

Annual Report 2024



Project
Management
Institute®
Nova Scotia

PMI Nova Scotia Chapter

May 9, 2024

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PMINS CHAPTER VISION STATEMENT

To be a vibrant chapter that continues to be the project management hub for industries and communities in Nova Scotia and the benchmark for other PMI Chapters.

PMINS CHAPTER MISSION STATEMENT

Empowering individuals to fulfill their potential by promoting Project Management practices as a collaborative chapter.

HIGHLIGHTS AND PRESIDENT’S ANNUAL MESSAGE

It is my pleasure to present the 2024 Annual Report on behalf of the PMI Nova Scotia Board Members to our valued members. I would like to start off by thanking all of our volunteers that contributed to our success over the past year. Without you sharing your time and talent we could not deliver all the value we do to our members. Thank you!

This report covers May 2023 - April 2024.

In 2023, the Chapter celebrated its 25th anniversary with a large event hosted at Nova Scotia Power with over 90 chapter members in attendance and special guest, Diane Alsing, PMI Board of Director.

In celebration of our 25th anniversary, the chapter decided to donate \$2,500 to a local charity which our members voted on at the celebration event. Feed Nova Scotia was the chosen charity.

2023 also saw us break the 800 membership mark for the first time in June. We ended 2023 with 847 members and as of April month-end we have 891 members.

At the beginning of this year we split the Director of Membership and Volunteers into two separate roles to allow more focus on our volunteers. We also added a third VP role to help balance the Board better. See below the new board structure.

2024 PMINS Board				
President	Treasurer	VP Operations	VP Programs	VP Communications & Events
Jeffrey Bonus	Richard Harrison	Tanya Dent	Mahbubur Rahman	Stefanie DeYoung
	Dir. Sponsorship Brad Lyon	Dir. Membership Meriem Merbai	Dir. Volunteers Erandi Gamage	Dir. Communications Hilary Carter
		Dir. Administration Monie Thomas	Dir. Professional Development Jessica Reid	Dir. Marketing Brad Lyon
		Dir. Technology Adil Saiyed		Dir. Events Nnenna Azuka-Onwuka

The chapter is hosting the PMI Region 2 and 3 Leadership Conference on June 20 - 22, 2024. We are welcoming 38 PMI Chapters from across North America and about 150 chapter leaders. The Chapter last hosted the Region 3 conference in 2009.

We are excited to have recently announced our first ever PMINS Project Management 1-day Conference this November 7 2024 on Project Management Day. There has been overwhelming interest in this conference and we look forward to making this an annual event.

We had another successful annual Professional Development Summit, this past April, continuing to partner with Digital Nova Scotia, IIBA and CMC. Huge thank you to Michelle Murrar for the great work she continues to do chairing the planning committee.

2024 will be my last year as President, completing my 2-year term. It has been an honour and pleasure to serve the Nova Scotia project management community. You are only as good as the team around you and I have had the pleasure of working with some great Boards. Thank you to all the Board members I have served. Tanya Dent will be taking over in 2025.

If you are interested in joining our board, we will be holding an information session on Wednesday June 26, Fireside Chat - Becoming a Board Member. Visit our website to register.

If you are interested in volunteering with the chapter please reach out to our volunteer director, Erandi Gange at volunteers@pmins.ca to express your interest. All volunteer opportunities are posted on the PMI Volunteer website <https://volunteer.pmi.org/>

I am very excited for the remainder of the events and offerings we have planned for 2024. I look forward to seeing you at these events.

Thank you,
Jeffrey Bonus

EXECUTIVE AND PORTFOLIO REPORTS

Programs

Mahbubur Rahman – Vice President

During 2023 Programs had three directors, Director of Events, Director of Professional Development and Director of Sponsorship. Stefanie DeYoung as Director of Events, and Yemi Olaniyi as Director of Sponsorship for the entire 2023. Jessica Reid joined the Board as a Director of Professional Development in May 2023.

Starting in 2024 the Program Portfolio was restructured and now has two Directors, Director of Professional Development and Director of Volunteers. Jessica Reid was reelected to the board and continued as Director of Professional Development. Erandi Gamage joined the Board as Director of Volunteers.

