

Topic	PMI Manitoba Annual General Meeting
Date	March 6, 2018
Time	12:00 - 1:00 pm
Location	Radisson Hotel Downtown Winnipeg
Facilitator	Christa Ferreira
Secretary	Juan Saldivar

#	Item
1.	<p>AGM was called to order at 12:03 pm.</p> <p>Kyle Molotkin, outgoing president of the chapter 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>Motion to Accept the 2017 AGM minutes</p> <p>A motion was made by Bayne Robertson to accept the 2017 AGM minutes (as posted on the website and distributed to membership in advance of the meeting). Seconded by Toby Elson.</p> <p>Mr. Molotkin requested a show of hands for those in favour – all in favour/no objections. CARRIED.</p>
3.	<p>Ratification of the Board's 2017 Actions</p> <p>Mr. Molotkin spoke about the growth in membership up to an average 870 members. He mentioned that membership is a result of the success in operations and member value. Mr. Molotkin welcomed Christa Ferreira, the current Vice President of Operations and incoming chapter president to present on the Operational achievements in 2017.</p> <p>Ms. Ferreira, shared the following Operational achievements from the past year:</p> <ul style="list-style-type: none"> • Discussed issues with financial book keeping changing hands 3 times in 2017 as a major challenge. • On the Marketing side, the focus and strategy has been changed, which was favourably accepted by sponsors.

- Three directors did not complete their terms but others stepped up to fill the roles.
- In the spring of 2019 the Chapter will host the Region 2 meeting in Winnipeg. Ms. Ferreira is asking for volunteers to help put this event forward.

Debra Wutke, the current Vice President of Member Services shared the Member Services achievements from the past year:

- Monthly Programs continued to offer opportunities for all members. Luncheons are regularly attended. New breakfast event was added in 2017. Feedback was positive and members can anticipate similar events in the future. The focus is to find ways for all members to develop professionally. The evening event in 2017 was also well attended so the chapter will continue to consider those.
- Student membership is strong and making these presentations is a benefit for students to develop and network with project management professionals.
- Top student recognition continues to be presented to Red River College and University of Winnipeg students.
- Certification information sessions have been carried successfully and resulted in increased numbers in PMP certifications, which is attributed to the Professional Development opportunities provided by the chapter.
- Project of the Year was an outstanding event last year and the effort invested by the nominees is an incredible achievement. Ms. Wutke suggests everyone to attend the upcoming gala.
- Networking event has explored different types of events to serve the different networking needs of members. Suggestions are always welcomed.
- Community outreach was fulfilled by the Siloam Mission volunteering event. The chapter will continue this event.
- The chapter continues to recruit volunteers which are vital to the organization. The chapter is working on re-structuring the volunteering organization. Debra thanks all volunteers and welcomes any new volunteers who wants to get involved.

Mr. Molotkin presented the average membership as 869 members and the financial net income for 2017 as \$3,436. The income is not as large as prior years and discussed the sponsorship re-branding as one of the main causes. Sponsorship is being re-designed to allow organizations to fulfil their business objectives while obtaining value from being a sponsor.

	<u>Budget</u>	<u>Actuals</u>
Revenue	\$246,271	\$204,646
Expenses	\$258,415	\$201,260
	(\$12,144)	\$3,436

