PMI Queensland Chapter

ANNUAL REPORT

FY 2019

PMI

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SUMMARY

Executive Summary

STRATEGIC HIGHLIGHTS

FY2019 is PMIQld's 20th year since being chartered in calendar year 1999, with PMI Globally also celebrating their 50th anniversary throughout calendar 2019. Over our history, and still true in this period, the volunteer leaders of PMIQld are highly focused on supporting our community of Qld Project Professionals to achieve their personal and career aspirations. Since 2017 the focus of our chapter activities and investment has been centered on four pillars we can uniquely offer to our community of Queensland Project Professionals: (1) to build vibrant community activities for project practitioners to be involved in; (2) providing member learning and growth opportunities; (3) bringing thought leadership forums to Queensland, and (4) providing opportunities for our members to give back to our community. In all these areas FY2019 has been a successful year.

During the period of this report (from 1 July 2018 until 30 June 19) our team has continued to provide a high standard of diverse chapter events, professional development opportunities, an active job club, several executive outreach events, mentoring, Project Management Day of Service (PMDoS), and also hosted the 2019 PMI Australian Chapters National Conference. Some notable achievements included:

- 19 July 2018 we had our largest regular chapter event of the financial period with 111 registrations joining us at QUT's Cube space for "The Critical Capabilities of the Project Professional in the age of Disruption" event. With cocktails in the cube, along with engaging speakers, this was one of several events where we actively targeted "vibrant (and diverse) community" activities. Other examples of the diverse offering through the year included upward of 70 members attending each of our December 2018 & January 2019 Social Drinks events, with a further social event in May 2019. We enjoyed 70 registration to our Aug 2018 Blockchain event, with further diverse events such as Sept 2018 Pioneering Projects and Tales of Silicon Valley, Feb 2019 Storytelling in Business, Mar 2019 From Paper Records to Digital Transformation with the Flying Doctors. These name just a few of the diverse events, on differing topics, at different locations we held through the period.

- 27 Jul 2018 we held the first of our two executive, "thought leadership" events with Holly Ransom selling out Brisbane City Hall with over 203 attendees "Embracing the Leaders of Tomorrow". This event focussed on the millennials who will soon be a major part of our workforces. As a thought leadership event, most attendees were not regular PMIQ members but instead were C-Level executives, Project Sponsors, Recruitment Executives, Program or Portfolio Leads or other buyers of Project Management Services. Events such as this allow us to share knowledge with Qld industry, as well as promoting the differentiating value of PMIQ members in the Qld Job Market to advantage our members career opportunities with those who buy their services. This event was also targeted to introduce Qld Audiences to Holly Ransom, one of PMIAC19's Keynotes, in an effort to attract attendees to the Gold Coast in May 2019 and encourage executives to support their staff to attend.

SUMMARY

- On 29 October 2018 we delivered our third Project Management Day of Service (PMDoS), leading Australian Chapters to host the first national PMDoS anywhere in the world that we are aware of. This national collaboration was championed through the National Presidents Meetings in early and late 2017, and again at the national Region 10 PMI Chapter Leaders session in May 2018. This all culminated in Melbourne, Sydney, Perth and Adelaide all hosting events in parallel or the same week as our own PMDoS in late Oct / early Nov 2018. PMDoS continues to be a huge part of our "giving back" pillar and allows Qld Project Practitioners to engage with and assist community organisations.

- In 26 – 28 May 2019, utilising a truly national team of volunteers who worked for almost 12 months in parallel to our own leadership, we hosted the 2019 PMI Australia Chapters conference with 300+ attendees on the Gold Coast. This was the first time PMI Australian Chapters had a national team, and the first time a national conference had been hosted in a regional location, with the event gathering positive attendee feedback and also returning in excess of $32,000 profit to be distributed amongst the stakeholder chapters within the 2019-20 Financial Year (PMIQ share ~ 15%).
- At the PMIAC19 conference we utilised our new Volunteer Policy and Leadership Development Program introduced in 2017-18 to support our volunteer leaders to learn and network. This is a tangible way that we can invest in the careers of our volunteer leaders, also allowing them to provide a higher level of service as chapter leaders in return.
- At PMIAC19 we were able to host a Qld focused executive event for over 100 Qld Leaders on 28 May. On 29 May a further 40+ PMIQ and GHD Engineering attendees enjoyed a Brisbane CDB Breakfast event with PMI Global Chair Randy Black. The final of our PMIAC19 Qld Focussed networking events was a morning Academic Forum hosted by Randy with participants from PMIQ, QUT, USQ, Bond University, CQU. The Academic Forum was also notable positioning PMIQ as a collaboration partner with the academic sector, and encouraging academic institutions to consider PMI partnerships as part of their curriculum design or advocating membership to students.
- During FY19 we continued to see growth in our Professional Development portfolio, the key driver of our "learning and growth" pillar. In July and October we held skills workshops, Lunch and Learns were held most months throughout the year as were certification information events supported by our chapter partner PM1World, and the Job Club continued strongly with attendances up to 25+ people at

regular meetings through the year. FY19 also saw the finalization of our first annual mentor group at the end of 2018, with the second annual Mentoring Program intake commencing in Mar 2019 with 15 mentor / mentee couples formed and supported for 2019.

