

<b>Topic</b>	<b>PMI Manitoba Annual General Meeting</b>
<b>Date</b>	March 5, 2019
<b>Time</b>	12:00 - 1:00 pm
<b>Location</b>	Radisson Hotel Downtown Winnipeg
<b>Facilitator</b>	Christa Ferreira
<b>Secretary</b>	Juan Saldivar

#	Item
1.	<p>AGM was called to order at 12:03 pm.</p> <p>Christa Ferreira, president of the chapter welcomed all attendees to the Annual General Meeting.</p> <p>Mrs. Ferreira reviewed the agenda for the AGM and explained the rules of order that would apply.</p>
2.	<p><b>Motion to Accept the 2018 AGM minutes</b></p> <p>A motion was made by Jeff Grevstad to accept the 2018 AGM minutes (as posted on the website and distributed to membership in advance of the meeting). Seconded by Bayne Robertson.</p> <p>Mrs. Ferreira requested a show of hands for those in favour – all in favour/no objections. CARRIED.</p>
3.	<p><b>Ratification of the Board's 2018 Actions</b></p> <p>Mrs. Ferreira spoke about going "back to basics" in 2018:</p> <ul style="list-style-type: none"> <li>● Bylaws and policies were reviewed in 2018.</li> <li>● Changed format of Board Meetings.</li> <li>● Resignation of Networking Director.</li> <li>● Appointment of Leanne Edwards and Karen Cormier to the board.</li> <li>● Thank you to partners including WCB and Sierra Systems.</li> </ul> <p>Mrs. Ferreira, shared the following Operational achievements from the past year:</p> <ul style="list-style-type: none"> <li>● Implemented electronic invoice and expense approval.</li> </ul>

	<ul style="list-style-type: none"> <li>● Reviewed the by-laws and policies.</li> <li>● Recovered aging accounts receivable backlog. Show of gratitude for the companies for their patience.</li> <li>● New sponsorships.</li> <li>● The 2018 Project of the Year was a big success.</li> </ul> <p>Debra Wutke, the current Vice President of Member Services shared the Member Services achievements from the past year:</p> <ul style="list-style-type: none"> <li>● Partnered with Project of the Year nominees for speaking events.</li> <li>● Incorporated building tours last year with successful outcome.</li> <li>● Student membership program with participating educational institutions.</li> <li>● Certification and study groups have been very well attended. Demand is consistent and services will continue.</li> <li>● POY Gala is becoming well-known within the R2 region due to the success. This year it will take place at the same time as Elevate conference and R2 meetings.</li> <li>● Networking director looking for volunteers.</li> <li>● Outreach program with Siloam Mission has been well received and will continue. Debra would like to see that evolve to assist other non-for-profit organizations.</li> <li>● Volunteer management initiative to streamline volunteer coordination.</li> <li>● Debra thanks the audience due to the end of her tenure.</li> </ul> <p>Mrs. Ferreira shares the membership and 2018 financial results.</p> <p>Membership is averaging 869 members. Striving to increase to one thousand.</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Budget</u></th> <th style="text-align: center;"><u>Actuals</u></th> </tr> </thead> <tbody> <tr> <td>Revenue</td> <td style="text-align: right;">\$246,234</td> <td style="text-align: right;">\$188,663</td> </tr> <tr> <td>Expenses</td> <td style="text-align: right;">\$246,403</td> <td style="text-align: right;">\$189,923</td> </tr> <tr> <td></td> <td style="text-align: right;">(\$169)</td> <td style="text-align: right;">(\$1,260)</td> </tr> </tbody> </table> <p>Mrs. Ferreira explained the reasons of the variance including being over-budget on the Project of the Year due to the number of nominees. The board was creative in finding way to mitigate the variance.</p> <p>Mrs. Ferreira presented the auditor John Popowich from Lazer Grant to discuss the financials in detail.</p>		<u>Budget</u>	<u>Actuals</u>	Revenue	\$246,234	\$188,663	Expenses	\$246,403	\$189,923		(\$169)	(\$1,260)
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<b>4.</b>	<p><b>2018 Financial Auditor Presentation</b></p> <p>John Popowich, CAFM from Lazer Grant, presented the 2018 Auditor's Report. Mr. Popowich discussed the major highlights of the 2018 financial report</p>												

