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ANNUAL REPORT

CONTENTS

03 | President's Message

04 | Membership

05 | Programs

06 | Education

08 | Marketing

09 | Outreach

11 | Volunteers

12 | Professional Development

13 | Operations

14 | PM-Volunteers

15 | Financials

19 | 2019 AGM Agenda

20 | 2018 AGM Minutes

PRESIDENT'S MESSAGE

Happy 40th Anniversary PMI Canadian West Coast Chapter Members!

As we enter this milestone year, I would like to invite all of you to our 40th Anniversary Gala in April. We are honoured to have Randy Black, from the PMI Global Board of Directors, joining us for this memorable celebration.

Together, we can celebrate the 2018 highlights and achievements of the Chapter. At our first dinner event, Kevin Monroe set the tone with his presentation on Servant Leadership. Transforming your Life, Work and Service through Servant Leadership inspired our members to be our best selves and do our best work by leading through authenticity and listening with empathy. We closed the year with two-time Olympian and Gold medalist, Adam Kreek who offered strategies on how to better manage our stress and prevent burnout. A great storyteller, he provided tools to circumnavigate the unexpected tidal waves and come out a winner no matter what life throws at you.

Our 2-Day Annual Conference and Career Fair was a great success. We delivered our largest Conference to date with 38 sessions, over 50 speakers, 9 industry streams, and a record number of attendees. We also hosted a Career Fair of over 20 hiring organizations. A SPECIAL THANK YOU to all our Sponsors and Partners, especially our Platinum Sponsor for their 3rd consecutive year, Electronic Arts. SAVE THE DATES October 22 and 23, 2019!

More notables of 2018, the Education program course materials were revamped to align with the updated PMBOK 6th edition and our Education Team delivered 3 PMP Prep courses and 1 PMI/ACP course to 60 students. Membership increased by 5% and as of today, we stand at 2,661 local Chapter Members. The Membership Team offered more than 24 events which included networking events at Mahoney's and Sons and New Member Orientations at the Vancouver Library.

At the Leadership Institute Meeting in Los Angeles, I had the privilege to graduate after a one-year program from the Leadership Institute Masterclass (LIMC18) alongside 30 other international chapter leaders. The magic of LIMC was bringing chapter leaders from various backgrounds and geography to learn about best practices, our PMI Global Community and Servant Leadership. The LIM helped strengthen our relationships with other chapters around the world.

We honoured our 90 volunteers at our year-end Volunteer Appreciation event. The CWCC Board recognized the hard work of these dedicated volunteers that contributed so much to our success. As the lifeblood of our Chapter, they embody the next generation of Servant Leaders.

Please consider signing up to volunteer, speaking at our next conference, sponsoring our events, and partnering with the Chapter. SPREAD THE WORD - our goal is to grow our membership 20% in 2019. We, as the PMI CWCC Board and volunteers will continue to DELIVER VALUE AND SERVE YOU with commitment and dedication.

BEST WISHES FOR A SPECTACULAR YEAR

Rosmary Conte PMP
PMI CWCC President



ROSMARY CONTE
PMI CWCC President

MEMBERSHIP

2018 Accomplishments



Membership & Retention

- Membership rose by 5% in 2018, after an 8% increase in 2017
- Continued increase in membership retention rates, 2018 to 2019 = 2.5%



Continuous Improvements

- Quarterly meetups continued to attract 50-90 attendees per event
- Quarterly meetups acquired a photographer to provide professional headshot services free of charge to PMI CWCC members



Events

- Thanks to the partnership model established by our former VP of Membership, the membership portfolio hosted or supported more than 24 events in BC last year



New Members Orientations

- Improved orientation slides by including high level PMI CWCC and PMI Global data analytics to present emerging trends, patterns and relationships
- Delivered a successful pilot of new member orientations via webinar



Local Academic Institutions

- Increased new member orientations at local Universities including Capilano University, Langara College, British Columbia Institute of Technology



Analytics

- Segmented membership data to gain a deeper understanding of emerging project management trends. The data collected and parsed will drive the 2019 strategy – to increase membership satisfaction by organizing and supporting tailored engagement opportunities