Collaboration with other Australian chapters continued during 2018-19 with particular PMIQ focus being given to the National Conference Team and National PMDoS. In the background, PMIQld also continued working throughout the year with other chapters and also PMI Global in efforts to establish a national shared services entity to enhance future national collaboration and a national presence of benefit to all Australian Practitioners as well as Australian National Corporates. At the end of the period this work was still ongoing.

To enhance our member services we have also instituted recognition of new attendees at all chapter events with welcome packs and follow up of new attendees, as well as enhanced chapter welcome letters for all new members. These initiatives, improved chapter services, along with PMI changes such as opt-out chapter membership & renewals have seen our retention increase from 62% in FY2018 to 74% in FY2019, with a chapter net growth of 91 members over the year. This has seen us end the period with 823 total chapter members at 30 June 2018, representing 12% year on year growth, significantly ahead of the Australia / New Zealand average of 5% growth.

PMI Queensland also continued to engage with partner organisations, community based organisations, academic institutions and our members, as evidenced by professional development, academic outreach and event programs highlighted throughout this report. Notable within these associations was the addition of CUA as a Chapter Sponsor from May 2019, and our continued association with Bond University who hosted our R10 meeting & masterclasses for the conference during the period and PMIQ continued to sponsor a Student Award for Bond Graduates based on gamifying the PMBoK for students.

FINANCIAL HIGHLIGHTS

Financial year 2019 has seen PMIQ continue investment in services, executive thought leadership and giving back events. We continue to boost our profile within industry through improving our recognition and skills of our members.

We ended the year with a deficit of $4,600 while maintaining our equity to reserve ratio of 1.8. There was a 37% boost to non-membership income streams driven through increased chapter meeting attendance and adjusted pricing to improve capture of chapter event costs. Membership income also increased 27% as a result of a larger membership base and greater member retention. This was supported by a favourable exchange rate thus increased PMI global subsidiaries. This was offset by a decrease in sponsor / corporate income down 44%. Our largest individual costs was the Holly Ransom Executive event.

To note was the profitable PMIAC19 national conference held in Queensland. This was funded separately through a partnership arrangement with all Australian chapters.

Expenditure, as intended with larger membership and greater chapter activity, was higher than last year but within budget with a split ratio between Portfolio Activities vs Leadership and Chapter Administration of 74% / 26% compared to 70% / 30% for the previous year.

Our self-sufficiency ratio (proportion of operating expenses that are covered by earned income) is 35% (up from 30% in FY2018), reflecting that we continue to rely heavily on membership dues to subsidise our activities.

LOOKING AHEAD 2019-20

On November 22, 2019, the annual board elections closed, including the President, Vice President and two positions of director at large. The Board and the CEO's leadership team are all passionate and committed to member success. The CEO's leadership team, under CEO Liezel Pieters (appointed 1 Oct

SUMMARY

2018 during the FY2019 period), has significantly strengthened with ten new Associate Director appointments across FY2019. Reflecting the strengths of having our separate Board and Executive Team, FY2018 saw non-recurring events such as the July 2018 Holly Ransom Thought Leadership Event, May 2019 PMIAC19 and its associated Academic Forum and Executive Event largely run out of the Board; with the Executive Team carrying out all of our recurring operational activity inclusive of innovating into Digital & Social Events, establishing new sponsorships such as CUA, continuing to grow PMDoS nationally, growing our academic partnerships, and continuing improvements in Membership, Professional Development, Volunteer Engagement and Marketing / Communications portfolios.

Continuing on into the FY2020 period the Executive Team have further accelerated Digital Event Attendance. The 25 Jul 2019 "How Does Digital Transformation Happen? The Mastercard case" event attracted 102 registrations, 41 of these online and 61 face to face. Our August "Continuous Improvement vs Innovation" event saw digital registrations (61) eclipse face to face ones (37); this trend repeated in October's "Understanding the Cyber Threat Landscape" event.

On October 21, 2019 we have already delivered our fourth Project Management Day of Service, giving back to the community and helping to promote the value and importance of project management in our region. Once again, the event was a tremendous success and for the second time supported nationally with Melbourne, Sydney, Canberra hosting events that continue to grow in these regions.

A further new innovation already started in FY2019 is the "Job Club Clinic", in which PMIQ have partnered with professional recruitment providers to offer intensive sessions to those looking to change or grow their career prospects. The first running of the clinic in 31 Oct 2019 saw 24 attendees with a wait list of additional people not able to be accommodated. Plans are already underway for a further clinic in 2020.

