



Society of PM Professionals

OF GREATER VANCOUVER

General Meeting December 3, 2003 MINUTES

1. Call to Order

Walter Wawruck, President, called the meeting to order.

1.1 Quorum

It was noted by the President that the Members of the Society, present at a business meeting for which proper notice has been given, constitute a quorum.

The list of members in attendance is contained in Attachment I to these minutes.

1.2 Rules of Order

The President announced that Roberts Rules of Order would be followed.

1.3 Record of Meeting

Robert Molina was appointed by the President to keep the record of the meeting.

1.4 Adoption of Agenda

Moved by Darlene Hope-Ross and seconded by Pieter Vannierop.

That the agenda distributed to the members in attendance be adopted.

Carried. Unanimously.

2. Adoption of Minutes

Moved by Ray Parent and seconded by Grant DeCecco.

That the minutes of the Annual General Meeting November 27, 2002 be adopted as reported in the seminar binder of December 3, 2003.

Carried. Unanimously.

2.1. Report of the Officers

Secretary Treasurer's Report:

The President presented a summary of the Society's financial status as prepared by the past Secretary Treasurer, Pieter Vannierop. Mr. Wawruck noted that the Society was running a small deficit of around \$500. This amount is owed to Walter Wawruck. There was discussion on the course of action for the Outstanding Fees receivable from no-shows this year. The Financial Statement is Attachment II.

Moved by Cynthia Caine and seconded by Paul Digby that the report of the Secretary Treasurer be accepted.

Carried. Unanimously.

Registrar's Report:

The President discussed general information on membership and attendance to seminars. He noted that the membership list is not updated and that the Society currently has around 100 members. It was also noted that not all attendees have applied for membership in the Society.

President's Report:

The President identified that this has been a very good year for the Society. We have exceeded our goal of having 3 seminars per year, and we have had excellent turnouts to each of the sessions. All the seminars have been well received.

3. Election of Officers

The officers of the Society were elected following nominations from the floor. The positions were filled by acclamation as shown in the table below. The term of office will be for 2004 with the election of 2005 Society officers to be held at the Annual General Meeting in November 2004.

Position	Nominee	Nominated by:	Seconded:	Motion to Close:	Disposition
President	Lucy Guest	Mary-Jean Payeur	Maria Patten	m Grant DeCeccos s Maria Patten	Elected

Secretary Treasurer	Robert Molina	Alberto Cayuela	Danny Chak	m Grant DeCecco s Maria Patten	Elected
Registrar	Walter Wawruck	Dale Hawley	Ray Parent	m Grant DeCecco s Maria Patten	Elected

4. Dates of Future Meetings

4.1.Next Professional Development Seminars

Moved by Maria Patten and seconded by Grant DeCecco that the Officers be authorized to organize and conduct a program of Professional Development Seminars during the year 2004. The results of the workshop this morning will be used.

Carried. Unanimously.

4.2.Annual General Meeting

The next Annual General Meeting of the Society will be held on Wednesday, November 24, 2004

5. Other Business and Announcements

There being no further business, the meeting was adjourned.

Moved by Maria Patten and seconded by Bill Sinclair.

We certify that this is an accurate record of the Annual General Meeting held on December 3, 2003.

Robert Molina, PMP, Secretary Treasurer
(Recording Secretary)

Walter A. Wawruck, PMP, Registrar



Society of PM Professionals

Of GREATER VANCOUVER

General Meeting

December 3, 2003

MEMBERS ATTENDING

Brian Amouzegar	Bryan McConachy
Brian Babcock	Susan Mogan
Ron Baker	Robert Molina
Nick Bryant	Stacey Nguyen
Cynthia Caine	Richard Nielson
Alberto Cayuela	Sandro Papile
Danny Chak	Ray Parent
John Cooke	Maria Patten
Grant DeCecco	Mary-Jean Payeur
Paul Digby	Edward Pereira
Eugene Dy	Chris Quaiife
Ferdinand Espedido	Susan Read
Marina Garrison	Samy Shenouda
Gabriel Guenette	Bill Sinclair
Joan Hambury	Michelyn Smythe
Dale Hawley	Iwan Suwandi
Darlene Hope-Ross	Darren Wager
Jacek Kaim	Sandra Walker
Ivan Kunn	Walter Wawruck
Teresa Lee-Pereira	Joe Wong

OTHER PARTICIPANTS IN THE MEETING

Individuals whose membership status could not be confirmed:



SOCIETY OF PM PROFESSIONALS

Of GREATER VANCOUVER

2003 ANNUAL GENERAL MEETING

DECEMBER 3, 2003

DRAFT AGENDA

1. Call to Order

- Quorum
- Rules of Order
- Record of meeting
- Adoption of Agenda

2. Adoption of Minutes

That the minutes of the meetings February 21, 2001 and September 26, 2001 be adopted as reported in the seminar binder of November 28, 2001.

