

<b>Topic</b>	<b>PMI Manitoba Annual General Meeting</b>
<b>Date</b>	March 1, 2016
<b>Time</b>	12:00 - 12:47 pm
<b>Location</b>	RBC Convention Centre Winnipeg
<b>Facilitator</b>	Kyle Molotkin
<b>Secretary</b>	Kelsey Evans, Ethero

#	Item
1.	<p>AGM was called to order at 12:02 pm.</p> <p>Kyle Molotkin, incoming president and currently VP of Operations, welcomed all attendees to the Annual General Meeting.</p> <p>Mr. Molotkin reviewed the agenda for the AGM and explained the rules of order that would apply.</p>
2.	<p><b>2015 AGM Minutes</b></p> <p>A motion was made by a member to accept the 2015 AGM minutes (as posted on the website and distributed to membership in advance of the meeting). Seconded by Lydia Holt. Mr. Molotkin requested a show of hands for those in favour – all in favour/no objections. CARRIED.</p>
3.	<p><b>2015 Annual Report &amp; Board of Director Actions</b></p> <p>Mr. Molotkin, shared the following Operational achievements from the past year:</p> <ul style="list-style-type: none"> <li>• Restructured corporate sponsorship packages</li> <li>• Established new association director positions</li> <li>• Refined our COA and financial reporting processes</li> <li>• Refined communications strategy</li> <li>• Addressed challenges of the new scope of the governance role</li> <li>• Resolved challenges of the association management “project”</li> </ul> <p>Vice President of Member Services, Debra Wutke, was introduced and shared the following achievements from the past year:</p> <ul style="list-style-type: none"> <li>• Delivered new and existing networking events</li> <li>• Addressed challenges at chapter lunch meetings</li> <li>• Celebrated 16 years of Professional Development Days</li> </ul>

	<ul style="list-style-type: none"> <li>• Addressed personnel challenges in the PDD portfolio</li> <li>• Planning for new elements to Spring Conference (app)</li> </ul> <p>Mr. Molotkin reviewed additional highlights as stated in the 2015 Annual Report: 2015 Highlights Included:</p> <ul style="list-style-type: none"> <li>• Membership averaging 720 members</li> <li>• Ended the year with 429 PMP's, 1 PMI-RMP, 3 ACP's, and 4 PgMP's</li> <li>• Ended the year with 10 CAPM's</li> <li>• 50 Volunteers</li> </ul> <p>A motion was made by Brad Mundy to ratify Board of Directors 2015 Actions. Seconded by Paul Ajayi. Mr. Molotkin requested a show of hands for those in favour – all in favour / no objections. CARRIED.</p>												
<p><b>4.</b></p>	<p><b>2015 Financial Auditor Presentation</b></p> <p>John Popowich, CAFM from Lazer Grant, presented the 2015 Auditor's Report. Mr. Popowich discussed the major highlights of the 2015 financial report.</p> <p>Copies of the 2015 financial report were available at each table.</p> <table border="0" data-bbox="357 1123 730 1270"> <thead> <tr> <th></th> <th><u>Budget</u></th> <th><u>Actuals</u></th> </tr> </thead> <tbody> <tr> <td>Revenue</td> <td>\$283,265</td> <td>\$187,921</td> </tr> <tr> <td>Expenses</td> <td>\$301,410</td> <td>\$196,347</td> </tr> <tr> <td></td> <td>(\$18,145)</td> <td>(\$8,426)</td> </tr> </tbody> </table> <p>Question asked regarding adjusting the costs of events to bring them more in line with the present demand. Mr. Popowich confirmed that the Board has been and will continue to make changes to bring the costs of events in line.</p> <p>Question asked regarding what the new steps for 2016 would be to bring the budget in line. Mr. Popowich confirmed that Board was making adjustments to the budget for 2016 to adapt to the current realities and that the work is on going.</p> <p>Question asked regarding what caused the large discrepancy in last year's budget and what was going to be done in this year to ensure that does not happen again. Mr. Popowich said that the past budget was aggressive and optimistic, and this year the Board has created a realistic budget that better aligns with member engagement and current realities.</p> <p>A motion was made by Debbie O'Bray to nominate Lazer Grant as the 2016 Auditor.</p>		<u>Budget</u>	<u>Actuals</u>	Revenue	\$283,265	\$187,921	Expenses	\$301,410	\$196,347		(\$18,145)	(\$8,426)
	<u>Budget</u>	<u>Actuals</u>											
Revenue	\$283,265	\$187,921											
Expenses	\$301,410	\$196,347											
	(\$18,145)	(\$8,426)											