TINA DHALI WAL

Vice President, Membership

2019 Plans

- In 2019, the membership portfolio will cater to individual membership needs by providing more opportunities to connect with project managers in specific industries, demographics, regions and interests. We will increase the frequency of free PMI CWCC networking events from 4 to 10 events per year. Using our established (3+ years) partnerships and platform, our membership will gain visibility to credible non-PMI CWCC offerings held in and around Vancouver.
- VP of membership will continue to give 10 on-campus talks per year and increase outreach via:
 - Digital Project Managers Meetups
 - Okanagan Project & Product Managers Meetups
 - Approaching new groups to encourage new connections

PROGRAMS

Programs Portfolio's mandate is to create transformative experiences for our member base by delivering a diverse set of events, introducing novel approaches and ideas, and finally ensuring we are building a connected community of Project Management Professionals. In 2018, we welcomed approximately 800 guests at 10 dinner events hosted at various locations throughout the Lower Mainland. Some key highlights are as shown below:

2018 Accomplishments



Leading Keynote Speaker

- Leading PMI Global Keynote Speaker and highly sought after facilitator, Kevin Monroe opened the year for PMI CWCC highlighting the importance of a people-centered approach to life and leadership and practicing simple forms of Servant Leadership in our everyday life



Academic Partner

- We partnered with an academic intuition, Yorkville University and hosted an event on their premises promoting our support for their programs and them in turn doing the same



Social Project Management

- In a pursuit to educate and raise awareness within our members for the notion of Social Project Management, we delivered two events that focused on ethical practices and how current systems and policies could benefit and or negatively affect people in poverty



JASMINE MAINI

Vice President, Programs



Diversity

- Realizing the criticality of understanding diversity and enhancing social skills in the workplace. We had Gobinder Gill, a #1 Best Selling author on Amazon come to motivate and inspire us on embracing our differences and similarities



Public Sector

- Staying relevant and providing quality content is of utmost importance to our chapter and portfolio; we invited a thought leader from TransLink, an early adopter of Agile in the Public Sector, to speak to DevOps practices and on how to stay ahead of the technological curve



Olympian Speaker

- Finally, we finished off the year with a presentation by a renowned entrepreneur and executive Coach, Adam Kreek, a two-time Olympian and multiple hall of fame inductee, on how a small amount of fear may result in our best performance yet. This was our highest grossing and most attended dinner event till date with over 130 attendees

EDUCATION

This section highlights the achievements of the PMI CWCC's PMP/CAPM AND PMI-ACP Exam Preparation Courses, in alignment to PMI Global's 5 Core Values: Project Management Impact, Professionalism, Volunteerism, Community, and Engagement. The Education Team provides established programs throughout the year that empower business professionals from various industries to become certified in the practice of project management.

2018 Accomplishments



Project Management Impact



Professionalism

- Created and aligned resources to the upgraded PMBOK 6th Edition release in 2018 with an approved PMP course development consultant. Resources included lecture slides and student learning material handbooks – well in time to meet the new exam formats rolled-out on Mar 26 2018 (PMP) and May 21 (CAPM)
- Successfully supported pre-requisite achievements for 60 business professionals through three PMP/CAPM exam preparation courses (39.5 hours) and one PMI-ACP exam preparation course.
- Managed long-standing professional relationships with 11 established instructors with relevant working expertise in their subject matters, therefore designing and providing educational service that is well-rounded and respected by our community and students
- Optimized the marketing plan by adopting advanced Google Ad campaigns to promote the course
- Continuously improved our course delivery based on the feedback from the coordinators and students, and post-class surveys. Captured and documented lessons learned for making improvements for future classes



MEHRAN JAMSHIDI

Vice President, Education

EDUCATION CONTINUED



Volunteerism

- On-boarded 2 new coordinator volunteers and maintained longstanding volunteer engagement and teamwork. The team of 8 consists of 1 VP, 2 directors and 5 coordinators.
- Our goal was to seamlessly manage and back up our course service continuity to our customers and stakeholders.



Community

- Leveraged ongoing business partnership with our venue through professionalism and timely contracts and communications, therefore extending our ability to service our in-person, instructor-led project management education medium to the growing PMP and CAPM community



Engagement

- Collaborated well with PMI Global on both core and updated policies & legislation regarding licensing requirements and fulfillments
- Ensuring the newly designed materials upgraded to PMBOK 6th Edition successfully met expectations and adhered to the standardized global changes of the PMP/ CAPM certification requirements



MARKETING

2018 Accomplishments

In 2018, Marketing achieved numerous remarkable wins that made the team proud:



Website

Website team led by Venu Panjakadi redesigned the PMI CWCC Website events and speaker info pages to reduce scrolling for better user experience. PMI News and Featured volunteer sections were added to provide dynamic content experience. Marketing implemented the Madgex job portal with discounts to the Chapter sponsors.



