



Society of PM Professionals

Of GREATER VANCOUVER

ANNUAL GENERAL MEETING NOVEMBER 18, 2015 MINUTES

1. Call to Order

John Cooke, President, called the meeting to order at 12:14 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 I to these minutes.

1.2 Rules of Order

The President announced that Roberts Rules of Order would be followed. There were no objections voiced.

1.3 Record of Meeting

Ellyn Daly recorded the minutes for this meeting.

1.4 Adoption of Agenda

Moved by: Duncan Smith
Seconded by: Duncan Wood

That the agenda as provided in the Seminar Proceedings hand-out for November 18, 2015 be adopted.

Result: Unanimous
Result: Carried

2. Adoption of Minutes

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Moved by: Duncan Wood

Seconded by: Duncan Smith

That the minutes of the November 19, 2014 meeting be adopted as reported in the seminar binder of November 18, 2015.

Result: Unanimous

Result: Carried

3. Reports of the Officers

President's Report:

The copy of the report is Attachment II to these minutes and was included as a handout in the Seminar Proceedings for November 18, 2015.

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 18, 2015. The Financial Statement is Attachment III to these minutes.

Registrar's Report:

Report from Walter Wawruck, PMP, Secretary-Treasurer. Registrar's Report: Society Members November 11, 2015 was provided in the Seminar Proceedings handout for November 18, 2015. The Registrar's Report is Attachment IV to these minutes.

Moved by: Duncan Smith

Seconded by: Kim Hunter

That the Officers' Reports for 2015 be adopted as reported in the seminar binder of November 18, 2015.

Result: Unanimous

Result: Carried

4. 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 next election of Society officers to be held at the Annual General Meeting November 16, 2016.

Position	Nominee	Nominated by:	Seconder:	Motion to Close:	Disposition
President	John Cooke	Kim Hunter	Stan Shaw	Consent by a show of hands	Elected
Secretary Treasurer	Ellyn Daly	Alison Biely	Suzanne Fontaine	Consent by a show of hands	Elected
Registrar	Walter Wawruck	Iain Palmer	Bryan McConachy	Consent by a show of hands	Elected

5. Dates of Future Meetings

5.1 Next Professional Development Seminars

Moved by: Duncan Smith
Seconded by: Peter Duggan

That the Officers be authorized to organize and conduct a program of Professional Development Seminars during the year 2016, comparable to the program that has been conducted in the past and incorporating the results of the November 18, 2015 program planning workshop.

Result: Unanimous
Result: Carried

5.2 Special General Meeting

Moved by: Walter Wawruck
Seconded by: Duncan Smith

That a Special General Meeting be scheduled for February 17, 2016.

Result: Carried

5.3 Annual General Meeting

Moved by: Duncan Smith
Seconded by: Peter Duggan

That the next Annual General Meeting be scheduled for November 16, 2016.

Result: Unanimous

Result: Carried

6. Other Business

6.1 Resolution for a Task Force to plan for the future of the society beyond 2016

Moved by: Walter Wawruck

Seconded by: Kim Hunter

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.

Result: Unanimous

Result: Carried

6.1 Meeting adjourned

The meeting was adjourned by the Chair at 12:41 pm

We certify that this is an accurate record of the Annual General Meeting held on November 18, 2015.

Ellyn Daly, PMP, Secretary Treasurer and
Recording Secretary

Walter A. Wawruck, PMP, Registrar

Attachments to the Minutes:

- I List of Members in Attendance
- II President's Report, 2015
- III Secretary Treasurer's Report, 2015
- IV Registrar's Report 2015