	<p>Copies of the 2018 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"> <li>● PMI had a small deficit this year. It was expected based on last years.</li> <li>● Increase in fall conference revenue.</li> <li>● Decrease in monthly events attendance and increase in Project of the Year expenses.</li> <li>● Accounts receivable is down due to board efforts to recover debt.</li> <li>● The board of directors adhered to budget.</li> <li>● Mr. Popowich offered his time for questions.</li> </ul> <p>Mrs. Ferreira took questions from the audience regarding the financial results.</p> <p>A motion was made by Bayne Robertson to ratify the Board of Directors <b>2018</b> Actions. Seconded by Oluwaseun Ige-Adefala. Mrs. Ferreira requested a show of hands for those in favour – all in favour / no objections. CARRIED.</p>
<p>5.</p>	<p><b>Nomination of the 2018 Auditor</b></p> <p>A motion was made by Toby Elson to nominate Lazer Grant as the 2018 Auditor. Seconded by Ray Hope. Mrs. Ferreira requested a show of hands for those in favour - all in favour / no objections. CARRIED.</p>
<p>6.</p>	<p><b>Acknowledgment of Outgoing Board of Directors</b></p> <p>Ms. Ferreira thanked the following outgoing board members for their contribution to the Chapter:</p> <ul style="list-style-type: none"> <li>● Debra Wutke, 6 years <ul style="list-style-type: none"> <li>○ Vice President, Member Services</li> </ul> </li> <li>● Kevin Stewart, 2 years (absent) <ul style="list-style-type: none"> <li>○ Marketing Director</li> </ul> </li> <li>● Brent Dixon, 1 years <ul style="list-style-type: none"> <li>○ Finance Director</li> </ul> </li> </ul> <p><b>Announcement of 2019-2020 Board of Directors (BOD)</b></p>

	<p>Mrs. Ferreira introduced Ken Molloy, Nominations Committee member for the 2019 Elections.</p> <p>Mr. Molloy discussed the nominations process. Four positions opened this year. The Marketing position is vacant and will be appointed by the Board in the future:</p> <ul style="list-style-type: none"> <li>● Vice President, Member Services <ul style="list-style-type: none"> <li>○ Leanne Edwards, PMP</li> </ul> </li> <li>● Director, Finance <ul style="list-style-type: none"> <li>○ Jeff Grevstad, PMP</li> </ul> </li> <li>● Director, Networking Events <ul style="list-style-type: none"> <li>○ Peter Owoade, PMP</li> </ul> </li> <li>● Director, Marketing <ul style="list-style-type: none"> <li>○ Vacant</li> </ul> </li> </ul> <p>Mr. Molloy informed the membership of the nominated candidates that were confirmed in their position.</p> <p>Mr. Molloy introduced the 2019 Manitoba Chapter BOD to the membership:</p> <p>President – Christa Ferreira, PMP  Vice President, Operations – Michael Hanna, PEng, PMP  Vice President, Member Services – Leanne Edwards, PMP  Director, Governance – Juan Saldivar, PEng, PMP  Director, Finance – Jeff Grevstad, PMP  Director, IT – Rafiq Lakhani, PMP  Director, Marketing – Vacant  Director, Monthly Programs – Karen Cormier, PMP  Director, Networking Events – Peter Owade, PMP  Director, Professional Development – Jackson Bruno, PMP</p>
7.	<p><b>Review of 2019 Board Plan</b></p> <p>Mrs. Ferreira provided an overview of the Planning and Governance for 2019:</p> <ul style="list-style-type: none"> <li>● Appointment of Director of Marketing.</li> <li>● Open position for Director of Membership will also be filled due to Leanne moving to the VP of Member Services role.</li> <li>● Looking to increase monthly meeting attendance. The board will be surveying members to understand their needs.</li> <li>● Celebrations for 25<sup>th</sup> anniversary including member's picnic. It will also include</li> </ul>

	<p>networking meeting with Leslie Lindberg and other past presidents.</p> <ul style="list-style-type: none"> <li>● The R2 event will take place in April. Mrs. Ferreira thanks Les Howard, Brad Mundy and Heather Charles for their professionalism and efforts putting together the event.</li> <li>● Mrs. Ferreira announces that newsletter articles and social media footprint will be increased.</li> <li>● Outreach programs for ex-military personnel, young professionals, and PMIEF (education foundation).</li> <li>● Upcoming changes in bylaws are expected in the summer. One change is to align board year cycle with financial planning and fiscal year.</li> <li>● PMI Global is celebrating 50 years and the chapter will be planning to send 1-2 board members to Pennsylvania for the LIM meetings.</li> </ul>
<p><b>8.</b></p>	<p><b>2019 Budget</b></p> <p>Mrs. Ferreira presents the budget for this year, which does not include the \$5,000 budgeted for the R2 meeting. The chapter is looking for sponsors and partners for the R2 meetings.</p> <p>Financials:</p> <ul style="list-style-type: none"> <li>● Revenue: \$176,712</li> <li>● Expenses: \$173,535</li> <li>● Profit/Loss: \$3,177</li> </ul>
<p><b>9.</b></p>	<p><b>Open Floor</b></p> <p>Mrs. Ferreira opened the floor to additional questions.</p> <ul style="list-style-type: none"> <li>● Youssef suggests improved communications to members, it takes too long to get answers.</li> </ul>
<p><b>10.</b></p>	<p><b>Motion to Adjourn</b></p> <p>A motion was made by Brad Mundy to adjourn the meeting at 1:04PM. Nick DeStefano seconds.</p> <p>Mrs. Ferreira requested a show of hands for those in favour - all in favour / no objections. CARRIED.</p>