Social Media

Social media team led by Carl Luk, posted articles on LinkedIn, Facebook and Twitter feeds for continuous engagement with our growing number of followers. Carl also teamed up with Professional development to help with Social Media design for our annual conference



eBlast

Daisy Hui led the eblast team with her strong dedication and commitment to deliver on a timely fashion with all pertinent information. New member welcome emails and Chapter membership promotions are some noteworthy achievements.



NALINI VADIVELAN

Vice President, Marketing

OUTREACH

The PMI-CWCC Outreach portfolio proactively builds partnerships with sponsors and advertisers, other not-for-profit professional associations, and industries interested in project, program or portfolio management.

We work closely with the sponsors to promote/advocate their efforts to mature the profession of project management within their organizations and also to assist in improving their organizational success through PMI recognized standards.

We also rely on those sponsors and partners to support the Chapter's mission and local project management community in any available form, including funding.

2018 Accomplishments



New Revenue Streams



Securing Sponsorship



Resource Management

- Generated CAD\$13,000 in cash revenues (TBC) plus over CAD\$17,000 in-kind sponsorship through strategic partnerships and direct advertisements
- Completed new sponsorship agreements with the following sponsors: UBC Sauder School of Business, iMind Transformation, Global, Procom, and Sciforma – and renewed or continued partnership with Yorkville University, Annex, MacGregor Communications and The Art Of
- Reached out to new and old sponsors including the City of Vancouver, L4L leadership, IT/IQ, SiSystems, HAYS, University of Victoria (UVic), Tolko, Versa Cold, Global Knowledge, Turquoise Hill, Persian Women in Tech, Success, Signature Recruitment, Modo, Horizon Recruitment and RJ Consulting
- Collaborated in securing sponsors for the PMI CWCC Annual Conference; and participated in several events including Project World and Business Analyst World event
- Negotiated and executed an agreement with Madgex for operating the Chapter's job site
- Re-worked the Sponsorship Sales Package to increase potential benefits and make it more appealing to sponsors
- Reduced resources & cost and increased efficiency among team members by swapping and/or eliminating roles within the Outreach Team
- Successfully recruited two volunteers for new and/or existing roles within the portfolio



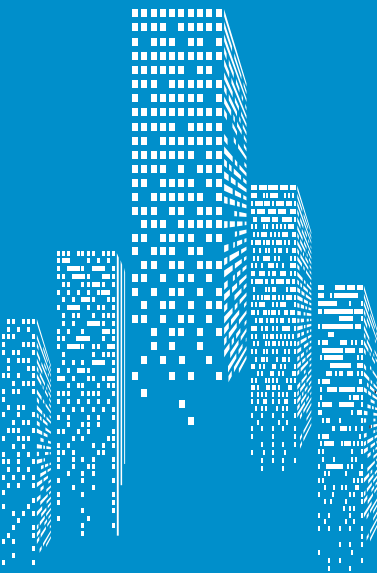
FADI ATTAL

Vice President, Outreach

OUTREACH CONTINUED

2019 Plans

- Continue discussing partnership with UVic by having a PMI CWCC representative for their PM students and some kind of an annual sponsorship
- Collaborate with the Marketing Portfolio to streamline processes that impact Outreach
- Based on the success of the Outreach/Professional Development sponsorship strategy for the 2018 Annual Conference, will continue to work closely with Professional Development for the 2019 event
- Work with the Board to eliminate some restrictions on marketing & advertisements on our website in order to increase chances for sponsorships and attract more sponsors
- Focus on more ad-hoc eBlast advertisements since they proved effective in generating income for the Chapter in 2018
- Research an Affinity program package that benefits our members and volunteers
- Increase the Outreach Team efficiency through further communications and processes



VOLUNTEERS

2018 Accomplishments



PMAP

- The Project Management Apprenticeship Program (PMAP) is in its fourth year of running, to help fast track PM-focused post-secondary students to have a career in project management. In 2018, PMAP connected 7 students with 7 PMP mentors. Students were given the opportunity to volunteer with a portfolio of the chapter to help them gain exposure to the project community. In addition, students are provided preparation support and funding to earn their CAPM designation.



