



# **Society of PM Professionals**

**OF GREATER VANCOUVER**

## Inaugural General Meeting February 21, 2001 MINUTES

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

Walter Wawruck, in his capacity as Acting President, called the meeting to order.

#### **1.1 Quorum**

It was noted by the Chair that the Members of the Society, present at a business meeting for which proper notice had been given, constitute a quorum. The list of members in attendance, as recorded by the Acting Registrar, is contained in Attachment I to these minutes.

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

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

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

In the absence of an Acting Secretary and Treasurer, Valerie Whittaker was appointed by the chair to keep the record of the meeting.

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

Moved by Jacques Marut and seconded by Bruce Tutt :

That the draft agenda presented in the seminar binder be adopted.

The draft agenda is contained in Attachment II to these minutes With the consent of the movers, a discussion concerning PDU's was added under Other Business.

Carried. Unanimously.

## 2. Ratification of Constitution

Moved by Lyle Bowman and seconded by David Danielson:

That the draft constitution dated August 28, 2000 be adopted and ratified by this assembly as the Constitution of the Society.

Amendment, moved by Chris Quaife and seconded by Pieter Vannierop:

That reference to the code of ethics and the first purpose (to provide council and advice...) be deleted.

The amendment carried. 22 in favour of the amendment and 10 opposed.

The August 28 draft constitution, marked up to show the amendments, is contained in Attachment III to these minutes.

The amended motion carried. 30 in favour and 2 opposed.

## 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 until the Annual Meeting in November.

Position	Nominee	Nominated by:	Motion to Close:	Seconded:	Disposition
President	Walter Wawruck	Brian Boone	Bruce Tutt	Bena Luxton	Elected
Secretary Treasurer	David Truman	Dale Hawley	Brian Boone	Lorie Stevenson	Elected
Registrar	Dale Hawley	Velvet Warrior	Jeff Herold	Wayne Cross	Elected

## 4. Dates of Future Meetings

### 4.1 Next Professional Development Seminar

Moved by Stuart Falconer and seconded by John Kay:

That the executive decide the date of future professional development seminars based on their combined wisdom,

Carried unanimously.

#### **4.2 Annual Business Meeting**

Moved by Doug Muir and seconded by Brian Boone:

That the AGM be on the PM Development day closest to November.

Carried unanimously.

#### **5. Appointment of Project Manager for Next Professional Development Seminar**

A request was made for volunteers to assist with setting up the next development day. Those interested were asked to contact Walter Wawruck or any other member of the executive.

#### **6. Other Business**

PDU claims for seminar participants and speakers were discussed. Due to the confusion in this matter, Dale Hawley was asked to sort this out with PMI and notify the membership on the number of PDU's to claim.

#### **7. Adjournment**

Moved by Jaques Marut and seconded by Dick Toews:

That the meeting be adjourned .

Carried unanimously.

We certify that this is an accurate record of the meeting held February 21, 2001.

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Valerie Whittaker, PMP, Recording Secretary

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Walter A. Wawruck, PMP, President

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David Truman, PMP, Secretary and Treasurer



# Society of PM Professionals

OF GREATER VANCOUVER

## Members Attending February 21, 2001 Meeting

Name	E-mail
Keith M. Anderson	
Brian W. Boone	
Lyle A. Bowman	
R. Paul Brady	
Kevin Carroll	
Alberto Cayuela	
Stacey Cerniuk	
Wayne Cross	
David Danielson	
Bruce Douglas	
Stuart Falconer	
Vic Friesen	
Lucy Guest	
Dale F. Hawley	
Dora A. Herald	
Jeff Herold	
Eric P. Johnson	
John T. Kay	
D. Al Kersey	
Keith Koster	
Ron K. Lee	
Bena Luxton	
John Mancini	
Jacques M. Marut	
Bryan McConachy	
Susan B. Mogan	
R. Doug Muir	
Mary-Jean Payeur	
Chris Quaife	
Cherie Shakespeare	
Trish Shtokalko	
Lorie M. Stevenson	
Jerry Tam	
Dick Toews	
David Truman	
Bruce Tutt	
Pieter J. Vannierop	
Velvet D. Warrior	
Walter Wawruck	
Valerie Whittaker	
Henry Wong	



# **Society of PM Professionals**

**Of GREATER VANCOUVER**

## Inaugural General Meeting February 21, 2001 Draft Agenda

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

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

### **2. Ratification of Constitution**

That the draft constitution dated August 28, 2000 be adopted and ratified by this assembly as the Constitution of the Society.

