



SOCIETY OF PM PROFESSIONALS **Of GREATER VANCOUVER**

ANNUAL GENERAL MEETING **NOVEMBER 15, 2017** **MEETING MINUTES**

1. Call to Order (Maria Patten)

Maria Patten, Member, serving as the Chair with the unanimous consent of those present, called the meeting to order at 12:30 PM

1.1 Quorum

It was noted by the Chair 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 Chair announced that Roberts Rules of Order would be followed. There were no objections voiced.
<http://www.robersrules.org/rulesintrolhtm>

1.3 Record of Meeting

Judy Waywood-Cox recorded the minutes for this meeting.

1.4 Adoption of Agenda

Moved by: Mike Dewing
Seconded by: Jennifer McKenzie

That the agenda as provided in the Seminar Proceedings hand-out for November 15, 2017 be adopted.

Carried

2. Adoption of Minutes from November 16, 2016

Moved by: Vlad Cohen

Seconded by: Luba Ebert

That the minutes of the general meeting of November 16, 2016 be adopted as reported in the seminar binder of November 15, 2017.

Carried

3. Report of Officers

Walter Wawruck provided the following reports

President's report

Secretary-Treasurer's report

Registrar's report

The reports of the Officers are contained in Attachments II, III, and IV to these minutes

Moved: David Nickel

Seconded: Gary Chan

That the reports of the Officers be accepted.

Motion Carried Unanimously

4. Dissolution of the Society

Moved: Walter Wawruck

Seconded: Mike Dewing

That the Society of PM Professional of Greater Vancouver be dissolved effective midnight, November 15, 2017; that responsibility for the management of its affairs be transferred to Trustees in accordance with the terms of the Trust Mandate, dated October 22, 2017, attached hereto; and that that the terms and conditions of the Trust Mandate be authorized and incorporated into this resolution

The Trust Mandate is contained in Attachment V to these minutes.

Motion Carried

5. Appointment of Trustees

Moved by: Duncan Smith
Seconded by: Ian Palmer

That Robert Schulz, PMP and Walter A. Wawruck, PMP be appointed as the Trustees referenced in the preceding resolution.

Carried unanimously

6. Other Business

None arising

7. Adjournment

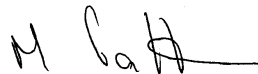
Moved by: Maria Patten

That there being no further business the meeting be adjourned.


Carried

The meeting was adjourned at 1:05PM

We certify that this is an accurate record of the General Meeting held on November 15, 2017.



Maria Patten, PMP, Chair



Judy Waywood-Cox, PMP. Recording Secretary

Attachments to the Minutes:

- I List of Members and Others in Attendance
- II President's Report, 2017
- III Secretary Treasurer's Report, 2017
- IV Registrar's Report 2017
- V Trust Mandate October 22 2017

ATTACHMENT 1 – LIST OF MEMBERS AND OTHERS IN ATTENDANCE

Members in Attendance

Vera Brookes
Gary Chan
Vlad Cohen
Mike Dewing
Luba Ebert
Nancy En
Ann Louise Filbert
Linda Flegel
Jocelyn Hewson
Margot Hogan
Shahzad Islam
Gursewak Jassal
Andrew Kim
Amanda Kotzer
Tracey Lakey
Jennifer MacKenzie
Ernst Martinkowitsch
Sandi McConnach
David Nickel
Iain Palmer
Maria Patten
Mary-Jean Payeur
Christopher Pinske
David Sanders
Stan Shaw
Duncan Smith
Stanley Tang
Shannon Valdez
Walter Wawruck
Judy Waywood-Cox

Others in Attendance

Daniel Bakia
Greg Bartle
Dan Baum
Stevens Byrne
Chris Chan
Jordan Cran
Dietmar Doerschlag
Omar Garcia Abrego
Donna Hardie
Nick Hawley
Serba Ilic
Bengul Kurtar
Erica Leao
James Low
Sue Ann MacBride
Gail Neufeldt
Laurie Reeves
Mohammad Seyyedi
Jenniffer Sheel
Sylvia Van Dommelen
Zhisong Yan
Amy Yu

This record may not be complete. There may have been additional members in attendance



SOCIETY OF PM PROFESSIONALS

Of GREATER VANCOUVER

2017 President's Report: November 15, 2017

Society Officers for 2017

There were no candidates for the position of President at the November 16, 2016 Annual Meeting, so the duties of this role were assumed jointly by the Secretary Treasurer and the Registrar – in particular the responsibility for executive sponsorship of the professional development seminars was divided between the two officers.

Robert Schulz served as Registrar through July 10, 2017. We thank him for his work as an Officer of the Society and for all of his contributions over the years.

Summary of PD seminars conducted in 2017.

Four professional development seminars were conducted in 2017, the last of which – November 2017 – included a General Meeting of the Society. Thanks go to all participants, in whatever capacity services were rendered, who helped to make the seminars the success that they were.