Society of PM Professionals

Of GREATER VANCOUVER

General Meeting November 18, 2015 MEMBERS ATTENDING

Biely, Alison	Matharu, Gurdarshan
Brown, Denise	McConachy, Bryan
Cayuela, Alberto	Palmer, Iain
Cohen, Vlad	Payeur, Mary-Jean
Cooke, John	Peerless, Sarah
Daly, Ellyn	Raine, Jeff
Duggan, Peter	Ryan, Greg
Ebert, Luba	Schulz, Robert
Hambury, Joan	Shaw, Stan
Hawkins, Shawn	Smythe, Michelyn
Hunter, Kim	Stuart, Colleen
Jassal, Gus	Warner, Bill
Kotzer, Amanda	Wawruck, Walter
Kroeker, Ron	Wise, Mark
Lynch, Lua	Wolf-Pany, Marko
Marshall, Jim	Wood, Duncan

OTHER PARTICIPANTS IN THE MEETING

Bailey, Annie
Chau, Renee
Cowan, Don
Frenk, Miki
Herschorn, Robert
Lam, John
Quaife, Chris
Redwood, Doug
Summers, Sherri
Valdez, Shannon
Yu, Amy



SOCIETY OF PM PROFESSIONALS Of GREATER VANCOUVER

2015 PRESIDENT'S REPORT: NOVEMBER 18, 2015

Summary of PD seminars conducted in 2015.

Five seminars were conducted in 2015, the last of which – November 2015 – 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 18, 2015, "Tried and True - or New Approaches - for IS/IT Projects", Eva Blackham, PMP
2. April 15, 2015, "Social Responsibility and Stakeholder Consent", Alison Biely, PMP supported by Stan Shaw, PMP
3. May 20, 2015, "Fostering Competence in Project Management", Camille Rozon, PMP
4. September 23, 2015, "Integrating the disciplines on Engineering-Architectural-Construction Projects", Linda Flegel, PMP supported initially by Alberto Cayuela, PMP
5. November 18, 2015, "Working with Humans" & the Annual General Meeting", Renee Chau, PMP

My special thanks to Walter Wawruck, who has honed the process of recruiting presenters and project teams ahead of the November seminar in which the plan for the following years' events is developed. Also, special thanks to Rob Schulz for pulling together and planning the program for 2016 at the November 18 seminar.

Four of the seminars in 2015 were held in a new location at The Executive Suites Hotel on Lougheed Highway in Burnaby – this appears to be a satisfactory venue. A fifth seminar was held at the downtown SFU campus which proved to be good location and venue as well.

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



Society of PM Professionals

Of GREATER VANCOUVER

Secretary-Treasurer's Report

Financial Report -Statement of Income and Expenses 2015

Seminars

During 2015 four (4) 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 website hosting.

Income and Expenses

During 2015, payments were made for various expenses including seminar-related costs, support and supplies. The Society officers negotiated a small reduction in monthly bank charges & fees.

At the time of issuing this Financial Report, the November 18, 2015 seminar income and expenses as well as the expenses for November and December 2015 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 three 2015 seminars, 10 months of bank charges and typical year-end expenses.

Item	Balance	Income	Expenses
Opening Bank Balance - Jan 1, 2015	\$4,611.14		
Seminar Fees		\$18,085.00	
Seminar Costs – hotel / catering			\$15,482.67
Printing / stationery / supplies			\$2186.05
Bank Charges			108.70
Website Hosting			\$120.00
Total		\$18,085.00	\$17,897.42
Closing Bank Balance- Dec. 31, 2015 (forecast)	\$4,798.72		

The Society will end 2015 with a very minimal gain which aligns with the break-even financial goal of the Society. Of the four seminars held during 2015 only one seminar did not break even.

Based on this financial report, it is recommended that the attendance fee charged per PD seminar remain at \$80 per person until such time as more expensive facility / venue costs increase our expenses to the point of requiring an increase in attendance fees.

Respectfully submitted,
Ellyn Daly, PMP



SOCIETY OF PM PROFESSIONALS

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Registrar's Report

Society Members November 11, 2015

The list which follows is an enumeration of the members of the Society as of November 11, 2015.

There are 303 members in the Society. The PMP status of all those listed was verified in November 2015.

In November 2014, 306 members were reported. Since that time 13 new members joined the Society. This is the first time that there has been a year over year decrease in membership.

The check of the PMP status of those on the November 2014 membership list revealed that 16 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.

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, 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.