



PLAN ACTUAL

PERFORMANCE
MEASURES

MINIMUM
GUIDELINES

	PLAN	ACTUAL	PERFORMANCE MEASURES	MINIMUM GUIDELINES
Year Beginning Planning Process				
2009 Year Starting Membership	246			
2009 Year Starting Engaged Members	25			
Leadership Team				
Elected Chapter Officers	3	3	100%	3
Appointed Chapter Leaders	3	3	100%	3
Chapter Management				
<i>Required Reporting to HQ</i>				
2010 Officer Listing		<input checked="" type="checkbox"/> Report Filed <input checked="" type="checkbox"/> Submitted On time	100%	Submitted to HQ & MCon by 1/31/10
Year End Chapter Planning and Assessment Guide	N/A	<input checked="" type="checkbox"/> Report Filed <input checked="" type="checkbox"/> Submitted On time	100%	Submitted to HQ & MCon by 1/31/10
Year End Financial Report	N/A	<input checked="" type="checkbox"/> Report Filed <input checked="" type="checkbox"/> Submitted On time	100%	Submitted to HQ by 1/31/10
<i>Executive Committee Actions</i>				
Executive Meetings	9	9	150%	6
Treasurer's Report at Executive Meeting	9	6	67%	All Meetings
Annual Calendar of Events		<input checked="" type="checkbox"/> Calendar Prepared	100%	Yes
CPAG Plan Development with MCon		<input type="checkbox"/> Plan Developed	-100%	Yes
Annual Audit		<input type="checkbox"/> Audit Performed	-100%	Yes
Budget		<input type="checkbox"/> Budget Prepared	-100%	Yes
Long Range Strategic Plan		<input type="checkbox"/> Plan Developed	-100%	Yes
Member Engagement				
Technical Presentations/Plant Tours	6	6	150%	4
Joint Chapter Meetings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Joint Meeting Held	100%	No
<i>Special Technical Events</i>				
Engineers Week	<input type="checkbox"/>	<input type="checkbox"/> Event Held	0%	No
Technical Conference	<input type="checkbox"/>	<input type="checkbox"/> Event Held	0%	No
Tool Show	<input type="checkbox"/>	<input type="checkbox"/> Event Held	0%	No
<i>Special Social Events</i>				
Holiday Event	<input type="checkbox"/>	<input type="checkbox"/> Event Held	0%	No
Golf Outing	<input type="checkbox"/>	<input checked="" type="checkbox"/> Event Held	100%	No
<i>Other Chapter Events (Specify)</i>				
	<input type="checkbox"/>	<input type="checkbox"/> Event Held	0%	No
	<input type="checkbox"/>	<input type="checkbox"/> Event Held	0%	No
	<input type="checkbox"/>	<input type="checkbox"/> Event Held	0%	No
	<input type="checkbox"/>	<input type="checkbox"/> Event Held	0%	No
Communication with Members				
Bulletin/Newsletter/Meeting Notices	6	6	150%	4
Chapter Website	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Website Maintained	100%	Yes
Multi-Chapter Information Sharing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Outside Chapter	100%	No
Multi-Society Information Sharing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Outside SME	100%	No
Leadership Development				
Formal Election Process	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Election Conducted	100%	Yes
Executive Committee Oriented & Trained	<input type="checkbox"/>	<input type="checkbox"/> Training Completed	-100%	Yes
Chapter Leader Leadership Series	0	0	0%	1
Leadership Development/Mentoring	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Developed New Leader	100%	Yes
Develop List of Potential Leaders	<input checked="" type="checkbox"/>	<input type="checkbox"/> Identified New Leaders	-100%	Yes

Note: The values below will change as measurement data is entered on the Worksheet (see instr.sht.)

Plan/Actual entries are compared to the minimum values listed below.