1. February 15, 2017, "Agile vs. Project Management: Slapdown!", Ken Pepin, PMP, Project Manager
2. March 22, 2017, "The Role of the Project Manager and Professionalism", Walter Wawruck., PMP, Project Manager
3. May 17, 2017, "Soft Skills for Project Leadership" Duncan Wood, PMP, Project Manager
4. November 15, 2017, "Project Management - An Integrative Discipline", Jennifer MacKenzie, Project Manager.

Except for the March seminar, all were sold out with people on the waitlist .In total, there were 193 seminar registrations during the year.

In the November 16, 2016 program planning workshop, a fifth seminar was planned for October 2017, with the theme “Science, Engineering, and

Construction Projects". The seminar was subsequently cancelled. Thank you to Helsa Nothof, PMP for her work as the Project Manager.

The Karelo on-line registration system was used throughout 2017 and was found to work extremely well. The decision was made not to continue using the Eventbrite system because it displays commercial advertisements on its registration pages. The fees for the two systems are virtually identical.

Increasing the Society Subscriber Base

At the November 2016 AGM, Walter Wawruck was appointed to lead an initiative to increase the subscriber base for the Society, including negotiating with the PMI Chapter and other organizations, identifying an on-line registration service, and serving as the Executive Sponsor of the Linked-In project.

A paid advertisement for the February 2017 PD seminar was placed in the PMI Chapter Newsletter, but appeared to generate only one registration. Discussions continued with the Chapter in an endeavour to have it publicize Society events to the Chapter distribution list. There was no indication that the Chapter would offer anything more than advertisements for a fee, and the discussions were not continued.

A budget of up to \$900 was approved at the 2016 AGM to obtain a Linked-In valid domain and business account with the aim of using the account to publicize PD seminars through November, 2017. Upon further investigation it was found that a free, individual account could be used for the same purpose, and this was done.

Using the advanced search function in Linked-In, more than 4,700 PMPs were identified in the Vancouver area, and campaigns were initiated to recruit them as subscribers for Society notices. In conjunction with each of the February, March, and April PD seminars, teams of volunteers sent requests to sub-groups of the Vancouver area PMPs, inviting them to connect to the Society Linked-In account, and thereby to obtain their e-mail addresses.

In the three campaigns, invitations went to roughly 1,770 PMPs. Of these 573 accepted, and were added to the subscriber list. This was a remarkably positive response and well above initial expectations.

At the end of 2016, we had roughly 670 subscribers. In November 2017, we have 1,231. The increase is almost entirely attributable to the Linked-in campaigns.

We have seen an increasing number of first time registrants at the 2017 seminars, due mostly to the increase in the number of subscribers. There is no

doubt that a personalized e-mail message containing a description of the planned technical program is the superior vehicle for soliciting seminar registrations. Display ads do not work. During the course of the four seminars in 2017 we have had 32 first time registrants. This approaches the target of 37 new registrants as the minimum needed to reverse the observed historical decline in annual seminar registrations. It appears that a continuation of the Linked-In campaigns would ensure sustained, full registrations into the future – provided of course that there were programs to offer and management teams to deliver the programs.

Winding-up the Society

We have spent the last two years pursuing a variety of initiatives to increase participation in the development and presentation of a technical program, and to generate interest in attendance among the wider community of PMs. To no avail.

It was difficult to put together the programs that we did offer in 2016 and 2017, and what we did do was the result of strenuous efforts by a small number of individuals, which has now dwindled down to one person. It does not appear that there is any possibility of assembling a program of PD events for the coming year.

It has been a great 17 years, but the initiative has now run out of steam, and it is time to retire the venture in a graceful and responsible fashion.

The opportunity is always there for concerned people, driven by a passion to advance the profession and a willingness to accept responsibility for action, to start up a successor venture to pursue the aims that motivated the Society. If that were to happen, access to the experience and contacts of the Society could be arranged. However, it should be a new venture and not another attempt to re-animate the remains of the Society. If that were an option, we would have done it..

Respectfully Submitted.

Walter Wawruck, PMP, in lieu of the President



SOCIETY OF PM PROFESSIONALS

Of GREATER VANCOUVER

Financial Report -Statement of Income and Expenses 2017

Seminars

Four professional development seminars were held during 2017. The Society has continued to operate the seminars as the sole source of income, offsetting the actual cost of the seminars and setting aside a small amount for other expenses such as website hosting and setting up the Karelo on-line registration system.

At the time of issuing this Financial Report, the November 15, 2017 seminar expenses are estimated based on the November seminar budget and general expenses for past years. The forecast year-end income and expenditure position is shown in the table below.

