



Society of PM Professionals

OF GREATER VANCOUVER

General Meeting November 21, 2007 MINUTES

1. Call to Order

Robert Schulz, President, called the meeting to order at 12:30 pm and welcomed officers and members.

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.

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

Meeting minutes were taken by Gary Murphy, the current Secretary/Treasurer

1.4 Adoption of Agenda

Moved by: Denise Holleran-Boswell

Seconded by: Susan Read

That the agenda as provided in the Seminar Proceedings handout for November 21, 2001 be adopted.

Carried.

2. Adoption of Minutes

Moved by: Jacques Marut
Seconded by: Stacey Cerniuk

That the minutes of the November 22, 2006 meeting be adopted as reported in the seminar binder of November 21, 2007.

Carried.

3. Reports of the Officers

President's Report:

The President, Rob Schulz, reported that six seminars were conducted in the year, with a repeat seminar included due to high demand. Seminars continue to represent good value for money and are a convenient means to gaining PDU's.

The Registration System project proved to be overly complex and was cancelled to avoid burdening the incoming President. Some progress had been made, but was sporadic and not likely to be easy to implement.

The member survey was created, but not sent out, due to lack of resources to process the results.

Secretary Treasurer's Report:

The Secretary Treasurer, Gary Murphy, reported that the Society continues to manage seminars well and make provision for overhead costs. Six seminars were conducted in the year, as well as a website project and the society has covered all the costs.

There has been a growth in the number of no shows over the past few years, 2007 seeing a higher growth. A question was asked if the Society is considering prepayment to reduce this, and the response was No, as this raises complexity for the seminar management team.

Registrar's Report:

The Registrar, Walter Wawruck, provided an update on the number of members of the Society. The list provided in the seminar proceedings handout for November 21, 2007 identified 272 members. PMP's not listed as members were encouraged to complete a Membership Application Form to be eligible to participate in the Election Process. The current distribution list contains approximately 500 names, including some non-PMPs.

4. Election of Officers

The president announced that he would not be available for election to serve in 2008 and called for nominations for the position of President.

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 2008.

Position	Nominee	Nominated by:	Seconder:	Motion to Close:	Disposition
President	Denise Holleran-Boswell	Stacey Cerniuk	Susan Read	Consent by show of hands	Elected
Secretary Treasurer	Gary Murphy	Ray Parent	Judy Waywood-Cox	Consent by show of hands	Elected
Registrar	Walter Wawruck	Susan Read	Paul Brady	Consent by show of hands	Elected

5. Dates of Future Meetings

5.1 Next Professional Development Seminars

Moved by: Rob Schulz
Seconded by: Paul Brady

That the Officers be authorized to organize and conduct a program of Professional Development Seminars during the year 2008, comparable to the program that has been conducted in the past, and incorporating the results of the November 21, 2007 program planning workshop.

Carried

5.2 Annual General Meeting

Moved by: Rob Schulz
Seconded by: Jacques Marut

That the next Annual General Meeting be scheduled for November 26, 2008.

Carried

6. Preference for Seminar Registration

The issue of registration was discussed with the complexities faced by the teams and frustrations experienced by persons trying to register for seminars.

Motion: That the Officers be authorized to complete a staged registration notice process which offers first opportunity for registration to those who have made a volunteer contribution to the work of the Society, in accordance with the recommendations of the working group from the November 21, 2007 workshop.

Amended motion : The officers are authorized to conduct a survey of opinion of priority registration, and seminar formats (including number of attendees)

Proposed by: Walter Wawruck
Seconded by: Jacques Marut

Amendment Carried

Moved by: Rob Schulz
Seconded by: Jacques Marut

Carried

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7. Society Website

Moved by: Walter Wawruck
Seconded by: Ian Palmer

That the Officers be authorized to complete the improvements to the Society Website to accommodate a repository of proceedings from previous seminars and to improve access to information about the Society. That the appointment of Peter Mulholland as the Project Manager for the development of the repository and improvements and as Web site Publisher, be extended through June 2008, and in these capacities that he be accountable to the Registrar of the Society.

Carried

The meeting was adjourned by the chair. .

We certify that this is an accurate record of the Annual General Meeting held on November 21, 2007.

Gary Murphy, PMP
(Recording Secretary)

Walter A. Wawruck, PMP, Registrar

Attachments to the Minutes:

President's Report, 2007
Secretary Treasurer's Report, 2007

Vancouver Society of PM Professionals

2007 Presidents Report

I) Summary of PD seminars conducted in 2007

- February 21, Crossing Cultures, Duncan Wood, PMP
- April 24, Relationships on Projects, Jim Marshall, PMP
- May 23, PM in Science and Engineering, Christine Poulin, PMP
- September 26, Non Traditional and Novel Projects, Darryl Kropp, PMP
- October 24, Relationships on Projects, Jim Marshall, PMP
- November 21, Large Scale Projects and AGM., Jacques Marut PMP

II) Registration System Project (Rob Schulz and Joan Hambury)

- BCIT students prepared a prototype in Spring 2007
- Rob and Joan assisted with testing and feedback in the summer of 2007
- November 13, Rob cancelled the project because no useful system was produced and did not want to burden the 2008 president with the project
- Other registration system (SPORG) options were researched along with costs and effort for hosting and maintenance

III) Survey of Member Opinions by Carol Brien and Judy Waywood-Cox

- The survey was prepared in January, 2007 by Judy and Carol with feedback comments provided by Rob Schulz and Gary Murphy.
- The initiative was stopped when resources could not be found to manage the distribution and collection of feedback

Society of PM Professionals of Greater Vancouver

2007 Secretary / Treasurer Report: November 16, 2007

Seminars

During 2007, there have been 6 Professional Development seminars, including the AGM. Significant registration pressure led to a repeat seminar being held in October. The Society has continued to operate the seminars as the sole source of income, largely offsetting the costs of the seminars themselves and setting aside a small amount for other expenses such as website hosting and the website redesign project.

Seminar management teams continue to provide a great service and should be commended for their energy and commitment. They have quickly learned from the lessons and suggestions of their peers and previous seminar reports, and also introduced and adapted new approaches to ensure smooth operation of the seminar, in the preparation steps, proceedings on the day, and wrap up activities.

Income and Expenses

During the year, payments were made for various expenses including direct seminar related costs, overall support costs and materials, and project costs. At the time of this report, the final seminar figures, bank charges and printing costs are still to be determined and have been estimated, based on the previous seminars.

The **estimated** year end income and expenditure position is shown below, extrapolating the trend of the first 5 seminars for the 6th seminar.

Item	Balance	Income	Expenditure
Opening balance Jan 1, 2007	529		
Seminar Fees		17,870	
Seminar Costs – hotel			13,852
Printing / stationery			2,798
Bank Charges + Website Hosting			195
Website project			850
Totals		17,870	17,695
Closing balance Dec 31, 2007	704		

All figures are in dollars. A final detailed statement will be produced once all the outstanding figures have been received.

Outstanding amounts / No Shows

We started 2007 with a total of \$605 in unpaid fees from previous seminars. During 2007 to date we had a further 16 no shows and have recovered fees from 9 of these members. The increase in numbers of no shows in the current year reflects the higher number of seminars and also the fact that members do see the seminars as good value opportunities to earn PDU's but the high dropout rate has also put extra pressure on seminar teams to chase delinquent registrants.

Date	Members	Dollars
2003 to 2006	11	605
2007 to date	7	455
Total	18	1060

Gary Murphy, PMP