Volunteer Appreciation

- A volunteer appreciation event on December 4, 2018 and hosted at Mahoney and Sons, Canada Place saw around 55 of our volunteers mingle while celebrating their 2018 accomplishments.



VRMS

- VRMS, PMI's Volunteer Recruitment Management System, is currently undergoing a trial run, and is expected to be rolled out in Q1/2019. It is expected to streamline and reduce the manual intensity of CWCC PMI's current volunteer hiring process making it easier for both VPs and volunteers.



BARBARA GILMORE

Interim Vice President,
Volunteers

Finally, we bid farewell to Amrik Singh, our Manager of Volunteer Inquiries and Opportunities. Amrik has been an integral part of the volunteer hiring process for the last 10 years, connecting hundreds of project management practitioners to CWCC PMI volunteer opportunities.



PROFESSIONAL DEVELOPMENT

The 2018 Annual Conference and Career Fair was held at the beautiful Fairmont Pacific Rim on October 16 and 17. Increasing revenue 17% from the prior year, this was our biggest conference yet. We held 38 sessions that were organized into 9 industry streams. Of the 53 speakers, 38% of the speakers were female and 90% were local.

2018 Accomplishments



Mobile App & Webinar

- New this year, the conference implemented a mobile app to keep attendees connected during the event. We also videotaped select sessions to prepare for our first webinar series launching in 2019. Moving back to a volunteer-based committee, our board members and volunteers ensured a well-run conference.



Career Fair & Sponsorship

- We received a great response from organizations that were excited to exhibit at our career fair. Participating were 21 organizations, including for the first time, Telus, Douglas College, BGIS, and Translink. We extend gratitude to our Platinum Sponsor, Electronic Arts, for sponsoring the CWCC for a 3rd year.



Mentorship Program

- The CWCC Mentorship program also falls under the Professional Development portfolio. Mike Dewing, Director of Mentorship, led the program with 4 intakes this year. Mike has been a valuable volunteer for 10 years. He is retiring from this position, so we would like to thank him for his many years of dedication to the chapter.



CINDY LASCHUK

Vice President, Professional Development

2019 Plans

Professional Development will extend the success of the conference by offering weekend workshops by popular speakers, as well as, industry specific lunch and learns. We will also pilot a webinar series for PDUs. We will continue to strengthen the volunteer-based conference committees established in 2018 with updated project planning tools and processes. This will set up future committees with a solid model to alleviate volunteer burn-out. There are a lot of opportunities for growth in our portfolio and I am excited for 2019.



OPERATIONS

In 2018 the organization came together to accomplish some important goals and hit some key milestones. We on-boarded a new VP of Finance, Peyman, who has done a fantastic job of learning how the chapter operates and providing clear and succinct reporting to the board on our financial position at each of our board meetings. We launched a new portfolio, Volunteers, that is responsible for recruiting and development, education outreach, and several other key activities needed to support this volunteer-run organization. It was wonderful to see our President, Rosmary, receive her award for completing her PMI Leadership Institute Masterclass at the PMI Global conference. Our own annual Chapter conference was a resounding success thanks to the efforts of our VP Professional Development, Cindy, and many other volunteers. And we also performed some key work around our bylaws and constitution led by Shawn Hawkins, some much needed work required to bring the organization into compliance with the new Societies Act and continuously improve our Chapter governance.

2018 Accomplishments



System Administration

- Maintenance, administration and support of our email, account and backend systems
- Development of a new official record keeping system
- Experimentation with file management systems



Chapter Support

- Supporting the on-boarding of our incoming board members
- Supporting our 2018 governance changes
- Assisting with the launch of a new volunteer management system
- Supporting other portfolios as needed



Catalogue

- Building our Core Services catalogue



JOHN RAUSER

Executive Vice President
and
Vice President, Operations

The PMI chapter continues to be an important and influential part of all of our lives, and I am proud to be a part of this organization as it grows and transforms.

PM-VOLUNTEERS

PMV helps nonprofit organizations achieve a wide range of projects and goals by facilitating the volunteer activities of professional Project Managers, and by educating nonprofits in the theory and practice of project management.

