



SOCIETY OF PM PROFESSIONALS Of GREATER VANCOUVER

ANNUAL GENERAL MEETING NOVEMBER 16, 2016 MEETING MINUTES

1. Call to Order (Robert Schulz)

Robert Schulz, Registrar, called the meeting to order at 4:50 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

Ken Pepin recorded the minutes for this meeting.

1.4 Adoption of Agenda

Moved by: Ellyn Daly
Seconded by: Mark Wise

That the agenda as provided in the Seminar Proceedings hand-out for November 16, 2016 be adopted.

Carried

2. Adoption of Minutes of the Special General Meeting of September 20th, 2016

Moved by: Paul Brady

Seconded by: Joan Hambury

That the minutes of the meeting of September 20th, 2016 be adopted as reported in the seminar binder of November 16, 2016.

Carried

3. Reports of Officers

President's Report:

The copy of the President's Report is Attachment II to these minutes and was included as a handout in the Seminar Proceedings for November 16, 2016.

Secretary Treasurer's Report:

Report from Ellyn Daly, PMP, Secretary-Treasurer. The Statement of Income and Expenses was provided in the Seminar Proceedings handout for November 16, 2016. The Financial Statement is Attachment III to these minutes.

Registrar's Report:

Report from Rob Schulz, PMP, Registrar: Society Members November 16, 2016 was provided in the Seminar Proceedings handout for November 18, 2015. The Registrar's Report is Attachment IV to these minutes.

Moved by: Samy Shenouda

Seconded by: Judy Waywood-Cox

That the reports of the officers be accepted as submitted.

Carried

4. Special Recognition of Walter Wawruck's Service to the Society

Walter Wawruck has contributed to the delivery of 79 successful Society seminars since 2000. The seminars have fostered the growth and education of the PMP community through the sharing of knowledge between peer professionals. Walter Wawruck was the founding President of the Society and served as the Registrar continuously from November 2002 until May, 2016. He organized and led the planning workshop for the annual seminar program for eleven years; served as a presenter or leader of an educational workshop on another seven occasions, and was the project manager for two seminars.

Moved and Seconded:

That Walter Wawruck, PMP be recognized for extraordinary service to the Society for the past sixteen years.

Motion Carried Unanimously

5. Vote of Thanks for Retiring Officers

John Cooke, and Ellyn Daly have served as President and Secretary/Treasurer for the past two years.

Moved: Walter Wawruck
and Seconded

That John Cooke and Ellyn Daly be given a vote of thanks for their service to the Society.

Motion Carried Unanimously

6. Election of Officers for 2017 Term

Moved and Seconded:

That nominations be called, and that ballots be held as needed, to elect members to the position of President, Treasurer, and Registrar for the 2017 term.

Motion Carried

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 next election of Society officers to be held at the Annual General Meeting November 15, 2017.

Position	Nominee	Nominated by:	Motion to Close:	Disposition
President	(none)			
Secretary Treasurer	Walter Wawruck	Ellen Daly	Consent by a show of hands	Elected
Registrar	Robert Schulz	Joan Hambury	Consent by a show of hands	Elected

7. Increase Subscriber Base for the Society

The summary page of the report *Historical Analysis of Applications for Professional Development Seminars 2001 – 2015, Revision 1 – April 10, 2016*. was included in the seminar binder for November 16, 2016.

Moved by: Mark Wise

Seconded by: Samy Shenouda

That the report *Historical Analysis of Applications for Professional Development Seminars 2001 – 2015, Revision 1 - April 10, 2016* be accepted and be included in the Society records for reference when planning initiatives to increase participation in the activities of the Society.

Carried unanimously

Moved and Seconded:

That Walter Wawruck be appointed to lead an initiative to increase the subscriber base for the Society, including negotiations with the PMI Chapter and other organizations and the identification of an on-line registration service, and to serve as the Executive Sponsor of the Linked-In project for which John Cooke was the Executive Sponsor during 2016.

Carried

Moved by: Marko Wolf-Pany
Seconded by: Joan Hambury

That a Linked-In valid domain and e-mail address be purchased and secured to enable a Business account to be set up in Linked-In; and that a budget of no more than \$900 be authorized to cover the domain name registration for a year of Linked-In to publicize PD seminars through November, 2017

Carried Unanimously

8. Website Administrator

The minutes record the Society's thanks for the services of Ellyn Daly as website administrator.