PMIQ have also already delivered a major FY2020 event on 14 Nov 2019 celebrating PMIQ's 20th anniversary & PMI's 50th anniversary. Underscoring the strength of our executive, this marquee event attracted 112 registrations to a gala dinner at the Westin Hotel in the Brisbane CDB, celebrating the history, leaders and volunteers past and present who have built PMIQ to what it is today. Awards were presented to 15+ year and 10+ year members in attendance; Past Presidents and Past CEO's; Several board members / leaders of 5+ years' service; along with special recognition to one exceptional unsung volunteer leader from each of our first two decades. This event was preceded on the same day by a special breakfast event with author and speaker Colin D. Ellis, who also spoke and was master of ceremonies for the anniversary party. As part of PMI's 50th Anniversary, a global rebrand is also being rolled out to all PMI, coming to PMIQ during FY2020.

This report is presented on behalf of the Directors of PMI Queensland.

Liezel Pieters
2018-19 Chief Executive Officer

Martin McKern
President

26 November 2019

FINANCIALS

The Special Purpose Financial Report for the year ended 30 June 2019 was prepared by our independent auditor, Simon Green of Levert Audit Services Pty Ltd. The Income and Expenditure and Balance Sheet statements follow.

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2019

	2019 $	2018 $
Income		
Member dues	53,138.28	41,943.28
Membership Corporate	7,800.00	-
Sponsorship	677.01	15,239.05
Members meeting fees	11,015.00	5,620.00
Non-members meeting fees	9,340.00	3,405.00
GOC subsidies	4,031.17	-
Members mentoring program	1,800.00	1,350.00
Non-members mentoring program	750.00	750.00
Conference member fees	1,100.00	-
Members - lunch and learn	490.00	300.00
Non-members - lunch & learn	270.00	30.00
Interest	647.95	1,022.09
	91,059.41	69,659.42
Expenditure		
Board expenses		
Legal fees	55.35	53.50
LIM registration	855.78	-
LIM travel subsidy Asia Pacific	7,052.88	-
LIM travel subsidy North America	-	3,474.73
Qld region meetings travel	2,388.70	-
R10 mandatory meetings travel	-	8,688.02
R10 optional meetings travel	-	944.47
ROW LIM travel subsidy	-	2,390.33
	10,352.71	15,551.05
Chapter administration		
Accounting and audit fees	1,480.00	1,480.00
Bad debts	250.25	-
Bank fees	184.41	19.50
Chapter and officers' insurance	285.00	270.00
PayPal fees	709.86	367.20
Postage and delivery	310.00	309.00
Software / cloud subscriptions	2,577.38	1,224.59
Supplies / consumables	1,763.22	2,602.65
Web hosting	6,595.44	5,761.69
	14,155.56	12,034.63

INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 30 JUNE 2019

		2019 $	2018 $
Expenditure (continued)			
General			
Conference / meeting room hire		26,520.37	21,579.85
Event food and beverage		11,997.20	12,174.30
Event venue hire		2,200.00	6,786.88
Marketing - advertising expenses		-	519.20
Marketing - communications development		5,828.00	3,731.20
Marketing - merchandise		180.25	-
Membership - bookstore purchases		84.06	153.78
Membership development		4,800.00	-
Mentoring program materials		2,840.85	-
Miscellaneous expenses		171.41	44.10
Printing		407.06	-
Recognition awards / gifts		2,039.38	6,157.31
Refreshments		1,589.45	5,421.02
Speaker fees		12,488.00	-
		71,146.03	56,567.64
		95,654.30	84,153.32
Surplus / (deficit) before income tax expense		(4,594.89)	(14,493.90)
Income tax expense	2	-	-
Surplus / (deficit) for the year		(4,594.89)	(14,493.90)

FINANCIALS

BALANCE SHEET
AS AT 30 JUNE 2019

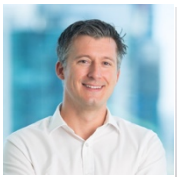
	2019 $	2018 $
ASSETS		
Current Assets		
Cash and cash equivalents		
- Bankwest saver account	60,903.97	82,256.02
- Bankwest transaction account	10,906.11	12,978.63
PayPal accounts	2,564.76	3,788.75
Reimbursements receivable	4,852.06	-
PMIQ Chapter's AUS conference seed funding	14,850.00	7,500.00
Total Current Assets	94,076.90	106,523.40
Non-Current Assets		
Fixed assets		
- Office machines	3,556.95	3,556.95
- Accumulated depreciation	(3,556.95)	(3,556.95)
- Library	430.23	430.23
- Accumulated depreciation	(430.23)	(430.23)
Total Non-Current Assets	-	-
Total Assets	94,076.90	106,523.40
LIABILITIES		
Current Liabilities		
Payables	5,000.00	13,167.94
Unpaid expense claims	2,519.11	2,228.52
Total Current Liabilities	7,519.11	15,396.46
Total Liabilities	7,519.11	15,396.46
Net Assets	86,557.79	91,126.94
MEMBERS FUNDS		
Retained earnings		
- brought forward	91,126.94	105,620.84
- surplus / (deficit) for the year	(4,569.15)	(14,493.90)
Total Members Funds	86,557.79	91,126.94

Operations

Activity highlights are described below by each PMIQ portfolio.

