



Project Management Institute
Northern Alberta Chapter

Meeting Minutes

Subject:PMI-NAC Annual General Meeting

Date and Time:May 11th, 2011

Location:Edmonton Petroleum Club

Item No.	Topic	Discussion	Action / Responsible	Due Date
1.	Adoption of Agenda	None.	Motion to accept Agenda by Rob Bolivar. Second by Joan Oracheski. Motion carried.	N/A
2	Acceptance of 2010 AGM Meeting Minutes	None.	Motion to accept 2010 AGM Minutes by Kelin Kee. Seconded by Brian Draginda. Motion carried.	N/A
3	2010/11 Financial Report	Financial report as of October 31, 2010: Net Income for 2009/10= (\$16,086)		

	<ul style="list-style-type: none"> • Conference 2010 Income = \$0 • Total Assets = \$123,432 • Term Deposit = \$65,000 <p>Audit was conducted by chapter members for May to October 2009 and November 2009 to October 2010.</p>	<p>Motion to accept the financial report by Julian Gray. Seconded by Jason Weir. Motion carried.</p>	N/A
4	<p>2011-2013 Board Election/Appointment</p> <p>Director of elections: Marianne West The following nominees appointed by chapter members:</p> <ul style="list-style-type: none"> • President Elect: Julian Gray • VP Marketing: Dotun Eliezer • VP Programs: Glen Sabatier • VP Certification: Bob Silversides <p>2012 – 2014 Board Election will be for the following positions:</p> <ul style="list-style-type: none"> • President Elect <ul style="list-style-type: none"> ○ President Elect moves to President ○ President moves to Past President • VP Communications • VP Professional Development • VP Finance • VP Membership • VP Administration 	<p>Motion to accept the appointments by Harold Eggert. Seconded by Micaela Brown. Motion carried.</p> <p>Members encouraged to consider these opportunities</p>	N/A
5	<p>Board Report</p> <p>President Elect- Harold Eggert:</p> <ul style="list-style-type: none"> • Conference 2011: Conference was a success. 486 attendees. • Scholarship: 3 institutions selected. U of Alberta, NAIT, Grant MacEwan • Northern Communities Outreach: Two conference calls scheduled, no shows <p>Past President- Debby Kronewitt-Martin:</p>	N/A	N/A

- Board Transition Session completed
- Project of the Year
 - Government Category: Government of Alberta - Infrastructure
 - Information Technology: Alberta Motor Association
 - Finalists: Government of Alberta - Alberta Transportation (Two projects), Government of Alberta
- Board Election successfully conducted

VP Administration- Judy

Hardement:

- Implementation of phase one of the online PMINAC Board Records Management
- Preparing Board governance documents including Board Handbook, Code of Conduct, Conflict of Interest, and Travel policy

VP Certification- David Hymanyk:

- 2010 Golf Tournament: 80 Golfers, Host of prizes
- 2010 Fall PMP Study Group: 10 Participants obtained their CAPM/PMP
- 2011 Spring PMP Study Group: 15 attendees
- 2011 Golf Tournament: on June 24th

VP Communication- Brian

Draginda:

- New PMI NAC website coming in Fall 2011

VP Professional Development-

Bhavin Mehta:

- Over 60 PDUs offered

VP Membership- Micaela Brown:

- Members statistics:
 - Consistent increase in membership over 2009-2010
 - Total April 30, 2010 = 1150
 - Total April 30, 2011 = 1291
 - October to April 2011: Decrease non-renewals (-54), Increase in renewals (+22), Addition of 90 new members
- Re-Establishment of Mentorship Program. Director: Marguerite LeBlanc
- Creating Volunteer Recruitment and Management Process. Director: Jennifer Kluthe
- New Member Welcome Package development. Co-Directors: Cathy Julien & Ilana Knisely
- New & Renewing Member Emailing established
- Chapter Member Satisfaction Survey Redesign complete
- Member Satisfaction: 71% of respondents satisfied on most recent survey (deployed by PMI Global)
- Next Steps
 - Complete projects initiated in 2010-2011
 - Continuously improve regular communications with PMI-NAC members

VP Marketing- Lionel Eshleman:

- Introduced new dinner meeting special Speaker sponsorship initiative
- Supported and managed the special presentation process, recruiting, fulfillment and invoicing

- Liaised with key chapter events and supported related marketing activities: Golf tournament, PMINAC Conference, Project of the Year
- Managed ongoing sponsorship activities and completed related delivery
- Procured and maintained inventory of selected marketing materials

VP Programs- Julian Gray:

- Enhanced monthly dinner meetings:
 - Speakers presentation
 - Attendance increase of 50%
 - Food quality improvement – Buffet
- Membership increase by 200% last two year

Outgoing board members:

- David Hymanyk, **VP Certification**
- Lionel Eshleman, **VP Marketing**
- Julian Gray, **VP Programs**
- Sami Fahmy, **President** (moves to Past President)
- Debby Kronewitt-Martin, **Past President**

6 Summary

Present encouraged PMI NAC members to email any of the board members with suggestions or questions.

Motion to close the meeting by Debby Kronewitt-Martin
Second by Rob Bolivar

N/A

7 AGM Closed