

<b>Topic</b>	<b>PMI Manitoba Chapter Annual General Meeting</b>
<b>Date</b>	March 7, 2017
<b>Time</b>	12:00-1:00pm CT
<b>Location</b>	Radisson Hotel Downtown Winnipeg
<b>Facilitator</b>	Kyle Molotkin
<b>Secretary</b>	Laney McGregor

#	Item
1.	<p>AGM is called to order at 12:05 pm.</p> <p><b>WELCOME</b></p> <p>Kyle Molotkin, current President of PMI Manitoba’s Board of Directors, welcomes all attendees to the 2017 Annual General Meeting.</p> <p>Mr. Molotkin introduces David Steinhilber to the podium. Mr. Steinhilber briefs attendees on the upcoming Elevate 2017 (previously known as PMI Manitoba’s Spring Conference).</p> <p>Mr. Molotkin reviews the agenda and rules of order for today’s Annual General Meeting.</p>
	<p><b>2016 AGM MINUTES</b></p> <p>Mr. Molotkin requests any comments or questions regarding the 2016 AGM Minutes (as posted on the website in advance and distributed to membership during meeting). Only one comment:</p> <ul style="list-style-type: none"> <li>▪ The year 2015 is written in regards to the Board of Directors on pages four and five. Let the record show that the year should be amended to 2016.</li> </ul> <p>A motion was made by Toby Elson to accept the 2016 AGM minutes. Seconded by Brad Mundy. Mr. Molotkin requests a show of hands for those in favour. All are in favour. Motion Carried.</p>
2.	<p><b>2016 ANNUAL REPORT</b></p> <p><b>Operational Achievements of 2016:</b></p> <p>Mr. Molotkin introduces Christa Ferreira, VP of Operations, to present the following 2016 Operational achievements.</p> <ul style="list-style-type: none"> <li>▪ Focus was given to fiscal responsibility, as previous years had a large deficit. Actions taken are as follows: <ul style="list-style-type: none"> <li>○ Luncheons were moved from the Convention Centre to the Radisson hotel.</li> </ul> </li> </ul>

- Bookkeeping was moved in-house. (Note: Board is currently looking for a volunteer with QuickBooks and accounting experience to take over this responsibility.)
- Google Docs is now used for non-financial Chapter documents. This move saves the Chapter \$3000 annually.
- Accounts Receivable:
  - Outstanding payments of 90 days or more were totalled at approximately \$19,000. Board appointed a volunteer to recover the outstanding payments. The process has been overall successful.
  - The option to 'invoice me' has been removed for individuals which has increased efficiency of payments. Members will no longer be admitted to an event unless their registration has been paid in advance (or at the door if walk-ups are permitted).
- Web site's back-end has been improved. Front-end changes to take place soon.
- Laney McGregor was hired to provide administrative support for the Board (assisting the Governance portfolio in arranging Board meeting logistics, minute taking and document distribution).
- New Sponsorship offering:
  - Sponsorship is now split into two categories: Chapter Partnership (which includes Builder, Leader and Champion) and Event Sponsorship. Event Sponsorship options include Monthly Luncheons, Networking Events, Golf Event, Elevate! and Fall Conference. Elevate! and Fall Conference are further categorized as Title, Gold and Silver level sponsorship.
  - Red River College has become a Champion Sponsor. They were involved with the Chapter's electronic billboard campaign (their logo could be seen on the billboards).

**Membership Achievements or 2016:**

Ms. Ferreira introduces Debra Wutke, VP of Membership Services.

Ms. Wutke first reviews her role and duties as VP of Membership Services. She encourages members to give the Board feedback regarding services offered to members.

The Chapter's membership count for this year will be breaking the 800 mark this month. Reaching 800 members is a first for the Chapter. This validates that the Board has been

successful in improving Chapter services, as more people are joining and renewing their membership.

Ms. Wutke presents the following 2016 Membership Services achievements:

- **Monthly Programs expansion:**  
Breakfast and dinner meetings have been incorporated and proved successful. They will be further expanded by offering two to three each year. Feedback from members regarding the breakfast and dinner meetings is encouraged.
- **Presentations to student groups at University of Winnipeg and Red River College were given to promote member benefits and resources to support certification. Three to four presentations were given this year.**
- **Scholarships that support project management are offered to Red River College and University of Winnipeg students. The RRC scholarship is presented to one student. The UW Scholarship is split and presented to two students - one on the basis of GPA academic, another for applied.**
- **Certification:**  
Michael Hanna, Director of Professional Development, has coordinated information sessions and study groups. He has found a provider for a PMP Certification Bootcamp.
- **Siloam Event:**  
Response from participants was overwhelmingly positive. This event will be developed and updates will be given to members in the future.
- **Board has been exchanging information and ideas with other chapters to learn more about improving services.**

Ms. Wutke asks Mr. Molotkin back to the podium to give summation of the 2016 Annual Report.

