



# **SOCIETY OF PM PROFESSIONALS**

**Of GREATER VANCOUVER**

## Special General Meeting February 17, 2016 Minutes

### **1. Call to Order**

John Cooke, President, called the meeting to order at 4:45 PM

#### **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 1 to these minutes.

#### **1.2 Rules of Order**

The President announced that Roberts Rules of Order would be followed. There were no objections voiced.  
<http://www.robertsrules.org/rulesintro.htm>

#### **1.3 Record of Meeting**

Joan Hambury recorded the minutes for this meeting.

#### **1.4 Adoption of Agenda**

Moved by: Trent Thompson  
Seconded by: Tim Kikkert

That the agenda as provided in the Seminar Proceedings hand-out for February 17, 2016 be adopted.

Result: Unanimous  
Result: Carried

## **2. Adoption of Minutes from November 2015**

Moved by: Duncan Smith  
Seconded by: Paul Brady

That the minutes of the meeting of November 18, 2015 be adopted as reported in the seminar binder of February 17, 2016.

Result: Unanimous  
Result: Carried

## **3. Lottery System for Seminar Registration**

Moved by: Walter Wawruck  
Seconded by: Iain Palmer

That the lottery system for seminar registration established by a motion at the November 25, 2009 Annual General Meeting be suspended for the remainder of 2016, in favour of a first-come first-served system for applicants who are not in the priority group. This suspension shall be reviewed at the November 16, 2016 Annual General Meeting. This suspension does not affect the policy of offering first priority for registration to the seminar management team, presenters and workshop leaders, officers, and those on the A-List.

Result: Unanimous  
Result: Carried

## **4. Report by the Officers: Task Force on the Future of the Society beyond 2016**

The report from the Officers is attached. The Officers recommend that plans to appoint a Task Force should not be pursued further.

Moved by: Gary Chan  
Seconded by: Marianne Morin

That the Officers' Report – February 17, 2016, Task Force on the Future of the Society, be approved.

Result: Unanimous  
Result: Carried

## **5. Dates of Future Meetings**

A Special General Meeting has been scheduled for September 20, 2016. See item 6.0 of these minutes, below, for the authorizing motion.

The next Annual General Meeting has been scheduled for November 16, 2016.

## **6. Declining Participation and Plans for a Survey**

The issue of declining attendance at seminars was opened for discussion.

Moved by: Duncan Smith  
Seconded by: Mike Dewing

That Rob Schultz with the assistance of volunteers survey the current members' opinions on the cause of the declining seminar attendance and solicit suggestions for improvement.

Result: Motion defeated

Moved by: Duncan Smith  
Seconded by: Iain Palmer

That Rob Schulz and Walter Wawruck, Executive Sponsor with the assistance of the volunteers (Mary-Jean Payeur, Marianne Morin, Arthur Kanzaki, and Sarah Peerless) be asked to survey the current mailing list of Project Management Professionals on the causes of the declining attendance and solicit recommendations for improvements with a report to the members at the next Special General Meeting scheduled for September 20, 2016.

Result: Unanimous  
Result: Carried

## **7.0 Adjournment**

The meeting was adjourned by the Chair at 5:39 PM

We certify that this is an accurate record of the General Meeting held on February 17, 2016.

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Joan Hambury, PMP (Recording Secretary)

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Walter A. Wawruck, PMP Registrar

Attachments to the Minutes:

- I List of Members and Others in Attendance
- II Officers' Report – February 17, 2016 , Task Force on the Future of the Society

## Attachment 1 – List of Members and Others in Attendance

### Members in Attendance

Chan Gary  
Cooke John  
Cowan Don  
Dewing Mike  
Forrest Stephen  
Hambury Joan  
Hanna Roger  
Hunter Kim  
Jassal Gursewak  
Kikkert Tim  
Lazar Adrian  
Liu Lily  
Martinkowistch Ernst  
McConachy Bryan  
Meshman Igor  
Morin Marianne  
Nielson Richard  
Palmer Iain  
Payeux Mary-Jean  
Peerless Sarah  
Sandall Glynis  
Smith Duncan  
Tucker Jim  
Wagenaar Audrey  
Wawruck Walter  
Wise Mark  
Wolf-Pany Marko

### Others in Attendance

Bartecko Sue Ann  
Blackham Eva  
Brookes Vera  
Gagneux Sophie  
Hachey Craig  
Kanzaki Art  
Summers Sherri  
Thompson Trent



# **SOCIETY OF PM PROFESSIONALS**

**Of GREATER VANCOUVER**

## **Officers' Report – February 17, 2016**

### **Task Force on the Future of the Society**

The following motion was passed at the November 18, 2015 Annual General Meeting:

“That Peter Duggan be authorized to immediately recruit a task force charged with preparing specific recommendations and a plan of action for the future operation of the Society beyond 2016. In this capacity, he shall present his recommendation to a Special General Meeting of the Society on February 17, 2016 for:

- a) The appointment of a Project Manager for the Task Force;
- b) The terms of reference for the Task Force, including a specification of the results to be delivered by the date of the Annual General Meeting on November 16, 2016.”

