



2019 ANNUAL REPORT



**Project
Management
Institute®**
Canadian West Coast

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PRESIDENT'S MESSAGE

Dear Members, Best Wishes for the New Year!

As we enter this new decade, we look forward to positive changes in our Chapter governance with updated CWCC bylaws, new Board members which will be elected at the Annual General Meeting on February 19, and a fresh look to our website and branding. We have reached our 2800 + members milestone and continue to grow and engage with our project management community.

Together, we celebrate our highlights and achievements of the past year. On April 22, 2019, we had the opportunity to celebrate our 40th Anniversary milestone with a soiree at the Fairmont Pacific Rim. During the evening, we honored our Past Presidents and volunteers. PMI Board of Director, LuAnn Picard, gave a presentation on IT-IQ and we handed out an award to our 15-year CWCC long-standing member, Dr. Blaize Horner Reich.

PMWest 2019 was held on October 22-23 and was a great success with over 370 participants. The Honourable Janet Austin, Lieutenant Governor of British Columbia, our Keynote Speaker, was interviewed by our Conference Chair, Cindy Laschuk. We are grateful for our new Platinum Sponsor, Microsoft, and give a sincere thank you to all our Sponsors and Partners. Please save the date for PMWest 2020 on November 17-18.

During the Leadership Institute Meeting in Philadelphia on Oct-3-5, 2019, our Board members, Nitin Tyagi, Jasmine Maini, Afroza Lucky, and Mehran Jamshidi, had the opportunity to meet our new PMI President, Sunil Prashara, and PMI Chair, Randy Black. It was a memorable occasion full of joy and celebration with 1000 other global volunteers for the 50th Year Anniversary where we renewed our commitment to serve our community and bring new initiatives to our Chapter.

Looking forward to 2020, for the first time in over 10 years, the CWCC Board will have the honor of hosting the Region 1 Conference on April 17-19, 2020. Region 1 is held every year by one of the 16 PMI Chapters in the Pacific Northwest. Preparation began in 2019, headed by Board Member, Afroza Lucky and PM Daisy Hui. This PMI conference is for Chapter Leaders of the 16 Chapters which include, Vancouver Island, Portland, Seattle, Alberta and Alaska, among others. We look forward to some great speakers and introducing our fellow Board members to our beautiful city during the cherry blossom season.

During PMI's 50th Anniversary, PMI implemented the Global Celebration of Service initiative for Chapters to contribute and advance societal goals. Our Chapter will endeavor to pledge resources and funding for social good. PMV is an example of how good ideas can grow. In 2010, the CWCC Board agreed to encourage and support the nonprofit community through project management. Over the years, PMV flourished and has played a significant role in enhancing the reputation of project managers in the broader community, particularly amongst nonprofit organizations. Today, PMV serves as a support organization to CWCC with over 200 projects completed or underway related to IT, business initiatives, facilities and events. We are proud to be a partner of PMV for the growing number of opportunities it creates for project managers, and for its good deeds and reputation-enhancing work with nonprofits.

I would like to say thank you to all our members and volunteers for giving me the opportunity to lead PMI CWCC these last two years. It has been an honour and privilege I will never forget. As I bid farewell during our AGM, I wish the best and most productive years ahead to our valued project management community and future Board of Directors.

Sincerely,

Rosmary Conte PMP

President | **PMI Canadian West Coast Chapter**

Project Management Institute

email: president@pmi.bc.ca | website: www.pmi.bc.ca



ROSMARY CONTE
PMI CWCC President



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 ensuring that our connected community of Project Management Professionals continues to grow. In 2019, we hosted nine dinner events hosted in Vancouver. Our key highlights are shown below:

2019 Accomplishments



Emotional Intelligence

Opening our 2019 dinner event, keynote speaker Spencer Horn tapped into the neuroscience of effective leadership, where he enlightened us on how high emotional intelligence is a distinguishing factor that can make good leaders into great leaders.



CWCC 40th year Anniversary Gala

The Chapter celebrated its milestone 40th year anniversary at Vancouver's Fairmont Pacific Rim. The gala welcomed chapter members and guests, including LuAnn Picard from the PMI Global Board of Directors. The memorable night included a sit down dinner, live entertainment, prize draws, gifts for attendees and lots of networking.



Cybersecurity

Raising awareness to one of the challenging aspects of working in a complex, technological world, we hosted an event focused on cybersecurity and the role of organizations to have a strong cybersecurity culture to properly identify and mitigate these risks.



JASMINE MAINI

Vice President, Programs



Team Development & Engagement

We hosted two dinner events with speakers who reminded us of how we are all humans and how this shapes team development and engagement, ultimately having immense effects on a company's success.



Embracing and Managing Change

Understanding that we live in a dynamic world that is constantly evolving, we welcomed a speaker to discuss organizational change management and how project managers can learn the art and science of not just managing, but embracing change.