EVENTS

- Anuj Sodha and Roosevelt Dias led the events team during 2018-19. In recognition of the importance of events to PMIQld, and to better provide services to members, for the first time we appointed two Associate Director positions for this portfolio – sharing the coordination of alternating events.
- Events targeting the Talent Triangle were held in a variety of different Brisbane locations with the following outcomes.

	Topic and Speaker	Venue	Registrations
July	The Critical Capabilities of the Project Professional in the age of disruption	QUT "The Cube"	111
	QUT the cube visualise | engage | discover	Dr Erin Evans Dr Edward Kachab	
Aug	Blockchain – Impacts for Project Professionals	Quay West	70
		Matt Shearing	
Sept	Pioneering Projects & Tales from Silicon Valley AND Know your collaboration style workshop	Quay West	37
		Richard Galassi Bernard Jones	
Nov	The Must Have Soft and Hard Skills for Project Managers of the Future. Workshop, AGM and Industry Panel	Hopgood Ganim	100
		Ryan Darby Chris Wildeboer Dr Bronte Van Der Hoorne Richard Willis	

OPERATIONS

	Topic and Speaker	Venue	Registrations
Dec	PMIQ Social Drinks End of Year Meetup	Elixir Rooftop Bar, Ann St	70
Jan	PMIQ Social Drinks Start of Year Meetup	Next Hotel Pool & Rooftop Bar, Queen St	86
Feb	Workshop: Storytelling in Business	QA Hotel, New Farm	46
		William Farmer	
Mar	From paper-based records to digital transformation – using Agile to transform Flying Doctors	River City labs	38
		Jordan Duffy Trend Dean	
May	Conflict Management for Project Managers	Hopgood Ganim Lawyers	43
		John Mulvey	
May	The Pulse of PMI: Brisbane Breakfast with Global Chair Randy Black	GHD	26
		Randy Black	
May	PMIQ Social Drinks Meetup	Charles @ The Westin	26

- Note that there were additional major events run outside of the Events Portfolio in the Period that allowed additional opportunities for members to network and learn, such as:
    - Major Event: Embracing the Leaders of Tomorrow – Next Generation Leadership with Holly Ransom (203 registrations), Brisbane City Hall 27 July (run out of the Board and Industry Engagement portfolio);
    - Events associated to the PMIAC19 Conference on the Gold Coast 26 – 28 May including the 2 x Conference Days, Gala Awards Dinner, and Executive Breakfast (run out of the

Board and PMI Australian Chapters National Conference Team, with collaboration on the Executive Breakfast with the Industry Engagement portfolio).

- "Lunch and Learn, Impromptu Speaking" (85 online registrations) held 26 Jun 2019 (run out of the Professional Development portfolio).

PROFESSIONAL DEVELOPMENT

- Jason Kennelly has taken over the Professional Development program mid FY2019, after Liezel Pieter's moved to the CEO role. The portfolio has moved from strength to strength during the FY2019 period with achievements including:
  1. Continued strong collaboration with REPs
  2. Completion of the calendar 2018 mentoring program with 10 pairs of Mentors and Mentees, and commencing an expanded calendar 2019 program with 15 mentor / mentee pairs.
  3. Continuation of the Lunch and Learn Program
  4. Several Skills Workshops held through the year (with PDUs)
  5. Quarterly Certification Information Evenings (acknowledging Gina Davidovic for her input)
  6. Continuing to strengthen the reinvigorated the Job Club
  7. As well as the ongoing support for the Scale Toastmasters monthly events
  8. The Professional Development Team was also instrumental, along with the Communication, Marketing and Digital team, in moving PMIQ into true Digital Engagement in events with the June 2019 Professional Development Chapter event being PMIQ's first Digital Event. This was such a great success we are repeating this with future Professional Development as well as Chapter Events in FY2020.
- Please note that those who reside in Queensland but have omitted their address, will not be included in this count.

Credential	PMIQ Certified Members @ 22/11/19	PMIQ Certified Members @ 30/06/18
PMP	338	312
PMI-ACP	18	0
CAPM	12	6
PgMP	7	5
PMI-RMP	5	0
PMI-SP	2	3
PfMP	2	0
PMI-PBA	1	0
PMI-RMI	0	0
TOTAL CERTIFICATIONS	385	326

OPERATIONS

MEMBERSHIP

During 2018-19 Sheena Downey and then Val Pramana led the Membership Portfolio.