**2016 Annual Report Summary:**

- **Membership was averaging 720 members.**
- **Chapter has been reaching out to architecture and engineering fields.**
- **Conferences are being improved.**
- **The Board's actions to improve the efficiency of operations and better serve membership has resulted in stronger financials and increased membership.**

	<ul style="list-style-type: none"> <li>▪ 2016 Financial Summary: <table border="0" style="margin-left: 40px;"> <thead> <tr> <th></th> <th style="text-align: right;"><u>Budget</u></th> <th style="text-align: right;"><u>Actuals</u></th> </tr> </thead> <tbody> <tr> <td><b>Revenue</b></td> <td style="text-align: right;">\$ 203,825</td> <td style="text-align: right;">\$ 214,551</td> </tr> <tr> <td><b>Expenses</b></td> <td style="text-align: right;">\$ 202,300</td> <td style="text-align: right;">\$ 193,826</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 1,525</td> <td style="text-align: right;">\$ 20,725</td> </tr> </tbody> </table> </li> <li>▪ Questions asked by members: <ul style="list-style-type: none"> <li>○ Brad Mundy asks for more information about how the Board will approach the audit in the future. Mr. Molotkin answers that the Board would like members to have more control over the audit process.</li> <li>○ Debbie Wilgosh asks if Board will do a partial or full audit in the future. Mr. Molotkin answers that a full audit is a great idea and in the future a member-lead audit committee would be ideal. The Board’s role would be to provide information and pay for the audit, while membership would have greater control and involvement.</li> </ul> </li> </ul>		<u>Budget</u>	<u>Actuals</u>	<b>Revenue</b>	\$ 203,825	\$ 214,551	<b>Expenses</b>	\$ 202,300	\$ 193,826		\$ 1,525	\$ 20,725
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<p><b>3.</b></p>	<p><b>FINANCIAL AUDIT PRESENTATION</b></p> <p>Mr. Molotkin introduces John Popowich, CAFM of Lazer Grant LLP Chartered Professional Accountants.</p> <p>Mr. Popowich presents the highlights of the 2016 financial audit. (Note: financial statements were given to each table prior to meeting commencement.)</p> <ul style="list-style-type: none"> <li>▪ No deficits this year!</li> <li>▪ Total surplus of \$20,725 which was well above the modest budget of \$1,525. Great improvement from last years’ deficit of \$8,426.</li> <li>▪ Expenses were \$2,521 less than previous year (2015).</li> <li>▪ Moving luncheons to the Radisson was very cost efficient.</li> <li>▪ Mr. Popowich thanks the Board, specifically Christa Ferreira and Sid Malhotra for their cooperation during the audit process.</li> </ul>												
	<p><b>RATIFICATION OF BOARD 2016 ACTIONS</b></p> <p>Mr. Molotkin thanks Mr. Popowich for his services and asks for the ratification of the Board of</p>												

	<p>Directors 2016 actions.</p> <p>A motion was made by Baine to ratify the Board 2016 actions. Seconded by Ed Fast. Mr. Molotkin requests a show of hands for those in favour. All are in favour. Motion Carried.</p>
<p><b>4.</b></p>	<p><b>NOMINATION OF THE 2017 AUDITOR</b></p> <p>A motion is made by Brad Mundy for John Popowich to return as auditor for 2017. Seconded by Debbie O'Bray. All are in favor. Motion Carried.</p>
<p><b>5.</b></p>	<p><b>ACKNOWLEDGEMENT OF OUT-GOING OFFICERS</b></p> <p>Mr. Molotkin thanks the following out-going officers for their service:</p> <p>Farhan Liaquat, PMP - Director of Networking Events (2 years). Mr. Liaquat is currently out of town and was unfortunately unable to attend.</p> <p>Sid Malhotra, PMP - Director of Finance (2 years). Mr. Molotkin presents Mr. Malhotra with a token of appreciation for his service.</p> <p>Nand Kishore as Director of Marketing (2 years). Mr. Molotkin presents Mr. Kishore with a token of appreciation for his service.</p>
<p><b>6.</b></p>	<p><b>ANNOUNCEMENT OF 2017-2018 BOARD OF DIRECTORS</b></p> <p>Mr. Molotkin introduces Connie Lemoine, PMP, Nominations Committee Chair for the 2017 elections.</p> <p>Ms. Lemoine explains the elections process. Four positions for the 2017-2018 Board of Directors opened this year. All positions received nominations:</p> <ul style="list-style-type: none"> <li>▪ Vice-President of Member Services NOMINEE(S): Debra Wutke</li> <li>▪ Director of Networking Events NOMINEE(S): David Steinhilber, PMP</li> <li>▪ Director of Finance NOMINEE(S): Brent Doxon, Anoop Jose, PMP</li> <li>▪ Director of Marketing NOMINEE(S): Jackson Bruno, PMP, Kevin Steward</li> </ul> <p>Ms. Lemoine thanks Joey for his participation in the Nomination Committee. Toby Elson is thanked for his service as Nomination Committee Chair in previous years.</p> <p>Ms. Lemoine introduces the newly elected Board Members:</p>

- Debra Wutke is elected as Vice-President of Member Services for a second term.
- David Steinhilber is elected Director of Networking Events.
- Anoop Jose, PMP (Absent) is elected as Director of Finance.
- Kevin Steward is elected as Director of Marketing.