Moved by: Joan Hambury
Seconded by: Marko Wolf-Pany

That Walter Wawruck serve as Acting Web Site Administrator

Carried unanimously

9. Terminate the Lottery Registration Process Permanently

Moved by: Ken Pepin
Seconded by: Mark Wise

That the lottery system for seminar registration established by a motion at the November 25, 2009 Annual General Meeting be suspended permanently, in favour of a first-come, first-served system for applicants who are not in the priority group. 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.

Carried with one abstention

10. Dates of Future Meetings

Moved by: Paul Brady
Seconded by: Walter Wawruck

That the Officers be authorized to organize and conduct a program of Professional Development Seminars during the year 2017, comparable to the program conducted in the past, and incorporating the results of the November 16, 2016 program planning workshop.

Carried, unanimously

Moved by: Joan Hambury
Seconded by: Mark Wise

That the next Annual General Meeting be scheduled for November 15, 2017.

Carried unanimously

11. Other Business

Moved by: Joan Hambury
Seconded by: Mark Wise

That the Society appoint Joan Hambury to lead a task force to consult with the members, and to prepare a recommended set of requirements for a society website, to be led by executive sponsor Rob Schulz, to be delivered to the members by June 30th, 2017.

Carried unanimously

12. Adjournment


Moved by: Joan Hambury

That there being no further business the meeting be adjourned.


Carried

The meeting was adjourned at 5:30 PM

We certify that this is an accurate record of the General Meeting held on November 16, 2016.



Ken Pepin, PMP. (Recording Secretary)



Rob Schulz, PMP. Registrar

Attachments to the Minutes:

- I List of Members and Others in Attendance
- II President's Report, 2016
- III Secretary Treasurer's Report, 2016
- IV Registrar's Report 2016

ATTACHMENT 1 – LIST OF MEMBERS AND OTHERS IN ATTENDANCE

Members in Attendance

Others in Attendance

Paul Brady
Ellyn Daly
Joan Hambury
Ken Pepin
Robert Schulz
Samy Shenouda
J. Gregg Turner
Walter Wawruck
Judy Waywood-Cox
Mark Wise
Marko Wolf-Pany

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



SOCIETY OF PM PROFESSIONALS

Of GREATER VANCOUVER

2016 President's Report: November 16, 2016

Summary of PD seminars conducted in 2016.

Three seminars were conducted in 2016, the last of which – November 2016 – included the Annual General Meeting of the Society. I thank all participants, in whatever capacity services were rendered, who helped to make the seminars the success that they were.

1. February 17, 2016, "Managing IT and IS Projects", Sarah Peerless, PMP
2. September 20, 2016, "Project Management in Construction & Engineering", Robert Schulz, PMP
3. November 16, 2016, "Organizational Maturity, Making Project Management Work in Any Setting" & the Annual General Meeting", Robert Schulz, PMP

Notes on the PD seminars conducted in 2016.

I extend special thanks to Rob Schulz for recruiting presenters and project teams ahead of the November 2015 seminar in which the plan for the 2016 events was developed. Further, special thanks to Rob for making the September seminar work when we lost our prior slate of volunteers and presenters and he ensured we had the seminar regardless.

The February seminar was held at The Executive Suites Hotel on Lougheed Highway in Burnaby – and went well. The September seminar was held at the downtown BCIT campus in a classroom – was cosy while practical for the half-day seminar. The November seminar is being held at the Holiday Inn, Metro-town – back to the long-term location the Society has used for years.

Furthering the Society

At the November 2015 AGM, Peter Duggan was appointed to recruit a task force on the future of the Society and to prepare the terms of reference for the task force for February 17, 2016. Task force recruits under the leadership of

Iain Palmer and Stan Shaw started a number of initiatives including work on a new web site, a survey, and a LinkedIn account.

At the Special General Meeting, February 17, 2016, no volunteer was identified to serve as Task Force manager. Responsibility for the continuation of the initiatives for the future of the Society was assumed by the Officers within the availability of their time. A motion was passed to conduct a survey with Robert Schulz as Project Manager. The survey results were due September 20, 2016.

