



PMI Nova Scotia Annual General Meeting

Meeting Minutes | December 9, 2022

Location: Buddy's Pool Hall, Lower Sackville, Halifax

Scribe: Pallavi Sen

Attendance

1. Alruhayem Farhad	16. Hawco Tim	31. Osemwekha Ekenakema
2. Azuka-Onwuka Nnenna	17. Kidston John	32. Otokunrin Oluwafunke Deborah
3. Charnley Liz	18. Langley Nick	33. Promise-Okoi Udodirim
4. Chisholm Edwin	19. MacDonald Dan	34. Rahman Mahbubur
5. Cristea Cornelia	20. MacFarlane Scott	35. Reed Benjamin
6. Dent Tanya	21. Mahbashi Majed	36. Reid Jessica
7. DeYoung Stefanie	22. Maini Ajay	37. Saiyed Adil
8. Doherty Ryan	23. Mason Tim	38. Sarin Gaurav
9. Dow Derek	24. Mohammed Muqtader Akram	39. Sen Pallavi
10. Forrest Michelle	25. Nwachukwu Ogechukwu	40. Tunyan Michael
11. Gamage Erandi	26. Nwokeabia Nnenna	41. Uren Colin
12. Gautam Priyanka	27. Ojeda Javier	42. Uren Alan
13. Gouws Jacques	28. Oladipupo Rasheed	43. Vad Lisa
14. Greer Vanessa	29. Olaniyi Dew	44. Wilkie Suzanne
15. Harrison Richard	30. Olaniyi Oluyemi	45. Williams Neil

Call to Order – Vanessa Greer, President

- The Meeting was called to order at 6:40 pm with welcome remarks from President, Vanessa Greer.
- Attending Board members introduced themselves by name and position.
- It was noted that the quorum was verified (met at 25).

Review of 2022 AGM Minutes – Vanessa Greer, President

- It was recalled that the 2021 AGM meeting minutes were distributed December 5, 2022 via eBlast to the general membership for final review.

The motion ***'Be it resolved that the minutes from the 2021 AGM of the PMI Nova Scotia Chapter hereby be accepted as presented'*** was made by Vanessa Greer and seconded by Liz Charnley. This motion was approved by all members in attendance.

Chapter Finances – Richard Harrison, Treasurer

- 2022 Budget vs Actuals: Actual Net Income is \$12,142.64 which is well over the budgeted amount of breaking even. The actual amount will be less due to the AGM & Holiday Social taking place on December 9th.
- 2021 Financial Statements: The statements were prepared by Lyle Tilley Davidson Chartered Professional Accounts. Issued on December 2, 2022, the report noted that there was nothing in the financial statements that were not in accordance with Canadian accounting standards for not-for-profit. As of December 31, 2021, Net Assets amounted to \$238,232.

Appointment of Auditing Firm

Treasurer Richard Harrison proposed a motion that ***'Be it resolved that the accounting firm Lyle Tilley Davidson Chartered Professional Accountants be appointed as the Chapter's auditor for the upcoming fiscal year'***. The motion was seconded by Tanya Dent. This motion was approved by all members in attendance.

Chapter Highlights for 2022 – Vanessa Greer, President

Highlights And President's Annual Message

- 2022 has been an optimistic year with Covid-19 restrictions starting to ease and all of us working towards getting back to "normal". As we started to see Covid-19 restrictions ease, our chapter looked to offer a

combination of virtual and in-person events to our members and we will continue to offer this combination for the foreseeable future.

- Our new website experience was launched at the end of 2021. We've spent time in 2022 learning how to best use our new website and will continue to make improvements over time. I would like to thank current and past volunteers who continue to improve our website.
- This year, our chapter partnered with the PMI Montreal Chapter to offer Virtual Project Management Professional (PMP®) Exam Preparation Courses. The PMI Montreal Chapter is a PMI Premier Authorized Training Partner (ATP).
- As I close my tenure as President of the PMI Nova Scotia Chapter Board of Directors, I wish to thank our hardworking Board of Directors, Volunteers, our Executive Team, and all our Chapter Members. Volunteering with PMI Nova Scotia has provided me with so many opportunities and I encourage each of you to get involved.
- Chapter Annual Report can be found on the Chapter website under "Chapter Info" along with the Financial Statements and PMI NS AGM Minutes.
- I wish to thank our hardworking Board of Directors, volunteers, our Executive Team, and all our Chapter members.

Events

The Events Committee delivered a wide variety of virtual and in-person events.

List of virtual events:

- January 28 - Servant Leadership, Speaker: Nitasha Nijhawan
- March 1 - Managing Rehabilitation Projects with Unknown Final Scope, Speaker: Daniel Sanchez
- March 8 - Women in Project Management - A Panel Discussion, Speakers: Oshrit Harel, Ifeyinwa Anaele, Pallavi Sen, Melanie Myers, Diane Ingram, Tanya Dent
- March 23 - The Roundtable Series (Book/Video/Article Reviews)
- April 28 - Cogswell Interchange Project, Speaker: Donna Davis
- June 16 - Unconscious Bias with Carol Dayment
- June 28 - Project Bites - David Barrett
- November 30- Pursuit of Value, Speaker: Chris Heck

In Person events:

- May 25 - Volunteer Appreciation Night (VAN)
 - May 26 - David Barrett - From Good Project Manager to Great Leader
 - July 12 - Summer Social - Harbour Cruise
 - September 8 - Remote Management of Construction Project - Article Review
 - September 28- Women in Project Management - Coffee & Conversation
- Our Volunteer Appreciation Night had a significant turnout (30+) and we awarded volunteers with a customized PMI Volunteer mug. Volunteer of the year award was given to Stefanie DeYoung.
 - We had an average of 6-7 volunteers throughout the year.

Professional Development

- The Professional Development team started the year with a partnership with PMI Toronto to deliver a PMP prep course. But in mid-year PMI Toronto discontinued their PMP course programs and we started a partnership with PMI Montreal which will continue in the next year.
- The Mentorship Program Started in June 2022 and will run until December 2022. We paired 12 proteges with 12 Mentors to enhance effectiveness. A mentorship kick off event held virtually on June 15. Mentorship mid term check in event was held in person on September 27 at Halifax Central Library.
- The Professional Development team has responded to questions and queries from our members and non members throughout the year regarding PMP certification, PMP prep course and other areas of professional development.

- The Professional Development team is grateful to Mentorship Coordinator Kirk Macdonald, Mentorship volunteer Jazmin Berumen and all the Mentors without their dedication we would not be able to operate.

Operations

- This past year we split the Communications & Marketing role into two separate roles so that we can put more focus on our Marketing effort. We welcomed Pallavi Sen as our first Director of Marketing.
- Liz Charnley took over the Director of Communications from Gail Okoh. Andrew Clavette took over the Director of Membership and Volunteers from Richard Harrison who moved into the Treasurer role. Angus Swantee continued in his role as Director of Technology.
- A special shout out to Bev Thiessen, our administrative cornerstone for almost 20 years. She has decided to step away from this role in June 2022. Her absence has already been felt as we continued without her this Fall. We wish her all the best!.

Communications

- In 2022, Communications became a separate function after previously being combined with Marketing. At present we have two volunteers in addition to the Director and are actively recruiting for an eBlast Coordinator.
- 2022 saw increasing numbers of in person events, which were communicated via eBlasts and social media channels. This year also saw our social media presence increase with increased use of “socials” to communicate information, which resulted in an uptick of followers.
- The new website is up and running and the team is now using that medium to communicate events to our membership. We’ve recently added a Content Creator to the team, who is actively researching different ways we could further engage with our membership. Our goal is to end the year with a more robust website (in terms of project management information shared) and plans to further increase the value to members.

Marketing

- PMINS carved out a separate vertical for Marketing since January 1, 2022. This was done to bring more focus on marketing activities of the Chapter and enhance visibility.
- Pallavi Sen, Director, PMINS has been leading the Marketing function along with Mohammad Akram and Minal Mahadik as team volunteers.
- One of the first tasks undertaken by the team was to create a PMINS corporate slide deck. This will now be used for chapter meetings. The second priority was to draft a Marketing Strategy on which work is in progress. A draft has been prepared, which will incorporate the results of an internal working session on SWOT Analysis and then reviewed by the Board. The final report will include recommendations for strengthening the Chapter’s Marketing.
- The team conducted a review of the chapter website. Areas for strengthening the Website have been identified. Work on making the website content more appealing will continue in the remaining part of 2022 and in 2023.

Technology

- The major project completed this year was migration of our chapter website to a new Content Management System platform. This system provides opportunities to add a modern 'look' to the site, streamlined support, improved ease of use for content updates, and distributed management to enable more accurate information to be added in a quicker time frame.
- The board members and the chapter volunteers who maintain the site have spent time becoming familiar with the new features and are now in the process of determining the best approaches to apply improvements. Watch for the many updates in appearance and functionality that will be implemented in the site during the next year.
- The chapter has also been working towards providing more electronic services to our members and are evaluating the equipment and software necessary to offer hybrid events more frequently. Through this, we aim to increase the reach and accessibility of the chapter offerings to all members.

Membership & Volunteers

- Membership numbers took a big step this year coming out of a small downturn following unforeseen circumstances due to the COVID pandemic. Membership numbers rose from 657 members at the near end of 2021 to 690 members to start 2022.
- Through a large push in events driven by the events team and strategic marketing utilizing various social media platforms, most importantly LinkedIn, the total membership numbers reached a high of 755 chapter members in September of 2022. Currently the membership numbers hold steady at 742 members to close out the year which amounts to 52 more members than when the year started.
- From a reporting standpoint, PMI has moved away from the previously used reporting tool CRS to the new "ThoughtSpot" reporting tool which is more user friendly and has better and more dynamic reporting capabilities and visibility to trends and analysis. This exciting new launch will help the PMINS chapter board to narrow focus on recruitment trends and also see the impact events and marketing/communications has on overall numbers in memberships and volunteers. Volunteer activity saw a large increase in 2022 as in person events increased with COVID restrictions being pulled back. A big part of this increase came from the Events, Marketing, Communications and Technical teams, with the Events team taking the biggest jump in this area.

Announcement of New Board Members – Vanessa Greer, President

Retiring Directors:

- Uzo Nnamdi
- Angus Swantee
- Jordan Dorey

Directors whose terms continue in 2023:

- Vanessa Greer
- Jeffrey Bonus
- Liz Charnley
- Andrew Clavette
- Pallavi Yadav Sen

Directors whose terms end in 2022 and were re-elected:

- Richard Harrison
- Tanya Dent
- Mahbubur Rahman

2023 New Directors:

- Stefanie DeYoung
- Max-Nursultan Sulamimanov
- Yemi Olaniyi
- Adil Saiyed
- Akram Muqtader

Other Business

Vanessa Greer, President, called for any other business from the floor - nil raised.

Adjournment

Vanessa Greer adjourned the meeting at 6:56 pm seconded by Liz Charnley.