



Project Management Institute
Northern Alberta Chapter

Meeting Minutes

Subject	PMINAC Annual General Meeting
Date and Time	May 16 th , 2012 6:50pm
Location	Edmonton Petroleum Club

Item No.	Topic	Discussion	Action / Responsible
1	Welcome – Harold	NA	NA
2	Adoption of Agenda	None.	NA
3	Acceptance of AGM Minutes	None.	Motion: Rob Bolivar Second: Robert Wainwright Motion carried
4	President's Report	<p>Strategic Focus this Year</p> <p>The strategy goals for PMINAC for the three years starting 2011/2012 will be to enhance and refine the services we provide to our members. The primary focus will be to increase value and effectiveness of the programs offered by the chapter by:</p> <ol style="list-style-type: none"> 1. Leveraging and enhancing the internal and external communication channels we use to communicate with our members 2. Proactively seeking better ways to assess and understand what's important to our members and align our services to meet those needs 3. Reinforce the infrastructure (documented core processes and policies, technology, implementation of a risk management program) 4. Build a robust and sustainable volunteer management program <p>The result of this strategy will be increased</p>	

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		<p>visibility, awareness and credibility of project management and increased engagement of our members.</p> <p>Portfolio Reports</p> <p>Membership Portfolio Steady Growth Continues</p> <table border="1"> <thead> <tr> <th data-bbox="548 499 618 531">Year</th> <th data-bbox="695 499 943 531">Total Membership</th> <th data-bbox="976 499 1068 531">Growth</th> </tr> </thead> <tbody> <tr> <td data-bbox="548 531 695 562">2009-2010</td> <td data-bbox="695 531 943 562">1150</td> <td data-bbox="976 531 1068 562">---</td> </tr> <tr> <td data-bbox="548 562 695 594">2010-2011</td> <td data-bbox="695 562 943 594">1291</td> <td data-bbox="976 562 1068 594">141</td> </tr> <tr> <td data-bbox="548 594 695 625">2011-2012</td> <td data-bbox="695 594 943 625">1447</td> <td data-bbox="976 594 1068 625">156</td> </tr> </tbody> </table> <p>Member Communications</p> <ul style="list-style-type: none"> • ‘Welcome’ and ‘Welcome Back’ Emails are sent to members, as applicable • Response/Coordination of General Requests to info@pminac.com <p>Volunteers</p> <ul style="list-style-type: none"> • Ongoing Volunteer Coordination • Annual Recognition Event (October 2012) • Creation of VP Volunteers Position (new for 2012-2013) <p>Oversight of PM Mentoring Community of Practice Pilot Program: Mentoring COP Pilot Program</p> <ul style="list-style-type: none"> • Monthly lunch meetings for 6 months over 2011-2012 Year • Participant-led discussion on collectively chosen PM topics • Included in-person and telecon participants • PDUs awarded • Viewed as highly successful by participants • Program will continue and potentially expand • For more info: mentoring@pminac.com or membership@pminac.com <p>Administration Portfolio</p> <ul style="list-style-type: none"> • Reviewed PMINAC Bylaws with revisions to reflect: <ul style="list-style-type: none"> ○ PMINAC Strategy ○ current practices, processes and needs ○ closer alignment with PMI direction for chapters • Completed Board Handbook • Represented PMINAC at the 2011 Region 1 Leadership Conference in Seattle • Completed PMINAC Records Management 	Year	Total Membership	Growth	2009-2010	1150	---	2010-2011	1291	141	2011-2012	1447	156	
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		<p>Program Phase Two (of two)</p> <ul style="list-style-type: none"> • Developed the PMINAC: <ul style="list-style-type: none"> ○ Board Code of Conduct ○ Confidentiality Policy ○ Risk Management Strategy <p>Marketing Portfolio</p> <ul style="list-style-type: none"> • Developed New Marketing Plan <ul style="list-style-type: none"> ○ Revitalize PMINAC brand in local business community ○ Explore and enhance sponsorship revenue • Pre-launched Pilot 2012 Corporate Sponsorship Program • Formed New Marketing Team to enable sponsorship drive <ul style="list-style-type: none"> ○ Director, Marketing Intelligence – Sponsors Management System ○ Director, Brand Development – Coordinate marketing actions for sponsorship and brand development ○ Marketing Associate – Delivery of Sponsorship benefits <p>Programs Portfolio</p> <ul style="list-style-type: none"> • Continued delivery of the dinner meetings • Average attendance of 80+ per meeting • March dinner meeting was cancelled (first time this occurred in our history) because of power outage • No dinner meeting held in November because of the gala <p>Communications Portfolio</p> <ul style="list-style-type: none"> • New Website <ul style="list-style-type: none"> ○ Great new look ○ Regular updates ○ New job board ○ New events Calendar • Electronic Registration <ul style="list-style-type: none"> ○ Easy to use ○ Register months in advance • Social media channels <ul style="list-style-type: none"> ○ LinkedIn ○ Coming in 2012 – Twitter and Facebook <p>Other Highlights</p> <ul style="list-style-type: none"> • Gala – celebrating 30 years as a chapter • Project of the Year <ul style="list-style-type: none"> ○ Six nominations received 	