	<p>Seconded by Ramon Ayre. Mr. Molotkin requested a show of hands for those in favour - all in favour / no objections. CARRIED.</p>
<p>5.</p>	<p><b>2016 Financial Auditor</b></p> <ul style="list-style-type: none"> <li>• PMI Manitoba has historically called for a “Full Audit” of our books in the bylaws. PMI Global does not require this nor does Manitoba regulations</li> <li>• Levels of Financial Review             <ul style="list-style-type: none"> <li>○ Full Audit (\$8,200-\$9,000)</li> <li>○ Review Engagement (approx. \$4,000)</li> <li>○ Notice to Reader (approx. \$2,000)</li> </ul> </li> <li>• PMI Manitoba wants to reduce costs while increasing member involvement in the third party review of board actions</li> <li>• Mr. Molotkin put forward motion to waive requirement for a full audit and create a membership elected Auditor Committee, separate from the Board that will be responsible for overseeing the relationship between the third party auditor and review process.</li> </ul> <p>Brad Mundy asked if there was enough knowledge within the organization to have a membership based Auditor Committee. Mr. Molotkin stated that the Audit Committee would be responsible for liaising with the bookkeeper/accountant and not doing the actual work themselves.</p> <p>Debbie O’Bray stated she believed it would be unwise to do anything less than the full, legal audit. Also stated according to bylaws, the membership needs 30 days notice to consider the motion before voting. Mr. Molotkin stated that PMI Global requires a review of bylaws every 3 years and this could be a part of the 2017 revisions and voted upon at the 2017 AGM.</p> <p>Legal liabilities are mitigated through a full audit because responsibility lies with the Auditor. Question was asked whether these legal responsibilities would now fall on the new committee if doing a Review Engagement. Mr. Popowich stated that responsibility would be shared between the auditor and chapter/committee but the board is covered under insurance.</p> <p>Mr. Molotkin also informed the membership that most Chapters do not do a full audit, but rather a review engagement.</p> <p>Bill Dowie made a statement that he didn’t believe there would be a significant difference in risk/liability if going down to a review engagement.</p> <p>Statement that there used to be a pseudo audit committee prior. Mr. Molotkin said that</p>

