



# **Society of PM Professionals**

**Of GREATER VANCOUVER**

## ANNUAL GENERAL MEETING NOVEMBER 20, 2013 MINUTES

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

Kim Hunter, President, called the meeting to order at 12:18 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**

John Cooke recorded the minutes for this meeting.

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

Moved by: Marko Wolf-Pany

Seconded by: Duncan Wood

That the agenda as provided in the Seminar Proceedings handout for November 20, 2013 be adopted.

Result: Unanimous

## 2. Adoption of Minutes

Moved by: Duncan Wood  
Seconded by: Peter Duggan

That the minutes of the November 21, 2012 meeting be adopted as reported in the seminar binder of November 20, 2013.

Result: Unanimous

## 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 20, 2013.

### Secretary Treasurer's Report:

Report from John Cooke, PMP, Secretary-Treasurer. The Statement of Income and Expenses was provided in the Seminar Proceedings handout for November 20, 2013. The Financial Statement is Attachment III to these minutes.

### Registrar's Report:

The Registrar, Walter Wawruck provided an update on the number of members in the Society. The list provided as Attachment IV to these minutes identifies 295 members (a net decrease of 41 over the year).

## 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 in November 2014.

Position	Nominee	Nominated by:	Seconder:	Motion to Close:	Disposition
President	Kim Hunter	Duncan Wood	Marko Wolf-Pany	Consent by a show of hands	Elected
Secretary Treasurer	John Cooke	Robert Schulz	Glynis Sandall	Consent by a show of hands	Elected
Registrar	Walter Wawruck	Jim Tucker	Mary-Jean Payeur	Consent by a show of hands	Elected

## 5. Dates of Future Meetings

## **5.1 Next Professional Development Seminars**

Moved by: Marko Wolf-Pany  
Seconded by: Mike Dewing

That the Officers be authorized to organize and conduct a program of Professional Development Seminars during the year 2014, comparable to the program that has been conducted in the past, and incorporating the results of the November 20, 2013 program planning workshop.

Result: Carried

## **5.2 Annual General Meeting**

Moved by: Duncan Wood  
Seconded by: Darlene Hope-Ross

That the next Annual General Meeting be scheduled for November 19, 2014.

Result: Carried

## **6. Other Business**

### **6.1 Meeting adjourned**

Moved by: Jim Tucker  
Seconded by: John Cooke

The meeting was adjourned by Chair at 12:32 pm .

We certify that this is an accurate record of the Annual General Meeting held on November 20, 2013.

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John Cooke, PMP  
(Recording Secretary)

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Walter A. Wawruck, PMP, Registrar

Attachments to the Minutes:

- I List of Members in Attendance
- II President's Report, 2013
- III Secretary Treasurer's Report, 2013
- IV Registrar's Report 2013



# **Society of PM Professionals**

**Of GREATER VANCOUVER**

General Meeting  
November 20, 2013

## **MEMBERS ATTENDING**

Brook Judith  
Cohen Vlad  
Cooke John  
Dewing Mike  
Duggan Peter  
Dy Eugene  
Forrest Stephen  
Hanson Margaret  
Hardie Donna  
Hope-Ross Darlene  
Hunter Kim  
Islam Shahzad  
Jessa Adil  
Karim Jenny  
Kroeker Ron  
Lakey Tracey  
Leong Sow-San  
Mas Sophie  
Matharu Gurdarshan  
McConachy Bryan  
Payeur Mary-Jean  
Peerless Sarah  
Pinske Christopher  
Quan Harvey  
Raine Jeff  
Ryan Greg  
Sandall Glynis  
Schulz Robert  
Tang Stanley  
Tucker Jim  
Velazquez Raul  
Wawruck Walter  
Wise Mark  
Wolf-Pany Marko  
Wood Duncan

## OTHER PARTICIPANTS IN THE MEETING

Cavazzi Cory  
Fodchuk Paul  
Hicks Michael  
Larga Patricia  
Launay Linda  
Merriman Reid  
Richmond John  
Shakerley-Bennett Shannon  
Snowdon James



# **SOCIETY OF PM PROFESSIONALS**

## **Of GREATER VANCOUVER**

### **2013 President's Report: November 20, 2013**

#### **Summary of PD seminars conducted in 2013.**

Four seminars were conducted in 2013, the last of which – November 2013 – 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.