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		<ul style="list-style-type: none"> ○ Three winners selected and announced at the PMINAC May 2012 Conference <p>Certification Portfolio</p> <ul style="list-style-type: none"> • Recognition of PMPs • Management of PMP/CAPM Prep Study Group • Analysis/Logistics for Certifications • Certification support to members • 2012 PMP / CAPM Prep Study Group <ul style="list-style-type: none"> ○ Commenced January 9th ○ Concluded April 2nd ○ Had 4 full time volunteers ○ 20 full-time attendees at conclusion ○ 6 PMP's, 2 CAPM in less than a week ○ Next session – being planned for Sept 2012 ○ All PMINAC members will be contacted <p>Past President Portfolio</p> <ul style="list-style-type: none"> • Conference successfully completed <ul style="list-style-type: none"> ○ Total number of participants 486 ○ 17 Canadian Speakers and 10 International Speakers ○ Number of volunteers including conference team 28 ○ Next year conference May 13-14, 2013; Registration opens January 9, 2013. • Changes to PMINAC bylaw <ul style="list-style-type: none"> ○ Collective effort of the whole Board under the direction of VP Administration, Judy Hardement <p>Finance Portfolio</p> <ul style="list-style-type: none"> • Corporate year end change to October 31 completed • Financial audits completed for past years • Corporate Annual Returns and Taxes filed and pending final processing responses • Continue to utilize contract bookkeeper with good service and supporting more effective Chapter operations • Financially able to seed Conference operations from internal funding with no borrowing required 	
5	2011/2012 Financial Report	Financial report <ul style="list-style-type: none"> • Net Income for 2010/11 = 58,020 	Motion: David Connery Second: Anna Wong

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		<ul style="list-style-type: none"> ○ –Conference 2011 Income = \$55,784 ○ –Total Assets = \$195,395 ○ –Assets include a Term Deposit = \$100,000 • Member auditing of financial statements completed for <ul style="list-style-type: none"> ○ –May to Oct 2009 ○ –Nov 2009 to Oct 2010 ○ –Nov 2010 to Oct 2011 • All corporate Annual Returns and Taxes filed waiting for processing responses <p>Question from member about why the change in Fiscal Year End – To allow for new Board members to settle into their roles after elections in June before determining budget, to allow for exiting Board members to complete year end projects before new Board begins its projects, and allows for better timing of fiscal year end and year end activities relative to the AGM, so that the financial report presented to the members at the AGM is still relatively current.</p>	Motion carried
6	2012/2014 Board Election / Appointments – Sami Fahmy	<p>2012 – 2014 Election</p> <ul style="list-style-type: none"> • Nominations Committee Chair: Sami Fahmy, Past President • Nominations opened on our Monthly Business Meeting February 2012 • Nominations closed end of April 2012 Monthly Business Meeting <p>President roles</p> <p>President -- Julian Gray -- Moves from President Elect</p> <p>Past President – Harold Eggert – Moves from President</p> <p>President Elect – TBD – Decided by Election</p> <p>Previous Past President – Sami Fahmy – End of Term</p> <p>2012 -2014 Board</p> <p>President Elect – Candidates:</p> <p>Approach by Election</p> <ul style="list-style-type: none"> ○ Judy Hardement ○ Michael Smith 	

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		<p>VP Professional Development – Ken Bainey by Acclamation</p> <p>VP Communications – Freddie B. Bonnafacio by Acclamation</p> <p>VP Finance – Saeed Jafaei by Acclamation</p> <p>Three vacant positions to be appointed by New President (Julian Gray):</p> <ul style="list-style-type: none"> • VP Membership • VP Administration • VP Volunteers <p>Directors are needed</p> <ul style="list-style-type: none"> • Some VP positions are in need of directors • Directors offer help to each VP in a specific area • A great idea to find out what each position entails • Look forward to your application as directors <ul style="list-style-type: none"> • Only PMINAC members are eligible to vote • Quorum (25 members) • When asked how many of the members had read the bios and election statements on PMINAC website, approximately 10-15 members raised their hands. • The two candidates for President Elect were asked to speak for two to three minutes to share their goals with members. • Members were asked to complete the ballots they were provided with earlier. Ballots were gathered and the Nominating Committee Chair and tellers left the meeting to perform the count. 	
7	Bylaw Approval	<p>Bylaw Revisions Highlights – 2012:</p> <ul style="list-style-type: none"> • Creation of VP Volunteers position • Maximum of two terms in any particular Board position (six year total on the Board remains unchanged) • Increased accountability for Board Officers: <ul style="list-style-type: none"> ○ attendance at Board meetings ○ Board Officers may be removed with just 	

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		<p>cause (to align with PMI's requirements for Chapters)</p> <p>Position responsibilities adjusted or added:</p> <ul style="list-style-type: none"> • VP Administration now has oversight of the Bylaws • Past President now has oversight of the risk management program and insurance needs • Volunteer management transferred from VP Membership to proposed VP Volunteers • Social media added to VP Communications <p>Motion to approve the revised PMINAC Bylaws as presented.</p>	<p>Motion: Judy Hardement Second: Brian Draginda Motion carried</p>
8	Summary	<p>Thanks to Board Members for their Service in These Roles:</p> <ul style="list-style-type: none"> • Sami Fahmy, Past President • Micaela Brown, VP Membership • Brian Draginda, VP Communication • Judy Hardement, VP Administration • Bhavin Mehta, VP Professional Development • Betty Mellon, VP Finance • Our Annual "Volunteer Recognition Evening" is held in October <p>The members thanked Harold Eggert and Julian Grey for their leadership and contributions as President and President Elect over the past year.</p> <p>Dr. Sami Fahmy, Nominating Committee Chair announced the election winner for President Elect 2012/2013 – Judy Hardement</p>	
	New PMPs	<p>Bob – new PMPs slide – 7 over the past month. Attendee - Nick Browell</p>	
9	Meeting Adjourned		<p>Declared closed by President, Harold Eggert</p>