	<p>it still existed, but within the Board and there is a desire to return that oversight to the membership through these changes.</p> <p>Mr. Molotkin said the Board will put together a more complete presentation regarding the proposed changes, so the membership can make an informed decision in the future.</p>
<p><b>6.</b></p>	<p><b>Acknowledgment of Outgoing Board of Directors</b></p> <p>Mr. Molotkin thanked the following outgoing board members for their contribution to the Chapter:</p> <ul style="list-style-type: none"> <li>• David Ho, PMP, 2 years <ul style="list-style-type: none"> <li>○ Monthly Programs / Membership Director</li> </ul> </li> <li>• Amanda Bernier, 1 year (Absent) <ul style="list-style-type: none"> <li>○ Professional Development Director</li> </ul> </li> <li>• Scott Tye, PMP, 2 years <ul style="list-style-type: none"> <li>○ Marketing / Governance Director</li> </ul> </li> <li>• Simon Clayton, PMP, 2 years (Absent) <ul style="list-style-type: none"> <li>○ IT Director</li> </ul> </li> </ul> <p><b>Introduction of 2015 Board of Directors (BOD)</b></p> <p>Mr. Molotkin introduced Toby Elson, Nominations Committee Chair for the 2016 Elections.</p> <p>Mr. Elson discussed the nominations process. Seven positions opened this year.</p> <ul style="list-style-type: none"> <li>• Vice President, Operations <ul style="list-style-type: none"> <li>○ Christa Ferreira, PMP</li> </ul> </li> <li>• Networking Events <ul style="list-style-type: none"> <li>○ Farhan Liaquat, PMP</li> </ul> </li> <li>• Professional Development <ul style="list-style-type: none"> <li>○ Michael Hanna, PMP</li> </ul> </li> <li>• Marketing <ul style="list-style-type: none"> <li>○ Nand Kishore, PMP</li> </ul> </li> <li>• Governance Director <ul style="list-style-type: none"> <li>○ Richard Hiller, PMP</li> <li>○ Paul Ajayi, PMP</li> </ul> </li> <li>• IT <ul style="list-style-type: none"> <li>○ David Steinhilber, PMP</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Juan Saldivar, PMP</li> </ul> <p>Mr. Elson informed the membership that Ms. Ferreira was confirmed as VP of Operations, Mr. Liaquat as Director of Networking Events, Mr. Hanna as Director of Professional Development, Ms. Kishore as Director of Marketing, Mr. Ajayi as Governance Director, and Mr. Saldivar as Director of IT.</p> <p>Mr. Elson introduced the 2015 Manitoba Chapter BOD to the membership:</p> <p>President – Kyle Molotkin, PMP  Vice President, Operations – Christa Ferreira, PMP  Vice President, Member Services – Debra Wutke  Director, Governance – Paul Ajayi, PMP  Director, Finance – Siddharth Malhotra, PMP  Director, IT – Juan Saldivar, PMP  Director, Marketing – Nand Kishore, PMP  Director, Monthly Events – TBD by executive  Director, Networking Events – Farhan Liaquat, PMP  Director, Professional Development – Michael Hanna, PMP</p>
<p>7.</p>	<p><b>2016 Board Plan</b></p> <p>Mr. Molotkin, the incoming President, provided an overview of the Planning and Governance for 2016:</p> <ul style="list-style-type: none"> <li>• Continue working on 2015 objectives</li> <li>• Enhance member value – improved renewal process, increased membership, guest pass process, dinner meetings, specialty networking events, monthly recognition of new certifications</li> <li>• Continued enhancement of Sponsor value opportunities</li> <li>• New financial team/outsourced</li> <li>• Integrate volunteers with board activities to give them meaningful volunteer work, establish Volunteer of the Month Award</li> <li>• Continue the focus on a new culture and renewal</li> </ul>
<p>8.</p>	<p><b>2016 Budget</b></p> <p>Financials:</p> <ul style="list-style-type: none"> <li>• Revenue: \$204,225</li> <li>• Expenses: \$202,700</li> <li>• Profit: \$1,525</li> </ul>

<p><b>9.</b></p>	<p>Mr. Molotkin opened the floor to additional questions.</p> <ul style="list-style-type: none"> <li>• Suggestion made to send out survey to membership to discover what is working and not working, what they would like to see for the Chapter in the future, etc.</li> <li>• Question asked about how Manitoba compares to other Chapters regarding engagement. Mr. Molotkin answered by stating that Manitoba is one of the largest chapters in the region, member engagement is overall consistent and on par but that efforts to increase it are still required.</li> </ul>
<p><b>10.</b></p>	<p><b>Motion to Adjourn</b></p> <p>A motion was made by Paul Ajayi to adjourn the meeting at 1:04PM. Christa Ferreira seconds.</p> <p>Mr. Molotkin requested a show of hands for those in favour - all in favour / no objections. CARRIED.</p>