Continuing with the Programming from 2023, the first few months of 2024 was busy with planning for the year and continuing the Mentorship program. We are working to deliver a CAPM course and exploring partners to offer PMP in person at Halifax. PMI NS also partnered with four other professional organizations to organize the PD Summit in April 2024. We also had a Fireside chat about PMI Certification in April. We are looking forward to organizing the 1st Annual Project Management Conference by PMINS chapter in the upcoming Fall. We have established the planning committee and multiple subcommittees. 25 volunteers have signed up for planning the conference. We are looking into Regional program volunteers to deliver programs across the province.

Professional Development

Jessica Reid – Director

The Professional Development team renewed the partnership with PMI Montreal to deliver courses on all PMI certifications to our members for 2024. PMI has also increased its offerings with courses and certifications focused on AI, Construction Industry specific Project Management, and PMO. The CAPM Exam was also revamped and launched in July of 2023.

A working group has been working on the feasibility of becoming an Authorized Training Partner (ATP) and will submit a report to the Board. Nitasha Nijhawan is leading the working group. A CAPM course is currently in the works to be offered by the chapter, with the first session beginning May 25th. The course will be a hybrid of online and in-person sessions.

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. Patricia Dauphinee has taken on the role of answering questions related to professional development.

The Mentorship team completed the first cycle of the Mentorship program in June 2023. We paired 30 proteges with 30 Mentors which is the largest group in PMI NS history. A second, much smaller cycle was kicked off in October of 2023. This cycle is complete as of May 2024. Currently the program is seeking new volunteers to begin afresh and to start the cycle for Fall of 2024.

The Professional Development team is grateful to all the Mentors. Without their dedication we would not be able to operate. We would also like to thank all volunteers past and present, and the proteges for continuing to see the program as a viable tool for the chapter.

Volunteer

Erandi Gamage – Director

Our goal in the year 2024, is to create more volunteer opportunities and increase the volunteer engagement, with meeting their expectations and facilitating the best volunteer experience.

We have recruited a total of 25 volunteers in April 2024, for the PMINS conference for the planning and executing committee. This added up to the total of 50 volunteers (without the BOD) for the PMINS chapter in 2024. The volunteer database is updated with all the volunteers currently engaged in several events and teams. All the volunteers are encouraged to complete their confidentiality agreement form, which will be added to the database and the records will be maintained.

The board has decided to recruit volunteers as regional program leads, to increase the program delivery and member engagement across the province. This will help to increase the engagement, networking and in person meeting experience for the members in remote locations.

We also expect to have a better understanding of the expectations of volunteers. There will be a survey to be posted for all volunteers, to collect information of their objectives, expectations and preferences with volunteering for the PMINS chapter.

We highly contemplate the appreciation and recognition of the volunteers. The volunteer appreciation night is planned along with the events team, on June 19 2024. There is a new criteria introduced for nominating the volunteers for the recognition of best volunteers and a criteria for evaluating the nominations as well.

Communications & Events

Stefanie DeYoung - Vice President

Effective January 1, 2024 the board approved a restructure which saw the Communications & Events portfolio being created.

Effective January 1, the Communications, Events and Marketing portfolios now report into Communications & Events Portfolio.

Communications & Events portfolio this year has three Directors.

Hilary Carter, joined in January 2024 as Director of Communications through the scheduled board of directors nominations and election.

Nnenna Azuka-Onwuka, joined in February 2024 as Director of Events to backfill the role as Stefanie DeYoung moved to the newly created VP Communications & Events position.

Brad Lyon, joined in January 2024 as Director of Marketing through the scheduled board of directors nominations and election.

The first few months of 2024 were very busy with multiple online and in person events. Our focus this year is to host additional in person events as well as improve our marketing efforts.

Events

Nnenna Azuka-Onwuka – Director

This year will include a variety of events and networking opportunities as we continue to hold a mix of in-person and virtual events.

We have held eight events so far in 2024, have 6 planned and scheduled and 4 others planned for the rest of the year. Our in-person events continue to see great turnouts with the Women in Project Management Meet-up being oversubscribed.