A group of Members was subsequently assembled as an interim task force to work with Peter Duggan to prepare the deliverable items for February 17, 2016. The group identified a number of initiatives for immediate action, and proceeded with the first steps of development for some of those initiatives. Iain Palmer stepped in to act on Peter Duggan's behalf while Peter Duggan was unavailable due to work commitments.

There was request from the interim task force to contact the registrants at the February 17, 2016 PD seminar to serve as a test bed for several communication initiatives, with the aim of seeking approval for the implementation of those initiatives at the Special General Meeting on February 17, 2016. The Officers of the Society did not support the plan as premature.

Draft Terms of Reference for a Task Force were subsequently prepared by the Officers and issued for comment. A copy of the draft is appended. Recognizing Peter Duggan's limited availability over the two weeks leading up to the Special General Meeting, the Officers of the Society and Peter Duggan formed a nominating committee to recruit a Task Force management group, consistent with the structure proposed in the Draft Terms of Reference. Invitations to serve on the management group were issued to all those who had been included in the deliberations of the interim task force.

Replies were received from 13 of the 14 people invited to put their names forward. Of those, none was available to serve as Task Force Manager. Two offered to serve as members of the core group, and another five offered to help, but not as members of a management team..

The nominating committee has concluded that it is not possible to proceed with the formation of a Task Force, and this approach should not be pursued further. This is the recommendation to the Special General Meeting on February 17, 2016.

Individual Society Officers, within the limits of their availability, will take on roles of overseeing initiatives to address the problems of diminishing participation and succession.

# Task Force on the Future of the Society

## Draft Terms of Reference

[These are the Draft Terms of Reference which were attached to the invitation to serve as Task Force Members, issued by Peter Duggan, February 8, 2016]

February 3, 2016

### Definitions

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“Task Force” shall mean the Task Force Manager together with a core group of individuals, all appointed by the Members of the Society (“Members”), with a collective responsibility to deliver the specified results in accordance with these Terms of Reference.

### Scope of Recommendations

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The deliverable results from the Task Force shall be:

1. A report on an investigation into the root causes of
  - a) The observed decline in numbers of volunteer presenters and workshop leaders for professional development seminars.
  - b) The observed decline in the numbers of registrants for professional development seminars.

and containing recommendations for specific actions to reverse these declines in future years. This is not intended to restrict the presentation of recommendations which take effect in 2016.

2. A project milestones schedule.
3. A slate of candidates for the positions of Officers of the Society for the year 2017.
4. Interim Reports to General Meetings and status reports.

The role of the Task Force, in the first instance, shall be to prepare a clear problem statement and to make a thorough analysis of root causes as the basis for any recommended actions. The Task Force may in turn be designated as the agent for effecting changes in accordance with a plan for implementation and subsequent sustainment, which must first be approved by the Members.

### Term of Appointment and Timetable of Due Dates

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The term of appointment shall be from February 17, 2016 until November 16, 2016, the date of the next Annual General Meeting.

The final report of the Task Force shall be delivered for distribution to Members, no later than November 2, 2016. The Task Force shall make a verbal presentation of its findings and recommendations at the November 16, 2016 Annual General Meeting.

Interim reports, the milestones schedule, and schedule updates shall be delivered to Special General Meetings:

- the first to be held no later than May 30, 2016 in conjunction with a professional development seminar in April or May, 2016 if possible; and
- the second to be held in conjunction with a professional development seminar on September 20, 2016.

Written reports shall be provided for distribution to the Members on April 6 and September 6 respectively.

#### Executive Sponsorship and Reporting

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The Society Officers, acting collectively, shall be the Executive Sponsors of the Task Force. Communications on matters of direction, policy, and status reporting shall be conducted between the Task Force Manager and the President of the Society. This is not intended to restrict communications between the Task Force and any other persons for the purposes of gathering information.

The Executive Sponsors shall be responsible for overseeing compliance with these Terms of Reference.

#### Use of the Society Contact List

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The Task force shall be given access to the contact list for the purpose of its investigation. The contact information is confidential and the Task Force shall protect the privacy of the persons listed.

Broadcasts to the entire list shall be classed as public communications on behalf of the Society, and the content of such broadcasts must be approved by the Officers before distribution.

#### Communication with Other Organizations

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The Task Force may communicate with other organizations as the agent of the Society for the purpose of gathering information and for exploring the potential for formal relationships. However, no agreements or arrangements with other organizations that bind the Society, even though they do not contravene the principles of the constitution of the Society, shall be permitted without the consent of the Officers.

#### Task Force Composition and Volunteer Recruitment

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The Manager and members of the Task Force shall be individually appointed by the Members of the Society in a General Meeting. Vacancies due to the resignation of any of them can be filled only by appointment at a General Meeting. If the position of Manager becomes vacant, it shall be filled through the appointment by the Officers of another Task Force member as Acting Manager, who will serve until the next General Meeting.

The Task Force may recruit any persons, including those on the Society contact list, for work assignments, focus groups and test panels, interviewees, or survey respondents

## Decision Making in the Task Force

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Decisions in the Task Force shall require unanimous consent among the Manager and the members. If there is not unanimous support within the Task Force for the recommendations of the Task Force to the Members of the Society, individual Task Force members may present dissenting recommendations in the report to the Members.