### **3. Election of Officers**

Nominations and ballots as needed for the positions of:

- Interim President
- Interim Secretary and Treasurer
- Interim Registrar
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### **4. Dates of Future Meetings**

Next professional Development Seminar

- PMI Chapter Meetings: April 18, May 16, September 19, 2001
- Project World: Conference, Exhibition, and Workshops, June 18 to 21

Annual General Meeting

- PMI Chapter Meeting: November 21, 2001

### **5. Appointment of Project Manager for Next Professional Development Seminar**

### **6. Other Business**

## Society of PM Professionals of Greater Vancouver

As amended February 21, 2001 to remove the words highlighted as so.

### Statement of Principles and Purpose

The Society is a voluntary, democratic organization of PMP®s in the Greater Vancouver area, who are dedicated to the achievement of their common purposes in the profession through mutual support, co-operation, and collective effort.

The purposes of the Society, acting within its local area, are:

- To provide counsel and advice on ethical and professional matters to its members, their clients, their employers, and other parties with a legitimate interest in the professional conduct of a practitioner
- To advocate and to promote the practice of project management as a profession.
- To comment upon matters affecting the public interest in which the practice of project management is a factor.
- To organize and to conduct professional development events for professional practitioners of project management.

The basic principle which informs all of the activities and actions of the Society is that the peer group of professional practitioners in its community is an authoritative source of knowledge, arbiter of disputes, and judge of ethical professional conduct, in all matters involving the management of projects.

The size of the Society is limited. The goal is to have no more members than could reasonably attend and participate in a business meeting of the Society. When, in the judgement of its members, this maximum size has been reached, the Society will voluntarily subdivide or will encourage and assist the formation of a sister society of PM Professionals associated with another distinct community.

The Society is autonomous, independent, and self-reliant. It is a professional organization with no ties or affiliations. In particular, it enters into no relationships of any form with the providers of commercial products and services in the field of project management. It does not seek, nor does it accept sponsorships from or advertising for any other endeavour. It accepts unencumbered gifts, including gifts in kind, only on the condition that the donor remains anonymous.

The principal activities of the Society are: refereeing ethical and professional issues among members, their clients, and their employers; the advocacy of professional practice in project management in the wider community; and professional development for practitioners.

The Society is not-for-profit and self-financing. The Society assesses fees and levies on its members, calculated to cover the costs incurred to carry out the programs and initiatives of the Society. This principle is applied to each meeting or event held by the Society so that, to the extent that is reasonable, the cost of each meeting or event is borne by the attendees. The Society plans its fiscal affairs with the aim of concluding each calendar year with no accumulated surplus or debt.

The work of the Society is carried out by its members who provide their time and services voluntarily. A person carrying out the work of the Society does not receive remuneration, and is reimbursed only for allowable disbursements.

### The Rules of Organization and Governance

Only persons who are currently certified as Project Management Professionals (PMP®s) may become regular members of the Society. Any qualified person who applies, who agrees to be bound by the Statement of Principles, and who agrees to abide by the *Code of Ethics of the Project Management Profession* shall become a member. If one becomes unqualified or submits a written resignation, one ceases to be a member. Other persons may be elected as honorary members for a period not to exceed one year. Only regular members may vote on motions or in elections.

The authority to govern the Society shall reside exclusively with its members, and the ultimate authority on any matter shall be a majority vote, by the members who participate, on a legitimate motion. A motion shall be legitimate if it has been communicated to the members two weeks or more before the date of a vote conducted by mail, or if it has been moved at a business meeting, and the date for the meeting has been communicated to the members two weeks or more before the meeting.

A motion shall be binding on all of the members of the Society. A motion which authorizes a promise or a commitment by the Society to a member or to another party may not be reversed or revoked until the promise or commitment has been fulfilled or otherwise terminated.