- Membership numbers finished at 823 on 30th June 2019, up 90 people over the year (12.2% year on year growth).
- Student membership grew from 39 to 48 during the period.
- 12 month rolling retention rate as at June 2018 (i.e. July 2018 to June 2019): 74.22%, up strongly from 62.48% in the previous 12 months.
- Despite this, we did see almost 190 members who did not renew over the period, including a number of long term members.
- During the 12 months we picked up 279 new members

The membership portfolio implemented a number of initiatives through the year in efforts to increase membership and retention:

- Chapter welcome letters were renewed and customized for the Qld Chapter so all new members would receive welcomes specific to the services available to them.
- All new attendees to chapter meetings were welcomed and given a chapter gift pack to encourage them to return.
- Event Pricing differential for members was increased, for most services to guarantee a $20 member price advantage / discount.
- In recognition of the fact that Chapter Membership pricing has not changed since 2008, the chapter board reviewed PMIQ membership vs other professional bodies, along with other Australian and New Zealand Chapters, finding we were significantly cheaper. To preserve services the board has decided to raise chapter membership for Full and Student members from 1 Jan 2020 by $10 USD (taking fee's to $60 USD and $20 USD respectively). This will bring PMIQld member fees in line with all other Australian States.

OPERATIONS

INDUSTRY ENGAGEMENT AND SPONSORSHIP

Sid Malhotra led the Industry Engagement and Sponsorship team through the year. After having had no major industry events held during FY2018, we saw a large start for FY2019 with the team heavily engaged in delivering the Holly Ransom Town Hall event, in collaboration with the board, with this event occurring 27 July 2018.

Post the PMIAC, the focus for this team turned to building relationships and partnerships with industry. These relationships are envisaged to become the foundation for ongoing quality partnerships and sponsorships for PMIQ events and activities.

ACADEMIC OUTREACH

Dr Erezi Utiome led this team the first half of FY2019, with Amir Ghanbaripour taking over this role for the seconds half of the year.

PMIQ have been pleased to continue sponsorship in 2018-19 for the Bond University's award for the best graduate in Project Management each semester. As Bond University's most prestigious award for Project Management students, PMIQ felt this remained strongly aligned with our purpose to make project management indispensable for business results. PMIQ value Bond's innovation of utilizing a gamification strategy to motivate students to excel in gaining Project Management expertise. With Bond University's trimester program, PMIQ are pleased to support up to three $500 awards each year.

PMIQ's rationale for sponsoring the Student Prize remains to encourage students to further their Project Management careers and provide a link between students and PMIQ's experienced Project Management practitioners. By having the prize based on PMBOK areas, we see this award as providing encouragement and linkages. We believe both students and PMIQ members can benefit, and during the past several years of sponsorship we have seen student membership numbers increase.

In addition to the Bond partnership, the team has also continued the good work of 2017-18 in extending our engagements with Queensland University Technology; Central Queensland University and University of Southern Queensland through the year. We have also established some partnerships with QUT, holding "The Cube" event in July 2018 at QUT as a result of this partnership. In part through this patient relationship building, PMIAC19 in May 2019 saw QUT as well as University of Southern Qld come on as major conference sponsors, and for the Nov 2019 PMIQ 20th Anniversary Event Bond took out a major sponsorship.

PMIQ also took advantage of PMI Global Chair Randy Black being in Qld for the May 2019 National Conference and utilised Randy to chair an academic forum the day after the conference, hosted at HopgoodGanim lawyers. This forum included representatives from Bond, Central Qld University, Griffith University, QUT and University of Southern Qld. Further follow up forums are likely now that Randy's visit has been used to create initial conversations.

OPERATIONS

DIGITAL, MARKETING AND COMMUNICATIONS

Through the first half of 2018-19 Brad Kerwin led this essential function, with long term team member Dan Malarowski taking over leadership in the second half of the year, with usually half a dozen to a dozen updates every week. During the second half of FY2019 the team was also expanded to include Digital, in addition to communication and marketing. With this expanded focus this team was instrumental in allowing PMIQ to provide true Digital Engagement with events – starting with the June 2019 Professional Event. The team has also digitised our check in process to better record chapter attendance and remove work to print name badges. The team has also had large focus on our LinkedIn channel, seeing engagement with this lift significantly. During the FY2019 as a National Conference year, and with major events such as Holly Ransom, there was also significant communications needs above normal that this team has covered. Finally, the team has improved some of our internal tools used by volunteers to smooth the collaboration across our teams.

We would like to take this opportunity to sincerely thank all volunteers of the Marketing and Communications portfolio for their continued effort in improving our communication with members.

PROJECT MANAGEMENT DAY OF SERVICE (PMDOS)

Saleem Mahmood led this highly engaged team again this year.

PMIQ invests in the community and provides a day of Giving Back to our local NFP/Charities

PMDoS Project Management Day of Service

The Project Management Day of Service team along with the wider PMIQ community engage their networks to bring Charities/Not For Profits (NFPs) to the event, engaging Sponsors for the event, attending as Consultants, and widely promoting the event through industry and PMIQ membership.