May 2023 - April 2024 Events are listed below:

Event	Location	Speaker	Date
Speed Networking & AGM	Halifax Central Library	N/A	May 2, 2023
Lunch & Learn - Change Curve	Virtual	Amber McMillan	May 18, 2023
Great NS Pick Me Up	Halifax Commons	N/A	Jun 3, 2023
Lunch and Learn - Psychological Safety	Virtual	Kiron Bondale	Jun 8, 2023
Volunteer Appreciation Night	Garrison Brewery, Halifax	N/A	Jun 22, 2023
Taking our PM careers to the next level	Virtual	David Barrett	Sep 27, 2023
Summer Social	Harbour Cruise	N/A	Jul 11, 2023
Cape Split Hike	Cape Split - Blomidon	N/A	Sep 23, 2023
Holiday Social	The Old Triangle	N/A	Nov 30, 2023
Lunch & Learn - Employees vs Entrepreneurs	Virtual	Paul Williams	Feb 1, 2024
First Networking & Learning Event of the Year - Agile is in Crisis	Halifax Central Library	Andrew Mitchell	Feb 15, 2024
Lunch & learn - McDonald Bridge Bikeway connectors Project	Virtual	Courtney Pyne	Feb 22, 2024
Women in Project Management	Coldstream Dartmouth Crossing	N/A	Mar 11, 2024
Lunch and Learn - Making the World a Better Place through Project Management	Virtual	Deanna Sanders & Peter Monkhouse	Mar 18, 2024
Fireside Chat with the President of PMI NS -Strategic Plan for 2024 - PMP Exam Preparation, Mentorship Program, FAQs on Becoming a Board Member	Virtual	Jeffrey Bonus	Mar 27, 2024
Networking event	Lion's Head	N/A	Apr 11, 2024
Fireside Chat with VP Programs - Overview of PMI Certifications & Courses	Virtual	Mahbubur Rahman	Apr 24, 2024

The events team added many new volunteers! Our volunteers manage the back end (emails, zoom, event creation) and help to facilitate the online and in person events.

Communications

Hilary Carter – Director

In 2024, the Communications team will continue to support the PMI NS Board with streamlined methods for reaching our membership and the greater Nova Scotia project management community. At the current time we have three volunteers (Social Media Lead, Blog Lead, Data Lead) in addition to the Director. The first quarter of 2024 continues to see an increase of in-person events, which are communicated via weekly newsletters and social media channels. Our social media presence continues to increase, primarily on LinkedIn; therefore, the team has been gearing most posts towards this platform as well as Facebook.

The Communications Team remains dedicated to enhancing our social media visibility through consistent utilization of various social media platforms, frequent blog updates, and regular newsletters. Collaborating closely with the Marketing teams, we aim to elevate the aesthetic appeal of our communications and cultivate a more polished brand image.

Our objective is to further amplify our social media presence through heightened posting frequency, enrich our website content for a more engaging user experience, and deliver additional valuable project management insights to our members.

Marketing

Brad Lyon – Director

The Marketing team worked collaboratively with the Communication and Events teams to support the events and chapter activities. Other areas such as Professional Development, Volunteer and Membership, marketing is providing assistance wherever possible to help those functional areas in their campaigns. Additional work is also underway on organizing the PMI Regions 2 & 3 conference as well the PMINS fall conference which will provide added exposure to the Chapter for various promotional activities.

Board and Member promotional items are being evaluated and given out to start creating a professional consistent look and feel for PMINS Executive and Volunteers at things like public events, this is also to hopefully spark member and non-member Chapter involvement interest through this material recognition. A consistent branding for publicity is being strived for with the Marketing and Communication teams working together as well working on aligning our look and feel with newly published PMI marketing materials hopefully by end of year.

The Marketing priority themes for the year are improving the look, feel and consistent content specifically with the Chapter's website, tracking social media & membership metrics, providing assistance with other chapter areas such as Membership, Professional Development, Events, Volunteers, etc. to promote their activities and exploring the feasibility for our own PMINS Annual Conference in Fall 2024.

Operations

Tanya Dent – Vice President

From May - December we had 5 portfolios in our Operations team and effective January 1, 2024 the board approved a restructure which saw 3 portfolios remain in Operations.

Our Director of Administration resigned in the fall due to family commitments, and our Director of Membership and Communication resigned in the Spring due to workload commitments.

Effective January 1, the Volunteers portion has been segregated into its own portfolio and now reports into Programs. The Communications portfolio now reports into Communications & Events Portfolio.

Adil Saiyed continues to represent our Technology portfolio as Director and has expressed an interest in the Treasury portfolio for next year.