The Society shall elect three members to the positions of officers with the following duties and powers:

- President, who shall chair all business meetings of the Society, who shall oversee all ballots and votes of the members, and who shall be the spokesperson for the Society in all dealings with the public and other parties. The President shall set and announce the date for an annual business meeting and election in the month of November. The President shall not vote upon any matter except to break a tie.
- Secretary and Treasurer who shall keep the record of all votes and decisions, who shall maintain the books of account and receive and disburse funds for the society, and who shall determine the fees or levies to be charged for attendance at any event or meeting of the Society, and the amount of any special levy required to fund a deficit.
- Registrar who shall receive applications for membership and shall verify the eligibility of candidates for membership before accepting their applications; and who shall maintain a record of all current members and their addresses, who shall notify members of events and meetings, and who shall maintain and archive records of professional development units (PDUs) awarded to members as a result of participation in the professional development activities of the Society.

The three officers acting collectively shall constitute the executive of the Society. The officers shall have no powers of governance other than those needed to carry out their duties prescribed above. An officer or any other person or group may be authorized by a motion to act as the agent of the Society for the purpose of carrying out a specified assignment, and may be granted powers needed for the conduct of the assignment in the capacity of agent.

## **A Model Professional Development Program**

Through their involvement in the activities of the Society, members will have the opportunity to acquire PDUs towards PMP® re-certification under three categories:

- Category 2. Professional Activities
- Category 4. Other Providers
- Category 5. Service to Professional Organizations

### **1. Educational Seminars**

The Society shall designate at least three dates in each calendar year as Professional Development Days, and shall organize a program of full-day educational seminars to be held on the designated dates.

A typical seminar might comprise four technical presentations. Each presentation would be followed by a workshop assignment issued by the presenter. The assignment could consist of open ended questions asking the attendees to illustrate the topic with examples from their own projects, and would provide the opportunity for interaction and discussion with the presenter and among the participants.

A full-day seminar could yield seven PDUs for the attendees, under Category 4, Other Providers. A member who attends three Professional Development Seminars a year for three years would meet the PDU requirements for re-certification.

Members will be asked to volunteer as technical presenters. The content of a presentation does not need to be original. It could come from a text book or a journal. The presenter will be given guidelines on how to write up the description so that the qualification for PDUs is explicit. The presenter will be responsible for obtaining permission to copy published materials. The associated costs would be passed on to the participants. The presenter will also be responsible for putting together a "record" package of the presentation, including a list of participants and the notes, outputs, or evaluation forms that are evidence that there was a mechanism to assess the degree to which the learning objectives were achieved.

Each presenter earns PDUs for preparing and presenting the topic under Category 2, Professional Activities. A seminar presenter will qualify, at the least, for five PDUs, the equivalent of a chapter meeting presentation, and possibly for 10 PDUs for serving as a speaker on a project management topic at a conference, symposium, or workshop.

The presentations will be advertised to the members, who will make reservations and will agree to pay the shared cost of the meeting facilities and refreshments. If hotel meeting rooms are used and a full-meal deal is offered, the cost per participant per day could be in the range of \$30 to \$50, about one-tenth of commercial seminar rates. Donated meeting room facilities and

food fair or cafeteria meals could bring the cost down further if that were a concern.

The Society will keep records of the presentations made, will tally the PDUs earned by its members, and will issue certificates to seminar participants and presenters. The records will include descriptions of the subject matter presented and the qualifications of the presenters.

### **2. Other Professional Development Opportunities**

Under Category 5, service to professional organizations, the Officers of the Society will earn 10 PDUs per year for serving. Other members may earn 5 PDUs per year by serving on committees or task forces of the Society.

The Society will serve as a forum for the exchange of information and guidance among its members on opportunities for acquiring PDUs, other than through the programs of the Society. Through the Society, the members will advise one another of opportunities such as self-study, tutorials in the work place, and service to organizations in the local community.

The Society will establish a repository of model documents, such as certificates of attendance from other providers, that members could employ to establish personal records in support of their claims for PDUs.