The October 2018 PMDoS was a success with a range of charities receiving the donation of professional services by volunteer PMIQ Consultants and Practitioners. Feedback from NFPs rated the day as highly beneficial which enabled them to springboard initiatives to the next level, whilst learning through the day the importance and application of project management. For the first time this saw PMDoS spread across Australia, seeded and supported by PMIQld. To the best of our knowledge this makes Australia the first country in PMI to execute a significantly national Day of Service for Project Managers – with Oct 2018 events in Brisbane, Gold Coast, Melbourne, Sydney, Adelaide, Perth.

Thank you again to the Consultants and Sponsors for supporting the NFPs with this important event of giving back to society whilst advancing the project management profession.

OPERATIONS

VOLUNTEER ENGAGEMENT

Helena Uhm and then Marcos Pires led this team.

The annual Volunteer appreciation day was held in February 2019 to acknowledge and thank all the volunteers who have assisted the Chapter over the past year. PMIQld utilises around 50+ volunteers throughout the year to deliver our services to members; not counting the even larger volunteer effort for 1 day by PMDoS Consultants.

Due to planned growth across all portfolios, we continue to actively seek additional volunteers who are excited to deliver PMIQ's strategy. If you are interested in volunteering, please contact volunteer.development@pmiqld.org

Also, we would like to extend our thanks to all other PMIQ volunteers. We are always open to suggestions and feedback. We would be excited hearing your ideas how PMIQ can further enhance its offerings; please contact pmiqld.ceo@pmiqld.org.

APPENDICES

Volunteers

Many volunteers supported PMI Queensland in 2018-19. Without these committed people, we could not provide services to our members. Within the report appendix the members of our PMIQ Board, and PMIQ Executive Team are listed. These people all volunteer their time to support the work of PMIQ often to the extent that you would expect for a part time job.

Outside of these leaders, there is a large group of team members in each PMIQ portfolio who ensure members receive a professional experience from PMIQld.

Notes to the Financial Reports

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

Note 1: Summary of Significant Accounting Policies

Special purpose financial report
In the Management Committee's opinion, Project Management Institute Queensland Chapter ("PMIQ Chapter") is not a reporting entity because there are no users dependent on general purpose financial reports. This is a special purpose financial report that has been prepared for the purpose of fulfilling the financial reporting responsibilities to the members and must not be used for any other purpose.

The financial report has been prepared in accordance with the recognition and measurement principles of Australian Accounting Standards and contains only those disclosures considered necessary by the Management Committee to meet the needs of the members.

The financial report has been prepared on an accruals basis and is based on historical costs.

The financial report has been prepared on a going concern basis which contemplates the continuity of normal operational activities and the realisation of assets and discharge of liabilities in the ordinary course of these activities. Normal operating activities are dependent upon the sourcing of income through membership dues, sponsorship and fees which the Management Committee has assessed as being a reasonable assumption upon which to prepare the financial report on a going concern basis.

Accounting policies
The following significant accounting policies, which are consistent with the previous year unless otherwise stated, have been adopted in the preparation of the financial statements.

a) Income

Income is measured at the fair value of the consideration received or receivable.

Income from the rendering of goods or services is recognised upon delivery of the goods or services to the customer.

Donations and fundraising activity income are recognised when received.

Membership related fees are recognised as income on receipt as no further service obligations are imposed upon PMIQ Chapter.

Interest income is recognised when received.

b) Expenditure

Expenditure represents liabilities for goods or services provided to PMIQ Chapter and are recognised upon incurrence of the liability and the receipt of an invoice.

c) Taxation

PMIQ Charter adopts the liability method of tax-effect accounting whereby the income tax expense shown in the income and expenditure statement is based upon the surplus / (deficit) from ordinary activities before income tax adjusted for permanent differences.

APPENDICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

Note 1: Summary of Significant Accounting Policies (continued)

c) Taxation (continued)

A balance sheet approach is adopted under which deferred tax assets and liabilities are recognised for temporary differences between the tax bases of assets and liabilities and their carrying amounts in the financial statements. Non-member income is only assessable for income tax as member related income and expenses are excluded under the principal of mutuality.

Deferred tax assets are recognised for temporary differences and unused tax losses only if it is probable that future taxable amounts will be available to utilise those temporary differences and losses.

d) Cash and cash equivalents

Cash includes cash on hand, cash at bank and funds held in term deposits and cash management accounts that are readily convertible to cash on hand with an insignificant risk of change in value, which are used in PMIQ Chapter's cash management strategy.

e) Payables

Payables represent liabilities for goods or services provided to PMIQ Chapter prior to the end of the financial year and which remain unpaid.

f) Goods and Services Tax (GST)

PMIQ Chapter is not registered for GST. As such, all income and expenditure items are stated inclusive of any applicable amount of GST.