February 13, 2013, " Project Management Perspectives on Information Security.", Moe Kia, PMP, Project Manager.

April 17, 2013, " Managing Geographically Dispersed Teams.", Judy Waywood-Cox, PMP, Project Manager.

September 25, 2013, " Lessons Learned in Engineering and Construction Projects ", Richard Iredale, PMP, Project Manager.

November 20, 2013, "Inspiring Performance in a Team Setting.", Duncan Wood, PMP, Project Manager.

#### **Notes on the PD seminars conducted in 2013.**

As in recent years, the efforts of Walter Wawruck, in recruiting presenters ahead of the November seminar in which the plan for the following years' events is developed, has simplified both the planning process itself and the requirement for sourcing last minute replacement presenters for those who withdraw close to the event date. Thank you, Walter.

The seminar in February, 2013 was well received for several reasons: firstly, it was a joint effort between the Society and ISACA; secondly, the registration process was managed using the ISACA on-line method, which was extremely popular; thirdly, the venue changed from the usual location to downtown Vancouver; and, fourthly, the registration limit of 90 was welcomed.

The drawbacks to the changes were isolated to: firstly, parking downtown is extremely expensive; and, secondly, for an audience of greater than 50, multiple viewing screens are essential.

**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

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,  
Kim Hunter, PMP.



# Society of PM Professionals

Of GREATER VANCOUVER

## Statement of Income and Expenses 2013

### Seminars

During 2013, there have been four (4) Professional Development seminars, including the AGM. The Society has continued to operate the seminars as the sole source of income, offsetting the costs of the seminars themselves and setting aside a small amount for other expenses such as website hosting.

### Income and Expenses

During 2013, payments were made for various expenses including direct seminar related costs, overall support costs and materials. At the time of issuing this report, the actual November 20 seminar finances and final costs for November and December are estimated as per the seminar budget and past trending. The estimated year end income and expenditure position is shown below, extrapolating the trend of the first 3 seminars for the final 4th seminar.

Item	Balance	Income	Expenditure
Opening Bank Balance Jan 1, 2013	\$6,290.46		
Seminar Fees		\$12,388.01	
Seminar Costs – hotel/catering			\$8,671.50
Printing / stationery			\$4,867.40
Bank Charges			\$129.40
Website Hosting			\$200.00
<b>Totals</b>		<b>\$12,388.01</b>	<b>\$13,868.30</b>
Closing Bank Balance Dec. 31 2013	\$4,059.01		

The year will end with an estimated gain of \$1,333.91 when accounting for the 2012 carry-over costs of \$2,814.20 paid for in 2013 (hence, why the 2013 starting balance was so high). The results in 2013 are favourable given the consistently higher attendance to all seminars. No seminars in 2013 lost money in contrast to past years.

Based on this report, it is recommended that the fee charged per regular seminar remain as \$80 per person until such time as inflation is seen to increase our costs to the point of requiring an increase.

Respectfully submitted,  
John Cooke, PMP



# **SOCIETY OF PM PROFESSIONALS**

## **Of GREATER VANCOUVER**

### **Society Members November 14, 2013**

The list which follows is an enumeration of the members of the Society as of November 14, 2013.

There are 295 members in the Society. The PMP status of all those listed was verified in November 2013.

In November 2012, 336 members were reported. Since that time 12 new members joined the Society.

The check of the PMP status of those on the November 2012 membership list revealed that 51 had not maintained their certifications. One member died and there was one duplication. These names were removed from the list.

The PMP Online Registry at <http://www.pmi.org/Certification/Credential-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](mailto: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.