Closing Keynote Speaker

We ended the year with our keynote speaker, Tom Nestor, who is a renowned international speaker and author, having worked with other influential powerhouses, including Tony Robbins. He highlighted the power in our belief system to make things happen in our work and in our lives.



EDUCATION

The Education Portfolio ensures quality programming of the Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) courses. Our Education Portfolio continues to empower our community of business professionals – from various industries – to propel their pursuit of furthering prosperity in their selected career of project management. We are aligned to PMI Global's 5 Core Values: Project Management Impact, Professionalism, Volunteerism, Community, and Engagement.

2019 Accomplishments



Project Management Impact

Successfully supported 25+ course attendees via two exam prep courses (each providing 39.5 hours of education) by qualifying them for the exam-sitting of their choice (i.e. PMP vs CAPM).



Professionalism

- Managed long-standing professional relationships with 7 established instructors from various industries (e.g. health care, technology, police enforcement, academics, etc.)—therefore continuing to cultivate a well-rounded and firm foundation for our experienced business professional course attendees.
- We are grateful for the quality service provided by our selected team of ethical, skilled, and highly professional instructors.



Volunteerism

We are also thankful for the interest a number of individuals have shown towards joining our Education Portfolio. We have continued to successfully manage a healthy and ongoing team between 8 volunteers: 1 VP, 2 Directors, and 5 coordinators. We have smoothly executed our courses to provide high quality service to our customers and stakeholders.



MEHRAN JAMSHIDI
Vice President, Education



EDUCATION CONTINUED



Community

We can say with confidence that our partnerships have gained new grounds. We have cultivated a strong working relationship with vendors supported by timely contract closures, open communication, and reasonable actions to collaborate – and we look forward to more collaborations.



Engagement

Our course materials are well adhered to PMI Global's core policies & legislation – and are geared to continually meet standards and practices for the PMP/CAPM certification requirements.



MARKETING

2019 Accomplishments

In 2019, Marketing achieved numerous remarkable successes and transitions:



Website

This year we had a major transition to our platform which impacted both Website and eBlast in a positive way despite several challenges to stabilize the platform. PMI CWCC switched to a new platform provider called Mg2Media. The innovative Content management system, the Mg2 Manager, is at the heart of the Mg2 Media experience. This simple, flexible and customizable solution adapts to all types of projects and enables a quick adaptation to changing market needs. There are several advantages with Mg2:

- Easy to use, easy to learn
- Flexible and customizable
- Responsive
- Full e-Commerce support
- SEO Friendly
- Performance and Scalability

Please visit <https://pmi.bc.ca/> for its fresh look.



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. Additionally, Carl continuously teams up with Professional Development in social media and design for our annual conference. This year we saw tremendous increase to our Social media feeds across Twitter, Facebook and LinkedIn from last year.

- Twitter: Impressions 202% as much as last year (88K vs 43K)
- Facebook: 221.05% as much post reach (15.3K vs 7K)
- LinkedIn: 171K post impressions, around double from last year
- Over 280K total post impressions for all 3 channels in the last 12 months. They were all organic results, meaning no chapter spending was needed.



eBlast

The eBlast team has had a year of change.

Contrary to previous years, when the eBlast strived to keep a smooth routine, having the luxury of building on top of the robust process created by Predecessors, 2019 has been spiced up with several changes.

Demerson led the eBlast team with a dedicated team of Volunteers who were passionate and committed to deliver eBlast in a timely manner with all pertinent information. There were several new Volunteers who joined the team while long standing Volunteers departed due to their personal commitments.

Membership enjoyed subscribing to the weekly eBlast which had key information covering New Members Orientation sessions, Dinner events/ speaker info, volunteer opportunities at PMV & at the chapter to name a few.



VENU PANJAKADI

Vice President, Marketing



OUTREACH

At Outreach we proactively build partnerships with not-for-profit professional associations, and industries to promote project management best practices.

We also work closely with sponsors and advertisers, and other entities interested in project, program or portfolio management to assist them to mature the profession of project management within their organizations, and to improve their organizational success through PMI recognized standards.

Sponsors, advertisers, and partners help support the Chapter's mission, as well as, local project management communities.

2019 Accomplishments



Revenue and Resources



Sponsorship



Partnerships



FADI ATTAL
Vice President,
Outreach

- Exceeded original budget revenues by \$5,621 for a total of \$20,621 in cash revenues, plus \$10,000 in-kind sponsorship through strategic partnerships and direct advertisements.
- Reduced resources in the Outreach Portfolio to the minimum possible in order to efficiently operate the portfolio.
- Reduced expenses and spent 2/3rd less than originally budgeted.
- Successfully recruited two volunteers for new and/or existing roles within the portfolio.
- Completed new sponsorship agreements with MS Project, Prosci Canada, Project Talks, and renewed our agreements with UBC Sauder School of Business, iMind Transformation, Procom, Smart Learn, and Annex Consulting— we also continued partnerships with Yorkville University, MacGregor Communications, IIBA, and The Art Of.
- