



### Attendance

Ayyannamahanty, Vijay	Gallant, Duncan (NB Chapter)	Nnamdi, Uzo
Banks, Angela	Gonsalves, Serafin	Okoh, Gail
Bonus, Jeffrey	Greer, Vanessa	Rahman, Mahbubur
Boudreau, Dylan	Haneef, Hamza	Rochon, Marc
Campbell, Lorna	Harel, Oshrit	Sanchez, Daniel
Cartmill, Curtis	Harrison, Richard	Saunders, Matthews
Dauphnee, Patricia	Jafri, Syed	Smith, Katie
Das, Sromon	Karsten, Donna	Swantee, Angus
Deacoff, Cameron	MacDonald-Billard, Denise	Wilkie, Suzanne
Dow, Derek	MacNeil, Lesley	Wright, Katie
England, Robin	Mitchell, Chris	Zaharov, Kostia
	Muise, Nancy	

### Call to Order – Robin England, President

- The Meeting was called to order at 6:09 pm with welcome remarks from President Robin England.
- Attending Board members introduced themselves by name and position.
- It was noted that the quorum was verified (met at 33).

### Review of 2018 AGM Minutes – Vanessa Greer, VP Operations

- It was recalled that the 2019 AGM meeting minutes were distributed November 23, 2020 via eBlast to the general membership for final review.
- There were two edits: Page 1 under ‘Review of 2018 AGM Minutes’, change DATE to December 1, 2019 and on page 3 under ‘Directors whose terms are not ending and will continue to serve’, change Uza to Uzo.

The motion ***'Be it resolved that the minutes from the 2019 AGM of the PMI Nova Scotia Chapter hereby be accepted as changed*** was made by Vanessa Greer and seconded by Curtis Cartmill. This motion was approved by all members in attendance.

- Ratification vote for Bylaw Change:

- Article VI, Section 6 currently reads: Section 5. A candidate for President-elect shall have served on the Board of Directors for at least two (2) years or otherwise be approved as a candidate by a 2/3 majority vote of the current Board of Directors at any Board meeting having a quorum. The President role shall be elected for a six (6) year term, two (2) years as President-elect, two (2) years as President and two (2) years as Immediate Past President.
- Proposed Change: Section 5. Section 5. A candidate for President-elect shall have served on the Board of Directors for at least two (2) years or otherwise be approved as a candidate by a 2/3 majority vote of the current Board of Directors at any Board meeting having a quorum. The President role shall be elected for a four (4) year term, one (1) year as President-elect, two (2) years as President and one (1) year as Immediate Past President

The motion ***'Be it resolved that the change to Article VI, Section 6 of the PMI Nova Scotia Chapter ByLaws hereby be accepted'*** was made by Vanessa Greer and seconded by Mahbubur Rahman. This motion was approved by all members in attendance.

### **Chapter Finances – Derek Dow, Treasurer**

- 2020 Budget vs Actuals: The 2020 YTD Budget and Actual expenditures as of November 22, 2020 was reviewed as well as the forecasted amounts for the remainder of 2020.
- 2019 Financial Statements: The statements were prepared by Lyle Tilley Davidson Chartered Professional Accounts. Issued on October 13, 2020, 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, 2019, Net Assets amounted to \$133,907.
- PMI NS Chapter financials are up to date and the Chapter has filed the Joint Registry of Stocks renewal.
- Open for discussion: A question was asked if there were any plans for the profit. Derek said the Board has discussed this a number of times. Overall it will need to be a project run by someone and works with a committee. It was noted that changes that are happening at Global will probably impact our overall financial model with the study group over the next year or so. Vanessa mentioned that as part of the annual planning next year this will come under one of the Directors and a committee formed.

### Appointment of Auditing Firm

Treasurer Derek Dow 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 Curtis Cartmill. This motion was approved by all members in attendance.

### **Chapter Highlights for 2020 – Robin England, President**

#### Events

The Events Committee planned to deliver a wide variety of events based on feedback from the membership. However, 2020 was the year of COVID-19 and we realized our new normal would require a transition to virtual offerings:

- Feb. 27, Lunch & Learn (Krista DeCoste): LinkedIn Development – Maintaining your professional profile as a way to connect with others.
- Oct. 27, All Day PD Development (Tyler Hayden): Technicolor Team Building – Sustaining Cohesiveness and Productivity of Your High-Performance Project Management Teams.
- Nov. 17, Virtual Agile Round Table Discussion and Networking Event (Moderator – Brenda Fay; Panelists – Andrew Mitchell, Adithya Neyak, Shweta Pai, Katie Wright).