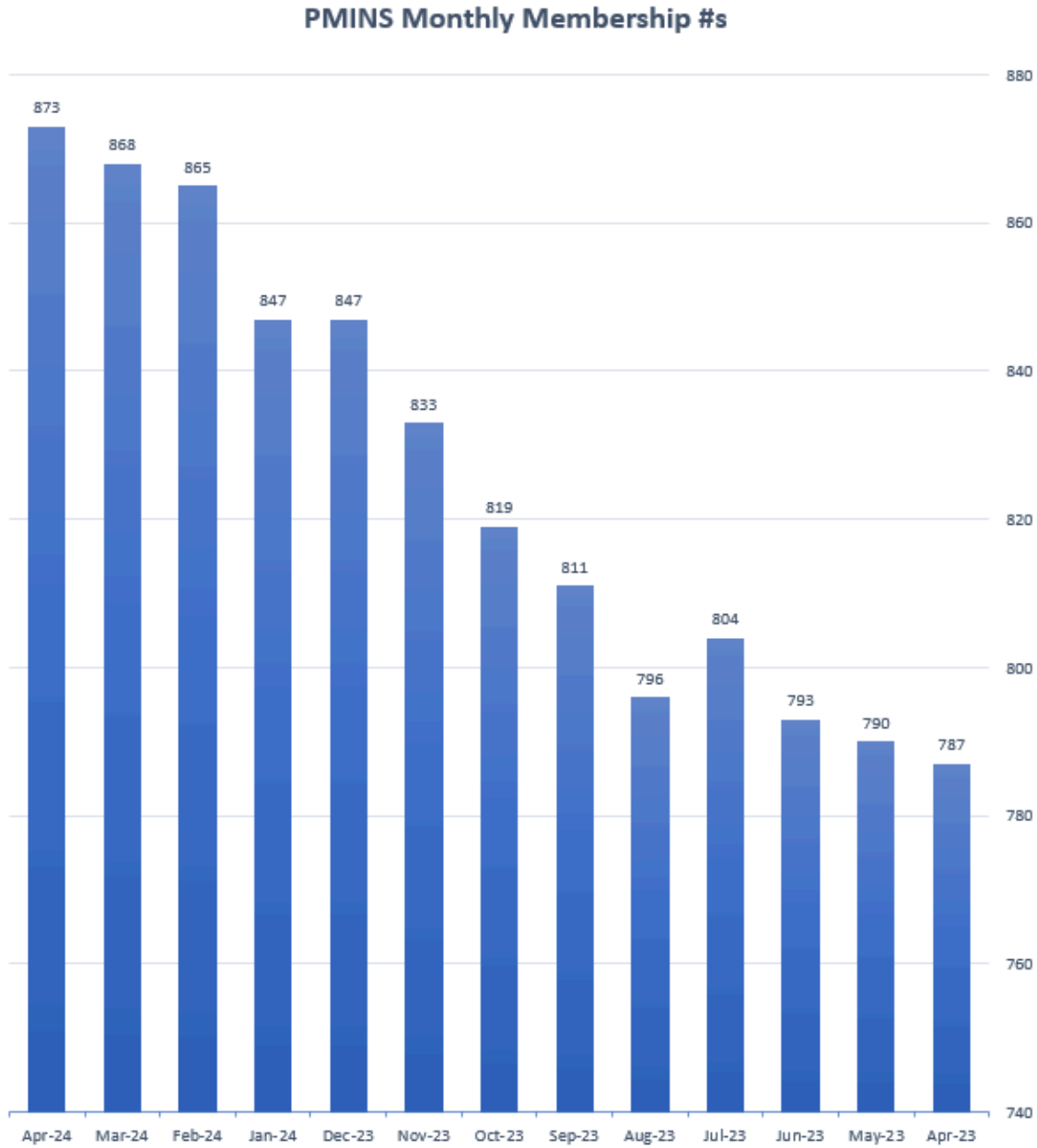
Monie Thomas was appointed at the end of 2023 as Director of Administration and Meriem Merbai was elected in our 2023 elections to our Membership portfolio.

Membership

Meriem Merbai – Director

As of April 30, our membership count stands at an impressive 891 individuals, marking a significant increase of 790 members from April 2023. This noteworthy surge in membership reflects not only the value proposition we offer but also the dedication and commitment of our team towards fostering a vibrant and engaging community for project management professionals across the region.