	<p>Mr. Molotkin presented the auditor John Popowich from Lazer Grant to discuss the financials in detail.</p>
<p>4.</p>	<p>2017 Financial Auditor Presentation</p> <p>John Popowich, CAFM from Lazer Grant, presented the 2017 Auditor's Report. Mr. Popowich discussed the major highlights of the 2017 financial report</p> <p>Mr. Popowich discussed the transition between 3 bookkeepers as well as the transition to QuickBooks online which changed the process for last year's audit.</p> <p>Copies of the 2017 financial report were available at each table. Mr. Popowich goes through the content of the auditor's reports.</p> <ul style="list-style-type: none"> • Page 3 presented Statement of Financial Position. Assets increased due to cash and receivables. Liabilities are all current. Assets increased to \$120,119. Surplus is \$75,319 which is a decent financial position to sustain operations. • Page 4 is the income statement. The budget was aggressive, targets were not met. Revenue was consistent to prior year, lower than budgeted. Operations revenue also lower than prior year. Overall expenses were up but lower than the budget. The excess revenue over expenses was higher than the budget showing a slight improvement over budget. • Page 5, is the statement of changes in net assets which was increased to \$75,319 by excess of revenue over expenses. • Considering some of the issues, Mr. Popowich describes the chapter's results as in a fairly good financial position. <p>Mr. Molotkin took two questions from the audience regarding the financial results. Mr. Molotkin thanks members during his 2 year tenure as president.</p> <p>A motion was made by Brad Mundy to ratify Board of Directors 2017 Actions. Seconded by Kathie Allardyce. Mr, Molotkin requested a show of hands for those in favour – all in favour / no objections. CARRIED.</p>
<p>5.</p>	<p>Nomination of the 2018 Auditor</p> <p>A motion was made by Kathie Allardyce to nominate Lazer Grant as the 2018 Auditor. Seconded by Toby Elson. Mr. Molotkin requested a show of hands for those in favour - all in favour / no objections. CARRIED.</p>

<p>6.</p>	<p>Acknowledgment of Outgoing Board of Directors</p> <p>Ms. Ferreira thanked the following outgoing board members for their contribution to the Chapter:</p> <ul style="list-style-type: none">• Kyle Molotkin, PMP, 6 years<ul style="list-style-type: none">○ President• Brenda Kelly, PMP, 2 years<ul style="list-style-type: none">○ Monthly Program Director• Paul Ajayi, PMP, 2 years (Absent)<ul style="list-style-type: none">○ Governance Director <p>Announcement of 2018-2019 Board of Directors (BOD)</p> <p>Ms. Ferreira introduced Connie Lemoine, Nominations Committee Chair for the 2018 Elections.</p> <p>Ms. Lemoine discussed the nominations process. Five positions opened this year. The Monthly Programs position is vacant and will be appointed by the Board in the future.</p> <ul style="list-style-type: none">• Vice President, Operations<ul style="list-style-type: none">○ Michael Hanna, PEng, PMP• Professional Development<ul style="list-style-type: none">○ Jackson Bruno, PMP• Governance Director<ul style="list-style-type: none">○ Juan Saldivar, PEng, PMP• IT<ul style="list-style-type: none">○ Rafiq Lakhani, PMP• Monthly Programs<ul style="list-style-type: none">○ Vacant <p>Ms. Lemoine informed the membership that all nominated candidates were confirmed in their position.</p>
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	<p>Ms. Lemoine introduced the 2018 Manitoba Chapter BOD to the membership:</p> <p>President – Christa Ferreira, PMP Vice President, Operations – Michael Hanna, PEng, PMP Vice President, Member Services – Debra Wutke Director, Governance – Juan Saldivar, PEng, PMP Director, Finance – Brent Dixon Director, IT – Rafiq Lakhani, PMP Director, Marketing – Kevin Stewart Director, Monthly Events – TBD by executive Director, Networking Events – David Steinhilber, PMP Director, Professional Development – Jackson Bruno, PMP</p>
<p>7.</p>	<p>Review of 2018 Board Plan</p> <p>Ms. Ferreira, the incoming President, provided an overview of the Planning and Governance for 2018:</p> <ul style="list-style-type: none"> • Appoint Monthly Programs director • Continue working on 2017 objectives: enhance member value by increasing quality of member programs; and continued outreach opportunities. • Elevate Gala • R2 Meeting in Winnipeg coming in the spring of 2019 • Increased Board accountability to members. Supply members with financial updates throughout the year. • Review Chapter Policies and Procedures. • Guest pass process for new certificate holders
<p>8.</p>	<p>2018 Budget</p> <p>Financials:</p> <ul style="list-style-type: none"> • Revenue: \$244,309 • Expenses: \$244,954 • Profit/Loss: (\$645)
<p>9.</p>	<p>Open Floor</p> <p>Ms. Ferreira opened the floor to additional questions.</p> <ul style="list-style-type: none"> • No questions were raised.



10.	Motion to Adjourn A motion was made by Irene Wagner to adjourn the meeting at 1:04PM. Jeff Enquist seconds. Ms. Ferreira requested a show of hands for those in favour - all in favour / no objections. CARRIED.
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