	2019 $	2018 $
Note 2: Income Tax		
The prima facie tax payable on surplus differs from the income tax expense provided in the financial statements as follows:		
Surplus / deficit) before income tax	(4,569.15)	(14,493.90)
Income tax expense / (benefit) calculated at 27.50%	(1,265.52)	(3,985.82)
Net deductible items	939.20	2,816.29
Income tax loss not recognised / (utilised)	326.32	1,169.53
Income tax expense	-	-

APPENDICES

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2019

Note 3: Mortgages, Charges and Other Security

There are no mortgages, charges or other securities affecting the property of PMIQ Chapter at any time during the year, or as at or subsequent to balance date.

PMIQ Chapter did not have any contingent assets or liabilities as at 30 June 2019.

Note 4: Matters Subsequent to the end of the Financial Year

No matter or circumstances have arisen since the end of the year that has significantly affected or may significantly affect the operations of PMIQ Chapter, the results of those operations or the state of affairs of PMIQ Chapter in years subsequent to 30 June 2019.

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PROJECT MANAGEMENT INSTITUTE QUEENSLAND CHAPTER

STATEMENT BY MEMBERS OF THE COMMITTEE

The Management Committee has determined that Project Management Institute Queensland Chapter ("PMIQ Chapter") is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies described in Note 1 to the financial statements which are considered appropriate to meet the requirements of the members. The Management Committee acknowledges and understands its responsibilities for the preparation of the financial report and maintenance of the underlying accounting records.

In the opinion of the Management Committee:

a) the financial statements and notes set out on pages 2 to 7 present fairly the financial position of PMIQ Chapter as at 30 June 2019 and of its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements;
b) at the date of this statement there are reasonable grounds to believe that PMIQ Chapter will be able to pay its debts as and when they fall due; and
c) all expenditure transactions recorded in the accounting records of PMIQ Chapter represent expenditure necessarily incurred in the pursuit of PMIQ Chapter's objectives.

Signed on behalf of the Management Committee:

Martin McKern
President

Robyn Antill
Treasurer

22 October 2019

APPENDICES

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Director:
Mr Simon Green CA

INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF PROJECT MANAGEMENT INSTITUTE QUEENSLAND CHAPTER

Opinion
We have audited the accompanying financial report, being a special purpose financial report of Project Management Institute Queensland Chapter ("PMIQ Chapter") which comprises the Balance Sheet as at 30 June 2019, the Income and Expenditure Statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by Members of the Committee.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of PMIQ Chapter as at 30 June 2019 and of its performance for the year then ended in accordance with Australian Accounting Standards to the extent described in the accounting policies disclosed in Note 1 to the financial statements.

Basis for Opinion
We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of the audit report.

We are independent of PMIQ Chapter in accordance with the auditor independence and ethical requirements of APES 110 *Code of Ethics for Professional Accountants*.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Basis of Accounting
We draw attention to Note 1 to the financial statements, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the Management Committee's financial reporting responsibilities to its members. As a result, the financial report may not be suitable for another purpose and should not be distributed to or used by parties other than the members. Our opinion is not modified in respect of this matter.

Emphasis of Matter – Revenue Recognition
We draw attention to Note 1(a) to the financial statements, which describes the basis of accounting for income, in particular, membership dues and fees for events are recognised on receipt. Accordingly, our audit procedures with respect to income have been restricted to ensuring that the amounts banked were properly recorded in the accounting records. Our opinion is not modified in respect of this matter.

Responsibilities of the Committee for the Financial Report
The Management Committee of PMIQ Chapter is responsible for the preparation of the financial report that presents fairly and has determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the members. The Management Committee's responsibility also includes such internal control as the Management Committee determines is necessary to enable the preparation of the financial report that presents fairly and is free from material misstatement, whether due to fraud or error.

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INDEPENDENT AUDITOR'S REPORT
TO THE MEMBERS OF PROJECT MANAGEMENT INSTITUTE QUEENSLAND CHAPTER
(continued)

In preparing the financial report, the Management Committee is responsible for assessing PMIQ Chapter's ability to continue as a going concern, disclosing, as appropriate, matters relating to going concern and using the going concern basis of accounting.

Auditor's Responsibility for the Audit of the Financial Report
Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

a) Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls;
b) Obtain an understanding of internal controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal controls;
c) Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Management Committee;
d) Conclude on the appropriateness of the Management Committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern; and
e) Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Management Committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal controls that we identify during our audit.

Simon Green CA
Director

Bundaberg, 22 October 2019

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PMIQld Board and Executive Team Members

Covering the period of this annual report, PMIQld's Board and Executive Team Members consisted of the following people.

