



**Attendance**

Abbey, Jude	Farouse, Shelley	Nnamdi, Uzo
Baccardax, Mark	Franco, Sarah	Ojeda, Javier
Bonus, Jeffrey	Greer, Vanessa	Okoh, Gail
Boudreau, Dylan	Haneef, Hamza	Olatunbosun, Bankole
Dauphnee, Patricia	Harrison, Richard	Rahman, Mahbubur
Dorey, Jordan	Idemudia, Sidney	Sanchez, Daniel
Dow, Derek	Leon, Mario	Sen, Pallavi
England, Robin	MacDonald, Kirk	Subburay, Bhagyashri
		Wilkie, Suzanne

**Call to Order – Vanessa Greer, President**

- The Meeting was called to order at 6:07 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 2020 AGM Minutes – Jeffrey Bonus, VP Operations**

- It was recalled that the 2020 AGM meeting minutes were distributed November 11, 2021 via eBlast to the general membership for final review.

The motion ***‘Be it resolved that the minutes from the 2020 AGM of the PMI Nova Scotia Chapter hereby be accepted as presented’*** was made by Jeffrey Bonus and seconded by Derek Dow. This motion was approved by all members in attendance.

**Chapter Finances – Hamza Haneef, Treasurer**

- 2021 Budget vs Actuals: Actual Net Income is \$10,826.45 which is well over the budgeted amount of breaking even. The actual amount will be less due to the Holiday Social taking place December 2<sup>nd</sup> and the Volunteer Appreciation gifts.
- 2020 Financial Statements: The statements were prepared by Lyle Tilley Davidson Chartered Professional Accounts. Issued on October 20, 2021, 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, 2020, Net Assets amounted to \$24,532.

**Appointment of Auditing Firm**

Treasurer Hamza Haneef 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 Jeffrey Bonus. This motion was approved by all members in attendance.

**Chapter Highlights for 2021 – Vanessa Greer, President**

**Highlights And President’s Annual Message**

- It is my great pleasure to present the 2021 Annual Report on behalf of PMI Nova Scotia Chapter Board of Directors to our valued members.
- I don’t think we ever expected that 2021 would be a full year of Covid-19 restrictions, regulations, and “the new normal”. With masks and over-sanitized hands our board of directors, volunteers, and all of whom have given their time freely throughout the year have continued to amaze me.
- For the safety of all involved, our board meetings, portfolio meetings and events were fully moved to virtual this year. Safety continues to be our upmost priority and will continue to be our priority as we look towards planning 2022.

- Our move to virtual events has been successful. Based on the responses from our membership on our annual survey, the virtual option will continue to be offered even when we can go back to in-person events.
- 2021 marked the end of our past successful study group model as PMI Global moved away from chapter study groups and fully launched the Authorized Training Partner (ATP) program. This past Summer and Fall was spent setting up our chapter's first ATP partnership with the PMI Toronto Chapter. I want to thank all who dedicated time and effort to get this new ATP offering launched. Much more to come in this space.
- A lot of work has been put into a full website upgrade and we will see this new and improved website experience launched in Q4. I encourage everyone to go to [www.pmins.ca](http://www.pmins.ca) and view the new website.
- Chapter Annual Report can be found on the Chapter website under "Chapter Info" along with the Financial Statements and PMI NS AGM Minutes.
- **Volunteer of the Year** Award went to three volunteers: Rohum Azarmgin (Events), Kirk MacDonald (Mentoring Co-ordinator) and Simranjit Singh (Communications).
- I wish to thank our hardworking Board of Directors, volunteers, our Executive Team, and all our Chapter members.

### Programs

- The Programs team plans and executes PMINS programs and events with the very generous support of our Operations Team. Within this portfolio are professional development CAPM/PMP exam study groups, the annual mentoring program that matches protégés with more experienced mentors and our various events including socials, half-day professional events, lunch and learns, breakfast and dinner meetings. Continuing on from last year, most of these programs have had to be run virtually with the exclusion of our December social which we hope will provide great networking opportunities for you. Also included in this portfolio is our Innovation and Partnership team, under the leadership of Kostia Zaharov, who has been responsible for the great relationship we have with various partners in Nova Scotia including CANS, Engineers Nova Scotia etc.
- This past year, like everyone has had to do, as a chapter we had to learn, relearn and adapt to the multiplicity of changes that impacted us through the pandemic and the PMI world. As a result, for our PMP exam prep classes, we have partnered with PMI Toronto, a PMI authorized training provider to continue to deliver this service. We chose PMI Toronto for the value that it offers our members including early bird discounts and multiple classes within a period, presenting candidates with enhanced flexibility for planning their study. In addition, we are able to offer Disciplined Agile certification prep through this partnership.
- As part of the change, we on boarded several new volunteers. We welcomed Mahbubur Rahman as our Director, Professional Development and Tanya Dent as our Director, Events. We onboarded Jordan Dorey and Pallavi Sen in the professional development team and Davielle Mitchell to the events team. Kirk MacDonald and Patricia Dauphinee continued in their coordinator roles in the mentoring and professional development groups respectively. We are truly grateful for the hard work and commitment demonstrated by all through numerous planning meetings and activities.
- I would also like to appreciate the unwavering support of our volunteer team of mentors and study group facilitators who have given their time to make our programs successful at every opportunity. Thank you so much.
- Most of all, our appreciation goes to you, our professional colleagues and members of the chapter for your continued encouragement and assistance. We look forward to furthering our partnership with you through providing even more beneficial professional development networking opportunities and learning events.