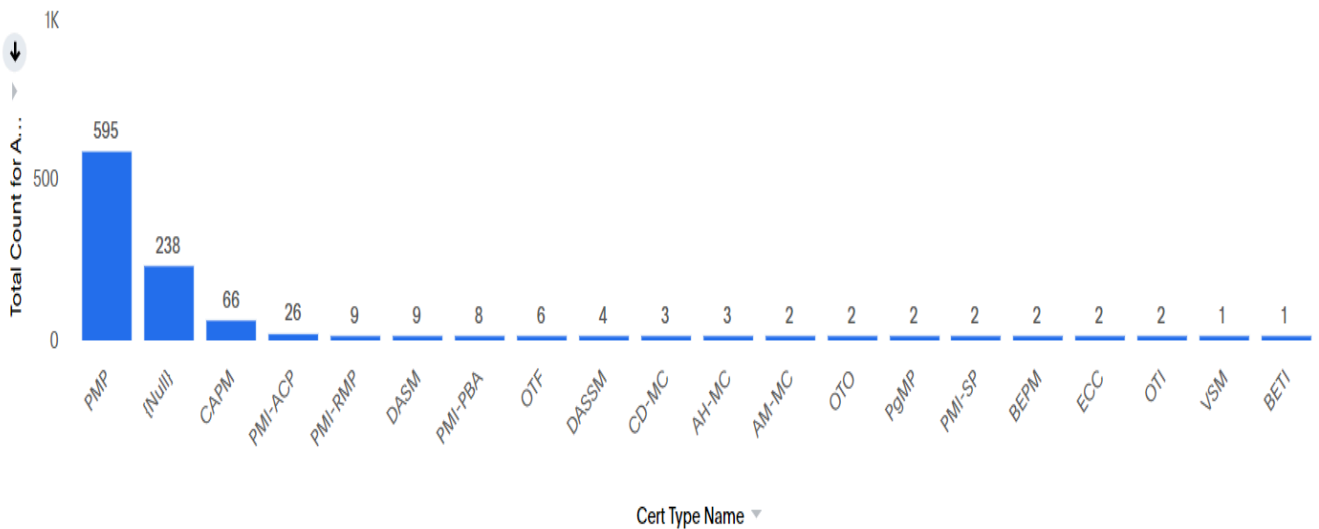
PMINS Monthly Membership Numbers April 2023 - April 2024