PMI QLD'S ELECTED BOARD MEMBERS

Office	Office Holder	Board Term	Board Meetings Attended 1 Jul 2018 – 30 June 2019
President	Martin McKern PMP	1 Nov 2013 – 31 Mar 2020	Attended 11 of 11 meetings held
Vice President	Maria Robins PMP	1 Jun 2013 – 31 Mar 2020	Attended 9 of 11 meetings held. Apology: Oct, May
Treasurer	Robyn Antill PMP	1 Dec 2014 – 31 Mar 2021	Attended 9 of 11 meetings held. Apology: Oct, Jun
Secretary	Donna Pritchard	1 Dec 2018 – 31 Mar 2021	Attended 5 of 6 eligible to attend. Apology: Apr
	Janetta McDiarmid	1 Apr 2017 – 31 Nov 2018	Attended 4 of 7 eligible to attend. Apology: Aug, Dec, Feb
Director at Large	Monica D'Souza	1 Dec 2017 – 31 Mar 2020	Attended 9 of 11 meetings held. Apology: Dec, Jun
Director at Large	Jason Cameron	1 Jul 2017 – 31 Mar 2020	Attended 7 of 11 meetings held. Apology: Sep, Nov, Dec, Jun
Director at Large	Marco Zargarani PMP	1 Dec 2018 – 31 Mar 2021	Attended 4 of 5 eligible to attend. Apology: Feb
	Colin Murphy	1 May 2015 – 1 Nov 2018	0 meetings attended (of 5 eligible) during the FY2019 period due to interstate timezones.
Director at Large	Mark Raymond	11 Feb 2019 – 31 Mar 2021	Attended 4 of 4 eligible to attend.

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Office	Office Holder	Board Term	Board Meetings Attended 1 Jul 2018 – 30 June 2019
	David Close	1 Apr 2015 – 31 Mar 2019	Attended 7 of 7 eligible to attend.

NON-VOTING ATTENDEES TO PMIQLD BOARD MEETINGS OR SUB COMMITTEES

Role	Role Holder	Term of Role	Board Meetings Attended 1 Jul 2018 – 30 June 2019
Immediate Past President* (* non voting)	Adrian Tyler	1 Dec 2011 – 31 Mar 2020	0 meetings attended during the FY2019 period. (honorary attendee)
Board Advisor / ARC Committee* (* non voting)	Steven Hunwicks PMP	1 Apr 2017 – 31 Mar 2020	5 meetings attended in part
CEO* / COO* / Executive Officer* (* non voting)	Liezel Pieters PMP, CEO	1 Oct 2018 – 31 Jul 2020	Attended 8 of 8 eligible to attend
	Jason Sourris, COO	COO 1 Apr 2018 – 30 Jun 2019 Acting CEO 1 Jul – 30 Sep 2018	Attended 9 of 10 eligible to attend. Apology: Feb
	Heather Biggar, Executive Officer	1 May 2019 – 31 Dec 2020	Attended 1 of 1 eligible to attend
	Gillian Deane PMP, CEO	1 Jul 2017 - 30 Jun 2018	Attended 1 of 1 eligible to attend

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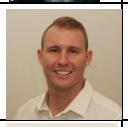
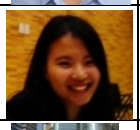
PMI QLD'S APPOINTED EXECUTIVE LEADERSHIP TEAM

Executive Appointment	Holder	Period of Appointment
CEO	Liezel Pieters PMP, CEO	1 Oct 2018 – 31 Jul 2020
	Gillian Deane PMP, CEO	CEO 1 Jul 2017 - 30 Jun 2018 COO 1 Jan 2017 – 30 Jun 2017
COO	Jason Sourris, COO	Acting CEO 1 Jul – 30 Sep 2018 COO 1 Apr 2018 – 30 Jun 2019
Executive Officer	Heather Biggar	1 May 2019 – 31 Dec 2020
Associate Director, Digital, Marketing & Communications	Dan Malarowski, PMP 	1 Jul 2018 – 30 Jun 2020
	Brad Kerwin	1 Mar 2017 – 31 Aug 2018
Associate Director, Professional Development	Jason Kennelly	1 Feb 2019 – 30 Jun 2020
	Liezel Pieters, PMP	1 Apr 2017 – 30 Sep 2018
Associate Director, Volunteer Engagement	Marcos Pires, PMP	1 Feb 2019 – 30 Jun 2020
	Helena Uhm 	1 Apr 2018 – 30 Apr 2019
Associate Director, PMDoS & Conference	Saleem Mahmood, PMP	1 Jul 2016 – 31 Dec 2020
Associate Director, Academic Outreach	Amir Ghanbaripour, PMP	1 Feb 2019 – 31 Dec 2020

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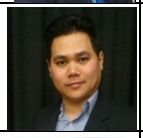
Executive Appointment	Holder	Period of Appointment
	Dr. Erezi Utiome, PMP	1 Jul 2017 - 31 Dec 2018
Associate Director, Events	Anuj Sodha	1 Oct 2018 – 30 Jun 2020
Associate Director, Events	Roosevelt Dias	1 Mar 2019 – 30 Jun 2020
Associate Director, Industry Engagement	Siddharth Malhotra	1 Jul 2018 – 30 Jun 2020
Associate Director, Membership	Val Pramana, PMP 	1 May 2019 – 31 Dec 2020
	Sheena Downey	1 Oct 2018 – 30 Apr 2019
Finance Manager	Jillian Vanderstoep	Continuous through FY2018/FY2019