### Events

- The Events Committee delivered a wide variety of virtual events:
  - April 22 - Educational Event - PMP Certification: The Future of Project Management.
  - May 19 - Educational Event - Scaled Agile in Practice
  - June 1 - ½ day event - Team Building with Tyler Hayden
  - June 15 - Educational Event - Portfolio and project maturity assessments - when is the right time
  - September 29 - Educational Event - Building a PMO
  - October 13 - Educational Event - Resume & Career Building Skills

- December 2 – Holiday Social, first in-person event
- We have six volunteers with the events teams. Four of our volunteers manage the events and two manage the backend on setting up events, emailing participants etc.

### **Professional Development**

- PMI NS explored four different possible ATP partners to have a pilot partnership for the year of 2021.
- PMI NS has partnered with PMI Toronto to deliver PMP training Courses. The first Course started on October 23 and there are 4 participants from PMI NS. The second course started on November 6th.
- The Mentorship Program Started in June 2021 and will run until December 2021. We paired 7 Protégés with 7 Mentors to enhance effectiveness. A mentorship kick-off event held on June 24.
- Professional Development team is working on future professional development events like Ask a PMP, Event with Fusion Halifax and Featuring our members with PMP designation
- The Professional Development team is grateful to our active volunteers, without their dedication we would not be able to operate in this challenging year.

### **Operations**

- This past year we moved some activities around in the calendar to adjust to a more conducive calendar year. The chapter activities take place between September to June, so we realigned the Membership Survey to May/June instead of November/December timeframe. We also decided to move the Volunteer Appreciation Night from May/June instead of November/December. This change will take affect next year. The Operations team welcomed some new Board Members this past year. Richard Harrison joined our team as our Director of Membership and Volunteers and Angus Swantee as our Director of Technology.

### **Marketing & Communications**

- The Marketing & Communications team continued to maintain communication cycles during another year of the pandemic. The team started using a new tool called Canva to help enable us to become more creative in our social media content. One member of our team took a PMI Board member position while another member resigned their position after 2 years of dedicated volunteering. At present we have one volunteer team member, in addition to the Director, and are actively recruiting for a Digital Content Creator. We have been and are very fortunate to have such a skilled and dedicated group of volunteers to support the Communication needs of PMINS. Our goal is to end off 2021 with new talent on the team and be well positioned to support the needs of the chapter as we slowly exit the pandemic and re-establish and re-define normalized operations.

### **Technology**

- The Technology portfolio is in the midst of a migration to a modern, updated website. The year consisted of completing an evaluation of hosting providers, along with supporting the various portfolios with their technology needs.

### **Membership & Volunteers**

- Membership as of October 2021 is 643.
- Membership survey was conducted in May 2021 and will inform planning for 2022 and beyond.
- PMI NS currently has a roster of ~75 volunteers (including the board). Continuing Pandemic restrictions mean that a smaller proportion than usual are active

### **Membership By-the-Numbers**

- Year-ending December 31<sup>st</sup> 2020:
  - Membership: **642**
    - Individual 622
    - Student 15
    - Retiree 5

## Scholarships

- Over the past year, PMI NS has not been offering a scholarship. This is due to changes to the Endowment. The PMI Educational Foundation which is part of PMI Global has gone through a major restructuring and because of these changes the Foundation is longer administering any Chapter Endowment scholarships. PMIEF is in the process of returning the funds to NS Chapter to be used for scholarships or any social good work that is aligned with your chapter. The funds are currently with the PMIEF while the forms are currently being filled out. Once the funds are returned to the Chapter further planning will be brought to the membership.

## Membership Survey

- Ran a membership survey this year and 62 members completed the survey. Identified four key areas:
  - Motivation for being a PMI NS member: focus was on networking opportunities and professional development
  - Offer Virtual Events: 88% responded they would like virtual events to continue or have the option to attend virtually
  - Communication Tools: email; eblast and linkedin were the top responses
  - Would you be interested in volunteering with PMI NS: 50% responded yes

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

### Vanessa Greer, President

#### Retiring Directors:

- Hamza Haneef
- Gail Okoh
- Kostia Zaharov

#### End of Term:

- Derek Dow
- Robin England

#### Directors whose terms continue in 2022:

- Jeffrey Bonus (has put name forward for President Elect)
- Tanya Dent
- Vanessa Greer
- Richard Harrison
- Uzo Nnamdi
- Mahbubur Rahman
- Angus Swantee

#### 2022 new Directors:

- To be announced after the election.

## Other Business

VP Operations Jeffrey Bonus called for any other business from the floor.

- Uzo asked those attending the AGM about plans for next year. If there are any suggestions, the Board is open to hearing from anyone as we go into planning for 2022.

## Adjournment

Vanessa Greer adjourned the meeting at 6:48 pm seconded by Derek Dow.