Item	Income/ Expense	Balance/ Change
Opening Bank Balance – Jan 1, 2017		\$2,880
Seminar Fees. four seminars, 193 registrants. Revenues shown are net after a 6.3% service charge for the on-line system	\$15,266	
Seminar Expenses, facilities, catering, binders, supplies, advertising	(\$13,848)	
Net Surplus from Seminars		\$1,418
General Expenses, website hosting, on-line registration system set-up, net bank fees		(\$341)
Closing Balance, forecast		\$3,957

The Society will end 2017 with a forecast balance of \$3,2957, a net increase of \$1,077.

Respectfully submitted,
Walter Wawruck, PMP
Secretary Treasurer



SOCIETY OF PM PROFESSIONALS

Of GREATER VANCOUVER

Registrar's Report

Society Members November 4, 2017

The list which follows is an enumeration of the members of the Society as of November 4, 2017.

There are 312 members in the Society. The PMP status of all those listed was verified in November 2017.

In November 2015, 304 members were reported. Since that time 25 new members joined the Society: ten through November 2016 and another 15 to November 2017.

The check of the PMP status of those on the November 2016 membership list revealed that 17 had not maintained their certifications. These names were removed from the list.

The PMP Online Registry at <https://certification.pmi.org/registry.aspx> allows verification of any individual's status.

Newsletters and notices of Society events and meetings have been issued periodically as e-mail broadcasts, both to members and to PMPs who are not members. There are approximately 1,200 PMPs, principally in the Greater Vancouver area, who are subscribers for notices of Society events. Corrections or additions to the information on the e-mail distribution list should be provided to the Registrar of the Society, Walter Wawruck, PMP wawruck@telus.net.

The Society is completely independent of PMI Inc. The Society has no access to PMI's records of PMPs and their contact information, other than the Online Registry. Individual PMPs themselves are the only source of contact information.



SOCIETY OF PM PROFESSIONALS
Of GREATER VANCOUVER

Trust Mandate Authorized at the November
15, 2017 General Meeting of the Society

Trust Mandate for the Dissolution of the Society

By resolution of the members at a General Meeting held on November 15, 2017.

The Society of PM Professionals of Greater Vancouver (the Society) which has operated under the authority of the Constitution revised to September 20, 2016 (the Constitution), attached hereto, is dissolved effective midnight November 15, 2017. The Constitution is suspended. All memberships are cancelled and the rights, obligations, and liabilities of the Members are terminated. The management of the affairs of the Society, and the responsibility for any outstanding obligations are irrevocably transferred to the two Trustees appointed at the November 15, 2017 General Meeting.

The Trustees are given the authority to take all actions necessary to fulfil this mandate in accordance with the following terms and conditions:

1. The Trustees shall be guided by the principles set out in the Constitution.
2. Any action or decision shall be taken only with the agreement of both Trustees.
3. Both Trustees shall be signatories for the bank account. Both Trustees must consent to a disbursement, but only one signature shall be required to disburse funds.
4. The Trustees shall provide their time and services voluntarily, shall not receive remuneration, and shall be reimbursed only for disbursements incurred in the course of performing their duties..
5. In the event that a Trustee is no longer willing or able to serve, a replacement shall be appointed by the Trustees acting together.
6. The Trustees shall serve until December 31, 2020, or until the requirements of this mandate are met, whichever is the later date.

Duties of the Trustees:

1. Provide evidence of Professional Development (PD) events and Society activities to support PD claims by PMPs for participation in Society events or for service, as requested by any party. To this end, maintain the Society website and records of PD seminars for a period of three years (end of 2020).
2. Maintain a bank account in the name of the Society during the three year term.
3. After allowances for expenses associated with the maintenance of the website and records, donate any remaining funds or other assets to organizations and charities which pursue aims consistent with the principles set out in the Constitution of the Society. First consideration shall be given to organizations or charities which promote education in project management.
4. Keep custody of the lists and contact information for Society Members and subscribers. These lists and contact information are confidential, shall be used only for the purposes described in this mandate, and shall not be provided to any person or organization.

5. Broadcast notices to the Members and subscribers on matters which are consistent with the principles and aims of the Society as set out in the Constitution. These matters may include:

- PD events sponsored by other organizations
- Solicitations by other organizations for members or for support in the pursuit of programs and initiatives

The trustees shall determine the conditions under which broadcasts are made on behalf of any persons or organizations, and shall ensure that notices do not promote or serve any commercial interests, directly or indirectly.

6. Keep custody of the records of PD seminar proceedings.
7. Upon the conclusion of this Mandate, transfer the archives of the Society, including the records of the proceedings of PD seminars, to a permanent archive or repository if one can be identified, or to another organization which accepts responsibility for finding such a permanent archive.
8. Issue a report on the actions taken by the Trustees to the persons on the membership and subscription list at their last known e-mail addresses in the event a different person is appointed as a Trustee, at the conclusion of this Mandate, and at other times at the discretion of the Trustees.

October 22 , 2017.