3. Reports of Officers

- President's Report
- Secretary and Treasurer's Report
- Registrar's Report

4. Election of Officers

Nominations and ballots as needed for the positions of:

- President
- Secretary and Treasurer
- Registrar

5. Dates of Future Meetings

Next professional Development Seminars:

- That the Officers be authorized to organize and conduct a program of Professional Development Seminars during the year 2004, comparable to the program that has been conducted in the past.

Annual General Meeting

Society of PM Professionals of Greater Vancouver

Statement of Income and Expenses for 1 Jan 2003 to Dec 2, 2003

<u>Particulars</u>	<u>Income</u>	<u>Expense</u>	<u>Net Balance</u>	<u>Bank Charges</u>
Bank Balance January 1, 2003 less un-cleared checks			1,743.65	
Web Hosting		50.00	(50.00)	31-Jan \$ 10.60
Web Hosting		75.00	(75.00)	28-Feb \$ 4.00
Binders in Inventory as of Feb 1		237.54	(237.54)	30-Mar \$ 4.00
January 22 Seminar				30-Apr \$ 4.00
PMP Day	2,215.00	0.00	(538.83)	30-May \$ 11.75
Expenses - BCIT/Catering		2,060.52		29-Jun \$ 9.65
Expenses - Stationary		693.31		31-Jul \$ 4.00
April 23 Seminar				31-Aug \$ 4.00
PMP Day	2,385.00		(797.83)	30-Sep \$ 4.00
Expenses - BCIT/Catering		2,890.98		31-Oct \$ 10.40
No show payment	135.00			30-Nov \$ 4.00
Deposit - BCIT/Catering		50.00		31-Dec \$ 10.00) ^{NOTE 1}
Expenses - Stationary		376.85		Total \$ 80.40
June 25 Seminar				
PMP Day	2,025.00		(477.29)	
Expenses - BCIT/Catering		2,209.84		
Deposit - BCIT/Catering		50.00		
No show payment	45.00			
Expenses - Stationary		287.45		
October 22 Seminar				
PMP Day	2,820.00		39.68	
Holiday Inn		2,184.19		
Expenses		596.13		
December 3 Seminar				
PMP Day	2,280.00		2.12	
Holiday Inn		1,904.68		
Expenses - Stationary		360.32		
Expenses		12.88		
Bank Charges			(80.40)	
Net Income			(\$471.44)	
Bank Balance November 30			980.72	
Un-cleared deposits as of November 30			2,280.00	
Un-cleared Cheques as of November 30			(58.85)	
Checks to be issued (cost included in above)				
Walter Wawruck March - Nov expenses			(1,385.43)	
Holiday Inn			(1,904.68)	
Walter Wawruck Dec 3 expenses			(373.20)	
^{NOTE 1} Bank fees for November estimated			(10.00)	
Bank Balance December 31			(\$471.44)	
Outstanding Fees receivable from no-shows not included in the above				
Roger Hanna, PMP	April 23 03	\$ 45.00		
Vern Loewen	April 23 03	\$ 45.00		
Linda Dueck, PMP	June 25 03	\$ 45.00		
Clement Ma, PMP	June 25 03	\$ 45.00		
Peter Newell, PMP	June 25 03	\$ 45.00		
Trish Shtokalko, PMP	June 25 03	\$ 45.00		
Milt Soprokin, PMP	Oct 22 03	\$ 60.00		
Joyce Goodey, PMP	Oct 22 03	\$ 60.00		
Gabriel Geunette	Dec 3 03	\$ 60.00		
Brian Mc Conachy	Dec 3 03	\$ 60.00		
Susan Mogan	Dec 3 03	\$ 60.00		
		<u>\$ 570.00</u>		

^{NOTE 1}

Bank fees for Decmbar are an allowance



SOCIETY OF PM PROFESSIONALS

Of GREATER VANCOUVER

Activities of the Society in 2003

Professional Development Seminars

Date	Description	Project Manager	Attendance
January 22	11 th Seminar Methodologies	Maria Patten, PMP	50
April 23	12 th Seminar Team Dynamics	Carol Brien, PMP	53
June 25	13 th Seminar Art & Science of PM	Jim Marshall, PMP	44
October 22	14 th Seminar PM Education	Ray Parent, PMP	48
December 3,	15 th Seminar Winds of Change	Maria Patten, PMP	50 anticipated