Thank you to Denise MacDonald-Billard, Director Events and her team for all their work.

#### Professional Development

- Completed 3PMP/CAPM Study Groups - 2 in the winter (Halifax and Cape Breton) and 1 in the fall (Halifax).
- The Mentorship Program found protégés and mentors meeting virtually due to COVID-19. Most protégés were able to apply information received from mentors directly in their job roles or in their job searches. Feedback provided by both mentors and protégés showed that the mentoring program is highly beneficial.

Thank you to Uzo Nnamdi, Director Professional Development and her team of volunteers who despite the restrictions necessary for safety in this COVID-19 era, still gave of their time to serve and deliver the planned programs in the professional development portfolio.

#### Innovations & Partnerships

- Due to COVID-19 there has been a significant slowdown in activities, specifically with development of new partnerships and in-person meetings. Though we were successful in creating a very positive partnership relation with Construction Association of Nova Scotia (CANS).

Thank you to Kostia Zaharov, Director Innovations & Partnerships and his team who despite the challenges are able to maintain existing relationships with their partners and friends in the local business and professional communities.

Robin thanked Chris Mitchell for his role has VP Programs. Prior to that he was Director Professional Development. Chris, while still as VP continued to co-ordinate study groups and get Agile up and running.

## Operations

- The Operations Team directly platforms the delivery of PMI NS programs and events from administrative support, marketing and communications (eblasts, social media, website administration, etc.), membership support, sponsorship, and the management of volunteer recruitment and onboarding.

Thank you to Vanessa Greer, VP Operations for your dedication.

## Sponsorship & Special Projects

- PMINS events and activities this year have been reduced due to COVID-19 restrictions. Therefore, we have not had the need to request sponsorship this fiscal year. We sincerely thank our past sponsors and hope their businesses are making it through the pandemic with as little disruption as possible.

Thank you to Donna Karsten, Director Sponsorship & Special Project for your leadership and taking on a number of events.

## Marketing & Communications

- Marketing and Communications has been instrumental in keeping our membership informed and engaged during this difficult COVID-19 year and they continue to look for ways to virtually keep our membership well-informed. Marketing and Communications also introduced a streamlined communications request template to the board of directors. Worked on the branding change with Sromon Das, Technology.

A huge thank you to Gail Okoh, Director of Marketing and Communications and her team for all the hard work they have done this past year and to acknowledge receiving the **President's Award**.

## Membership & Volunteers

- Membership as of October 2020 is 653.
- PMI NS currently has 51 volunteers from Board members to mentors, study group facilitators, and committee members including events, communications, etc.

Thank you to Jeffrey Bonus, Director of Membership and Volunteers for his work on this portfolio.

## Technology

- Technology was a new portfolio last year. This year, Sromon continued to manage the Chapter website and was instrumental in simplifying our communications request process. He also oversaw the rollout of our new chapter logo and rebranding.

Thank you Sromon Das, Director of Technology for all your hard work in managing this portfolio.

## **Review of Nomination Committee Report and Announcement of New Board Members –**

### **Robin England, President**

#### Retiring Directors:

- Dylan Boudreau
- Chris Mitchell
- Donna Karsten
- Sromon Das
- Denise MacDonald-Billard
- Tammy MacDonald

#### Directors whose terms continue in 2021:

- Robin England
- Vanessa Greer
- Jeffrey Bonus
- Gail Okoh
- Kostia Zaharov – 2<sup>nd</sup> term
- Uzo Nnamdi – 2<sup>nd</sup> term

2021 new Directors:

- Katie Smith
- Angus Swantee
- Hamza Haneef
- Mahbubur Rahman
- Richard Harrison
- Tanya Dent

**Other Business**

VP Operations Vanessa Greer called for any other business from the floor.

- Jeffrey Bonus announced the ***Volunteer of the Year*** Award went to Patricia Dauphinee for all her work with the study groups.

**Adjournment**

Robin England adjourned the meeting at 7:15 pm.