PM-Volunteers has two primary activities:

1. We successfully host workshops introducing nonprofits and charities to the benefits project management can bring them, and
2. We offer Project Services which engages certified project managers to lead specific projects for nonprofits and charities at no cost to them.

In round numbers we have engaged with approximately 400+ Workshop participants, 200 nonprofits and 100 volunteer project managers since 2010

The top 4 categories of the kinds of non-profit projects PMV has been involved with are Business Initiatives, Event Planning, Facility Related and IT Implementation

2018 Accomplishments



Conferences



Threshold Reached

- During 2018, PMV presented at 3 different conferences - CWCC Conference & Career Fair, the Vantage Point BOSS conference, and the Non Profit Housing Association conference
- We celebrated the “200 threshold” this past fall - 200 projects completed or currently underway since 2010



SHAWN HAWKINS

Executive Director of
PM-Volunteers



FINANCE

The Finance Portfolio is responsible for the overall financial management of the chapter. Finance's primary function is internal, as such, Finance supports the financial and strategic decisions of our CWCC PMI portfolios.

2018 Accomplishments

2018 was a great success for CWCC PMI. Actual revenues and expenses concluded near the budget targets. The financial highlights are found below.

The Finance portfolio also accomplished several operational improvements this year:



Efficiency

- 100% increase in frequency of payables (1 month to 2 weeks)



New Systems

- Established new cashback credit cards to obtain returns on portfolio expenses
- Established online banking business account for more efficient management



Continuous Improvements

- Major improvements to the quality of financial reporting
- Began development of Online Banking reimbursement system



PEYMAN ABEDI-RAD

Vice President, Finance

2019 Finance Portfolio Plans

The Finance portfolio plans to make several operational improvements that support our hardworking volunteers. Finance aims to convert the current payable system – a cheque-based system – to an Online Banking system. This will significantly improve overall productivity and the wait-time for reimbursement.

2019 CWCC PMI Budget Plan

I am looking forward to an exciting 2019 as we embark on our 40th anniversary. The 2019 budget plan is a member-focused plan that includes a significantly increased number of events for our members as we wish to take this anniversary opportunity to give more value back to our members.

FINANCE CONTINUED

2018 Financial Highlights

	Actual (December Ended)	Budget (December Ended)	Over (Under) Budget
Portfolio Income	A	B	C = A-B
Education	60,812	90,000	(29,188)
Finance	2,906	3,500	(594)
Membership	102,142	97,994	4,148
Mentorship	1,083	1,800	(717)
Outreach	10,488	21,600	(11,112)
Professional Development	168,110	141,760	26,350
Programs	33,880	45,000	(11,120)
Total Revenue	\$379,420	\$401,653	(\$22,233)

	Actual (December Ended)	Budget (December Ended)	Over (Under) Budget
Portfolio Expense	A	B	C = A-B
Board	26,621	29,400	(2,779)
Branches	146	3,750	(3,604)
Education	56,823	52,500	4,323
Finance	19,722	16,175	3,547
Marketing	6,792	8,900	(2,108)
Membership	6,505	7,646	(1,142)
Mentorship	38	63	(25)
Operations	11,859	12,262	(403)
Outreach	2,121	8,350	(6,229)
PM Volunteers	20,000	20,000	-
Professional Development	179,328	178,632	696
Programs	90,329	100,000	(9,671)
Chapter Volunteers	3,977	7,250	(3,273)
Total Expenses	\$424,260	\$444,928	(20,667)
Excess <Deficiency> of Revenues Over Expenses	(44,840)	(43,275)	(1,566)

FINANCE CONTINUED

Balance Sheet

Dec 31, 2018

ASSETS:

Current Assets	
Total Chequing/Savings	243,019
Total Accounts Receivable	9,293
Total Current Assets	252,311
Total Fixed Assets	1,178
TOTAL ASSETS	\$253,489

LIABILITIES & EQUITY:

Liabilities

Current Liabilities	
Total Accounts Payable	2,363
Total Credit Cards	1,509
Total Other Current Liabilities	9,431
Total Current Liabilities	13,303
Total Liabilities	13,303

Equity

Total Equity	240,187
TOTAL LIABILITIES & EQUITY	\$253,489

Sustainability Health Check

	CAD Dollars	Typical Annual Deficit	# of Months Reserve	PMI Global benchmark reserve
	A	A	C=(A/B)*12	D
December 31, 2018 Cash less Liabilities	239,008	(45,000)	63.74	10
Less: 2019 Budget Deficit	(74,616)			
December 31, 2019 Cash Position	164,392	(45,000)	43.84	10