Ms. Lemoine asks both new and returning Board Members to the front. The 2017-2018 Board of Directors is welcomed by members.

**PMI Manitoba Chapter's 2017-2018 Board of Directors:**

President - Kyle Molotkin, PMP

Vice President of Operations - Christa Ferreira, PMP

Vice President of Member Services - Debra Wutke

Director of Governance - Paul Ajayi, PMP, PMI-RMP

Director of Finance - Anoop Jose, PMP

Director of IT - Juan Saldivar, P.Eng., PMP

Director of Marketing - Kevin Steward

Director of Monthly Programs - Brenda Kelly, MBA, PMP, FICB

Director of Networking Events - David Steinhilber, PMP

Director of Professional Development - Michael Hanna, P.Eng, PMP

**REVIEW OF 2017 BOARD PLAN**

Board will continue working on objectives.

Board will continue to improve the invoice process and will continue to enhance member value in the following areas: improved renewal, increased membership, guest pass process, dinner meetings, specialty networking events, monthly recognition of new certifications, etc. We will also be continuing our effort to enhance sponsor value opportunities.

The Elevate Gala is March 22. This is the first year using this format. Gala will focus on recognition and will showcase the four POY nominations. Video will be shown prior to presentation of award. A jazz band has been booked. Cabinet members will be attending. Spouses are invited to join.

	<p><b>Budgeting summary - 2017 Forecast:</b></p> <ul style="list-style-type: none"> <li>▪ Revenue: \$245,767</li> <li>▪ Expenses: \$257,700</li> <li>▪ Net income-loss: \$11,933</li> </ul>
<p><b>7.</b></p>	<p><b>OPEN FLOOR</b></p> <p>Mr. Molotkin encourages members to ask questions.</p> <p><b>2017 Net Loss Forecast</b></p> <p>A member comments that we had a deficit in past years and finally have a surplus this year. Why then is there a loss forecast?</p> <p>Ms. Ferreira answers that we want to continue what has been successful. The budgeting process is different this year (more detailed - down to the cost of stationary). We now budget by portfolio. More budgeting information can be found at the back of the report. We eliminated some expenses (ex. Google Docs is free, bookkeeping is now in-house, etc.) We want to expand offering and reach more members.</p> <p>Another member comments: There are areas that can easily be cut if needed in the future. For example, attendance to conferences.</p> <p>Brad Mundy suggests presenting best case and worse case budgeting in the future.</p> <p>Mr. Molotkin adds that the Board is being very cautious in estimating our revenue. Because of past speed bumps, we do not want to be too bold with our budget. We are also working on increasing sponsorship, which would increase revenue in this area.</p> <p><b>Membership</b></p> <p>A member comments that members are customers and that the Board should keep customer service in mind along with improving the financials. For example, there is now a fee to post job ads on the website. Because of this fee, she along with others may not use this feature anymore.</p> <p>When asked what the Board is doing to retain members, Ms. Wutke answers that activities in membership is currently focusing on new members. Also, several post-secondary programs for project management include membership. We have seen many of these people not renew, which has affected our retention numbers. Regarding low retention: the report is misleading because people typically renew later during the month, while the report is created at the</p>

beginning.

**Feedback**

Mr. Molotkin asks members for feedback on what to include and how to show data in the report. A member suggests data should be as current as possible to be most transparent. Mr. Molotkin thanks member for excellent feedback and encourages him to give the Board his contact information to discuss further.

**Investment Expenses**

A member asks for more information regarding investment expenses. Mr. Molotkin responds that Elevate is an investment expense that will hopefully continue in the future. We are trying to reinvent and improve our Chapter. He encourages feedback.

Ms. Wutke adds that the registration fee for Elevate 2017 is reduced this year in attempt to improve membership service by providing members with great quality that is more accessible.

**Final Questions/Comments**

Brad Mundy asks if all these documents will be available online. Mr. Molotkin responds that yes, they will.

Debbie Wilgosh comments that we have a very passionate chapter and acknowledges what a great job the Board did this year.

A motion to adjourn is made by Ramone. Seconded by Tem. All are in favor.

Meeting adjourned 1:00pm