



# PMI Nova Scotia Annual General Meeting

## Meeting Minutes | December 4, 2019

**Location:** Pickford & Black, 1869 Upper Water Street, Halifax, NS

**Scribe:** Bev Thiessen

### Attendance

Bonus, Jeffrey	Harrison, Amy	Marsh, Darrell
Boyd, Lorraine	Joseph, Issac	Mitchell, Andrew
Cartmill, Curtis	Kakkar, Jitin	Muise, Nancy
Dow, Derek	Karsten, Donna	Okoh, Gail
England, Robin	Kaur, Harmanjeet	Petitian, Jules
Fay, Brenda	Langley, Nick	Shi, Chen
Ferreira, Ricardo	MacBurnie, Glendon	Singer, Ron
Frenette, Michael	MacDonald, Tammy	Singh, Simranjit
Giffin, Gerry	MacDonald-Billard, Denise	Wright, Katie
Girvan, Wayne	MacMillan, Sandy	Xu, Wei
Harel, Oshrit	MacNeil, Lesley	White, Jerry
		Zaharov, Kostia

### Call to Order – Robin England, President

- The Meeting was called to order at 5:15 pm with welcome remarks from President Robin England.
- It was noted that the Attendance Sheet (**Appendix 1**) was signed by members noted above and the quorum was verified (met at 25).
- Attending Board members introduced themselves by name and position.
- Apologies were extended on behalf of Vanessa Greer (VP, Operations/Incoming President) and Chris Mitchell (VP, Programs).

### Review of 2018 AGM Minutes – Robin England, President

- It was recalled that the 2018 AGM meeting minutes were distributed via eBlast to the general membership for final review on **DATE**. Printed copies were available for review by those in attendance.
- The motion ***'Be it resolved that the minutes from the 2018 AGM of the PMI Nova Scotia Chapter hereby be accepted'*** was made by Nancy Muise and seconded by Donna Karsten. This motion was approved by all members in attendance.

### Chapter Finances – Derek Dow, Treasurer

#### 2017 P&L Report

- The statements were prepared by Lyle Tilley Davidson Chartered Professional Accountants (**Appendix 2**).
- Issued on October 13, 2019, 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, 2017, Net Assets amounted to \$117,499.

#### 2018 P&L Report

- The statements were prepared by Lyle Tilley Davidson Chartered Professional Accountants (**Appendix 3**).
- Issued on November 28, 2019, 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, 2018, Net Assets amounted to \$114,532.

#### 2019 P&L

- The 2019 YTD Budget and Actual expenditures as of December 4, 2019 (**Appendix 4**) was also reviewed as well as the forecasted amounts for the remainder of 2019.

### 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 and approved by all members in attendance.

### **Chapter Highlights for 2019 – Robin England, President**

#### Events

- 4 Lunch and Learns throughout the year covering Lean Six Sigma, Agile, Memorial Cup and Current Demand for PM's in NS.
- Annual and valued partnership with PD Summit held April this past year (currently call for speakers).
- Dinner Event in May – Sullivan's Pond – Daylighting Shubenacadie Lakes Ecosystem Project.
- First Morning Workshop – Partnership with ProjectTalks.
- 2 Network and Learns – Panel discussion on Agile and Delivering a Digital Building – Lessons Learned.
- Cape Breton PMI Social Event this fall in Sydney, NS.
- Annual VAN – held in November.
- 2 Socials – Summer Social and Holiday Social.

Kudos to Sandy MacMillan and Denise MacDonald-Billard and their team of volunteers for their dedication and volunteer effort to spearhead planning and execution of these events. Special thanks to Sandy as the Holiday Social is his last event with the Chapter after many years of volunteering.

#### Professional Development

PMI NS delivered 4 PMP/CAPM Study Groups.

- 3 were held in downtown Halifax in the winter and fall seasons, 1 in Cape Breton.
- Study Groups in both locations kicking off again this Winter 2020.
- Mentorship Program kicked off in September with Halifax Water providing the space for the initial speed matching session. 21 protégés were paired to 19 mentors – very successful. Not all chapters have this program in place, particularly for a Chapter our size, so we are extra proud to offer. Thanks to Uzo Nnamdi for organizing all of this.

#### Partnership and Innovation

New portfolio for 2019, designed to help the chapter out of operations and into new ground. Thanks to Kostia Zaharov for his leadership building core relationships and new partnerships within our professional community in NS including:

- Halifax Partnership
- Digital Nova Scotia
- Engineers Nova Scotia
- ISANS
- Scrum Beers/Agile Community
- Perkopolis

Also, a thank you to Chris Mitchell who could not be here tonight, VP of Programs, for supporting his team to make it all happen.

#### Technology

- Website development has been a huge accomplishment for the Chapter this year thanks to our Director of Technology, Sromon Das. More to come in 2020 with onboarding of a new Content Coordinator.
- We are also excited to add a job postings option to our site where employers can post their opportunities for our members.

#### Communications and Marketing

Huge thanks to Tammy MacDonald and Gail Okoh for their hard work in this operations-heavy portfolio all year. For communications volunteers this is highly organized work with tight turn arounds in to get breaking information out to everyone.

### Policy and Governance

Selicia Douglas continued for a third year as Director of Policy and Governance overseeing development of key chapter and board policies following completion and approval of the Chapters' updated Bylaws.

### Membership and Volunteering

- In 2019 the Chapter met its goal early for 75% member retention and we increased in membership by 7.45% reaching 693 members. PMP credentials remain the highest percentage of credentials held but we are seeing an increase in the other credentials PMI has to offer including ACP (up to 14 now).
- PMI Nova Scotia currently has 64 volunteers from Board members to mentors, study group facilitators, and committee members including events, communications, etc.
- Thanks to Donna Karsten for her leadership and hard work guiding this portfolio.

### Sponsorship

In 2019 we had the support of two Silver Sponsors including Citco and Barrington Consulting Group and in-Kind sponsorship support from Halifax Water, Volta Labs, Innovacorp (Sydney, NS), Nova Scotia Power, Sierra Systems an NTT Data company, and Citco.

## **Review of Nomination Committee Report and Announcement of New Board Members – Robin England, President**

Directors whose terms are ending and seek an additional term:

- Tammy MacDonald – Director of Communications

Directors whose terms are not ending and will continue to serve:

- Derek Dow – Treasurer
- Dylan Boudreau – Immediate Past President
- Robin England – President
- Vanessa Greer – VP Operations, President Elect
- Chris Mitchell – VP Programs
- Uza Nnamdi – Director of Programs
- Denise MacDonald-Billard – Director of Events
- Sromon Das – Director of Technology
- Donna Karsten – Director of Membership and Volunteers
- Kostia Zaharov – Director of Innovation and Partnerships

Directors whose terms are not ending, but are unable to continue serving:

- Selicia Douglas – Director of Policy and Governance

Directors whose terms are ending:

- Sandy MacMillan – Director of Events

Vacant Position:

- Director of Sponsorship

4 New Board members for 2020-21:

- Gail Okoh
- Jeffrey Bonus
- Kary Shannon

## **Other Business**

President Robin England called for any other business from the floor. There was no new business announced.

## **Adjournment**

The meeting adjourned at 5:30 pm. The motion was called by Curtis Cartmill and seconded by Michael Frenette. Approved by all members in attendance.