5	Accounting - software subscriptions, audit services, fees		10 000		12 735
1.7	Insurance		2 000		2 052
1.8	Miscellaneous expenses		10 000		3 387
1.9	Unwanted debt				-
					-
					-
	<b>Total expenses</b>		<b>482 000</b>		<b>229 463</b>
	<b>Result</b>		<b>(243 250)</b>		<b>(52 116)</b>
<b>Assets</b>					
		<b>Per 1 September 2023</b>	<b>Per 30 August 2024</b>		
	Bank (PayPal, DnB (2 accounts)), Vipps	1 497 782	1 445 666		
	Accounts receivables				
	Inventories				
		<b>1 497 782</b>	<b>1 445 666</b>		
<b>Assumptions</b>					
	USD to NOK conversion rate is		10,25		

**3a. Decision:** *Annual report of the board and accounts for the previous period – 1. September 2023 – 31. August 2024*

*Suggested decision:*

- *The annual report and accounts for the previous period 1 September 2023–31 August 2024 is approved*

### *3b. Auditing Committee's report for the previous period – 1. September 2023 – 31. August 2024 - Mona*

*The assumption is that participants have read the Auditing Committee's report. The report will be commented high-level by the Auditing Committee, and questions are welcome.*

High level comments - Øyvind

# 4. Budget for the next period – 1. September 2024 – 31. August 2025 - Torgeir

PMI Norway Chapter - Budget for 2024-25 (in NOK) (1 Sept. 2024-31. Aug. 2025)			
Income		Budget	
Account	Description	Income	Expense
0.1	Personal membership in PMI Norway Chapter	150 000	
0.11	Participation fees (non-members, no-show fees)	4 000	
0.2	Corporate membership in PMI Norway Chapter, sponsorship funds	30 000	
0.3	25-year anniversary celebration	50 000	
0.4	Funds from PMI central for member activities and/or travel grant	50 000	
0.5	Interest	25 000	
	<b>Total income</b>	<b>309 000</b>	
<b>Expenses</b>			
1.1	Transport, accommodation, participation fees – PMI events/meetings internationally		110 000
1.11	Transport, accommodation, meals – work meetings, follow-up with corporate partners		95 000
1.3	Value to members (PMI Pubs, events)		120 000
1.31	Value to members, potential members, and corporate partners (requires board approval)		50 000
1.32	Events outside Oslo region		25 000
1.33	PMI Norway Young Professionals Award 2024		12 000
1.34	ATP collaboration with Holte Academy – year 3		50 000
1.4	Marketing and communication		30 000
	25-year anniversary celebration for PMI Norway Chapter		350 000
1.41	Website, IT		45 000
1.5	Accounting – software subscription, auditing services, fees		15 000
1.7	Insurance		2 500
1.8	Miscellaneous expenses		10 000
1.9	Undesirable debt		-
	<b>Total expense</b>		<b>914 500</b>
	<b>Result</b>		<b>(605 500)</b>

#### **4. Decision:** *Budget for the next period – 1. September 2024 – 31. August 2025 - Mona*

*Suggested decision:*

- *The budget for the period 1. September 2024 - 31 August 2025 is approved.*

# 5. Election of Norway Chapter Board of Directors and committees - Gunn

Roles up for election:

Role	Term	Nomination by the Nominating Committee
Board – President	2 years	Merete Munch Lange
Board - Operation Director	1 year	Kari Mørkesdal
Board – Young Professionals Director	2 years	Tommy Nordlund
Board – Partner & Sponsor Director	2 years	Aleksander Strøm

## *Members of the Auditing Committee '25 - Gunn*

- *Øyvind Johnsen*
- *TBD (To be decided)*



## *Members of the Nominating Committee '25 - Mona*

- *Gunn Stirling*
- *Tonje B. Kristiansen*

*Thank you for your contributions! - Mona*

Exiting board members:

- Mona Hjortdahl
- Kjetil Volle
- Dennis Bogen
- Tor Christian Skauge

# ANNUAL MEETING 2024

PMI Norway Chapter