An analysis was made of historical pattern of numbers of seminar registration applications. The results were presented at the April 13, 2016 survey planning meeting.

John Cooke announced the initiation of discussions with the PMI Chapter president to arrange for publicizing seminars to PMI members. In September, Walter Wawruck took over the negotiations with Chapter on Cooke's behalf.

Walter Wawruck resigned as Registrar in May.. Robert Schulz took on the role. He was confirmed as Registrar at the September 20 SGM.

The survey of subscribers was conducted in July 2016. The survey report presented and accepted at the September 20, 2016 SGM. Also at this meeting, the Society constitution was revised to reflect current PMI rules for claiming PDUs for participation in Society events, and advertising in the PMI Chapter newsletter was authorized.

I extend special thanks to many people – too numerous to name – who contributed personal time and energy to brainstorm and carry out improvements to how the Society works. In particular, the implementation of an online registration process and the use of online survey tool stand out as process improvements to enable easier access, ease the administration and reduce tedious manual efforts.

I greatly appreciate the volunteer effort and I wish the next executive slate and group of volunteers every bit of success in further evolving the Society and further process improvements.

President's call to the members of the Society.

The president extends a request to all members of the Society to offer their services in the following areas:

1. Executive positions – of note to fill the vacancies being created for the roles of President and Treasurer-Secretary

2. Project Managers to conduct seminar events; without this role, there is no seminar
3. Project team members to participate in seminar events in a variety of capacities
4. Presenters of topics and materials of interest to any segment of the group
5. Members with HTML skills who can maintain or improve the Society website
6. Members to help implement improvements

The continued existence of the Society depends on the participation of the members in its activities, both for organizing and for attending the events.

Respectfully submitted,
John Cooke, PMP.



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Financial Report -Statement of Income and Expenses 2016

Seminars

During 2016 three (3) Professional Development (PD) seminars were held, including the Society's Annual General Meeting (AGM). 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 SurveyMonkey, website hosting et al.

Income and Expenses

During 2016, payments were made for various expenses including seminar-related costs, support and supplies. There were exceptional expenditures in the amount of \$1066.44 during 2016 as part of the Society's investigations related to the decline in participation and the potential options to address this.

Using EventBrite for registration fees allowed the Society to reduce bank charges by 40% and to eliminate costs associated with no-show registrations.

At the time of issuing this Financial Report, the November 16, 2016 seminar income and expenses as well as the expenses for November and December 2016 are estimated based on the November seminar budget and past financial years' expenses. The estimated year-end income and expenditure position is shown below, extrapolating the trend of the first two 2016 seminars, 10 months of bank charges and typical year-end expenses.

Item	Balance	Income	Expenses
Opening Bank Balance – Jan 1, 2016	\$4,253.18		
Seminar Fees		\$8,737.35	
Seminar Costs – hotel / catering			\$7,306.80
Printing / stationery / supplies			\$1,853.83
Bank Charges			57.43
Website Hosting			\$120.00
Total		\$8,737.35	\$11,014.50
Closing Bank Balance- Dec. 31, 2016 (forecast)	\$1976.03		

The Society will end 2016 with a loss of \$2,277 which puts the Society in a less stable financial position than in previous years. The financial goal of the Society is to break even. Of the three seminars held during 2016 all seminars broke even.

Based on this financial report, it is recommended that the attendance fee charged per PD seminar be raised to \$95 per person (including the EventBrite fee).

Respectfully submitted,
Ellyn Daly, PMP



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Registrar's Report

Society Members November 16, 2016

The list which follows is an enumeration of the members of the Society as of November 3, 2016.

There are 312 members in the Society. The PMP status of all those listed has not been verified. The plan is to verify all members prior to the 2017 AGM.

In November 2015, 303 members were reported. Since that time 9 new members joined the Society.

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

All PMPs are encouraged and invited to join the Society. There is no fee for membership. A membership application form can be obtained from the Society web site at <http://www.vcn.bc.ca/pmprof>.

Newsletters and notices of Society events and meetings are issued periodically as e-mail broadcasts, both to members and to PMPs who are not members. There are approximately 600 PMPs, principally in the Greater Vancouver area, who receive 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.

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.