Chapter Annual Year End Membership Numbers 1999 - 2023

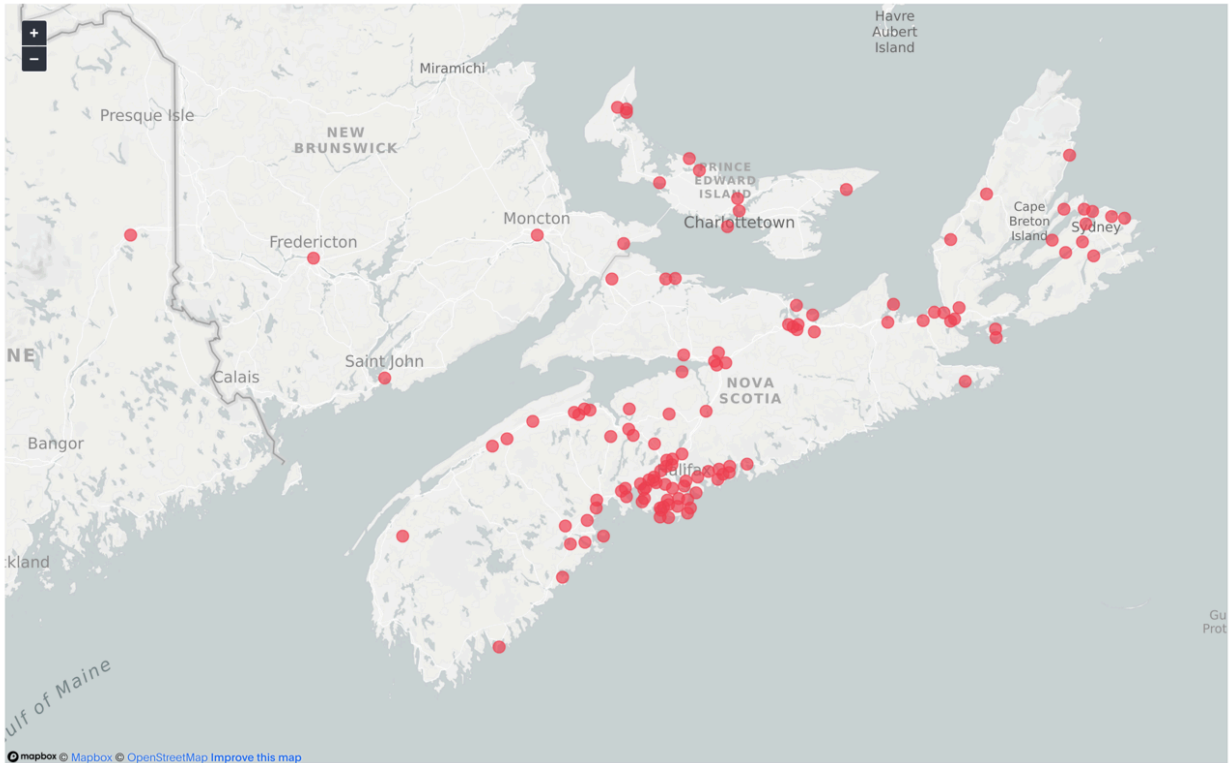


Member Credential Count Summary



Affichage de 20 sur 20 points de données

Heat Map of the Chapter members



Technology

Adil Saiyed – Director

It was business as usual for the Technology portfolio in terms of the regular ongoing Tech related work. We successfully completed the following day to day tasks such as new Board members' profile creations, new email ids creation, Website access rights management and Group email access. Ongoing member queries such as chapter login issues, renewal issues etc. were successfully managed. Also, updated the website interface by adding event banners on the landing page, creating a new menu for the event pictures, as part of the website improvement plan. Generated the membership Heat maps and currently working on the Google analytics for the website.

Our previous 2 Volunteers (Yamin Aye and Ting Li) resigned due to their work commitments. We were fortunate to have on-boarded 3 new Volunteers. We hired and trained 3 new Technology Support Volunteers (Maitrey Mehta, Faizan Mohammad and Prashant Singh) to manage technology requests.

Technology portfolio has also participated as a committee member for the R2 and R3 Leadership Conference 2024, Halifax. We created the website for the event, and also managed the Registrations and payment processing.

Another significant milestone is the migration from Paypal to Stripe payment processor for all our event payments.

Treasurer

Richard Harrison – Treasurer

2024 is my third year in the position of Treasurer. I will not be reoffering for 2025. In period since the last report, key activities have included

1. Implementing new controls on outbound payments (two signatories for all electronic payments)
2. Implementing new inbound payments platform, so we can now accept credit card payments
3. Bookkeeping
4. Budget setting
5. Supporting the audit of 2023 financials
6. Continuing to bring business records up to date (this will be the main non-operational activity for the remainder of 2024)

The above activities have gone as planned, and there are no issues to report.

The summary of the 2023 financial position is as follows:

	2023 Annual budget	2023 Actuals	Difference
Income	\$48,092.500	\$38,686.44	(\$9,406.06)
Cost of Goods Sold	\$27,125.95	\$18,717.82	(\$8,408.13)
Gross Profit	\$20,966.55	\$19,968.62	(\$997.93)
Expenses	\$47,653.97	\$46,150.84	(\$1,503.13)
Net Income	(\$26,687.42)	(\$26,182.22)	(\$505.20)

In 2024 we have budgeted for increases in expenditure and income on PMINS' first annual conference, which will be held in November 2024. Please refer to further elsewhere in this report for information on the event itself.

The director of sponsorship resigned in late March 2024. The 2024 budget, approved earlier that month, includes \$5000 of sponsorship income. This is now at risk. Brad Lyon (2024 Director of Marketing) has agreed to oversee sponsorship for the rest of 2024, on an interim basis. His main focus will be supporting the push for sponsorship for the 2024 Annual Conference, and establishing good relationships with the target group of sponsors for this event.

Please refer to the separate report from Lyle Tilley Davidson for confirmation of our approved 2023 financial position.

APPENDIX A: FINANCIAL STATEMENTS

2023 Approved Financial Statements