FINANCE CONTINUED

2019 Budget Plan

	2018 Actual	2019 Budget	Variance
Portfolio Income	A	B	C = A-B
Education	60,812	72,000	11,188
Finance	2,906	4,700	1,794
Membership	102,142	102,000	(142)
Mentorship	1,083	1,000	(83)
Outreach	10,488	15,000	4,512
Professional Development	168,110	173,000	4,890
Programs	33,880	31,000	(2,880)
40th Anniversary Gala	-	11,000	11,000
Total Revenue	379,420	409,700	30,280

	2018 Actual	2019 Budget	Variance
Portfolio Expense	A	B	C = A-B
Board	26,621	33,420	6,799
Branches	146	2,000	1,854
Education	56,823	63,550	6,727
Finance	19,722	20,335	613
Marketing	6,792	7,880	1,088
Membership	6,505	14,650	8,145
Mentorship	38	500	462
Operations	11,859	14,000	2,141
Outreach	2,121	3,000	879
PM Volunteers	20,000	20,000	-
Professional Development	179,328	165,476	(13,852)
Programs	90,329	101,250	10,921
40th Anniversary Gala	-	25,000	25,000
Region1	-	4,000	4,000
Chapter Volunteers	3,977	9,255	5,278
Total Expenses	424,260	484,316	60,056
Excess <Deficiency> of Revenues Over Expenses	(44,840)	(74,616)	(29,776)

2019 ANNUAL GENERAL MEETING AGENDA

Date

Wednesday
February 20, 2019

Time

7:30pm

Location

Four Seasons Hotel
791 West Georgia,
Vancouver, BC.

Agenda

(Only members in good standing may vote)

- Confirmation of Quorum and Acceptance of Agenda
- Acceptance of the 2018 AGM Minutes
- Presentation of 2018 Annual Report
- Presentation of 2018 Financials and 2019 Budget
- Nomination and election of Chapter Officers for 2019
- Other Business
- Adjourn AGM



2018 ANNUAL GENERAL MEETING MINUTES

Date: Wednesday, February 21, 2018

Chair: Qudsia Ahmed

Minute Taker: Dan Rice

Location: Four Seasons Hotel Vancouver
791 West Georgia Street, Vancouver, B.C.

Meeting: CALLED TO ORDER AT 7:23 PM

1. Confirmation of Quorum & Acceptance of Agenda for 2017 AGM:

- a. CWCC PMI members present at time of Call to Order = 60 total attendance
- b. Quorum Confirmed

Motion: the membership approves the Agenda for tonight's AGM.

Move: Al Majdzadeh

Second: Fred Haiderzada

Resolution: Motion Carried

2. Acceptance of the 2017 AGM Minutes

Motion: the membership approves the minutes of the 2017 Annual General Meeting

Move: Shawn Hawkins

Second: Mehran Jamshidi

Resolution: Motion Carried

3. Highlights from the 2017 Annual Report were presented.

4. The 2017 Actuals and 2018 Budget were presented.

5. Nomination and Election of Chapter Officers for 2018

Motion: the membership approves the following candidates for the Board of Directors:

President	Rosemary Conte
VP, Education	Mehran Jamshidi
VP, Finance	None
VP, Programs	Jasmine Maini
VP, Membership	Tina Dhaliwal
VP, Professional Development	Cindy Laschuk

Move: Joan Vincent

Second: Nalini Vadivelan

2018 ANNUAL GENERAL MEETING MINUTES CONTINUED

Resolution: Motion Carried

6. Recognition of

- retiring office-holders (Qudsia Ahmed, Qaid Jivan, Mark Freeman, Peggy Ah Yong)
- and distinguished volunteers (Afroza, Cherishma, Gina)

7. Other business

Joan: Concern expressed that the budget is not an item for voting at the AGM. Not a requirement of the BC Society act to have budget voted on by members. Qudsia – this has been debated at length. This is Board of Directors does review and vote on the budget.

8. Motion to ADJOURN Meeting

Move: Randy Meszaros

Second: Al Majdzadeh

Resolution: Motion Carried

Meeting: ADJOURNED at 8:07 pm



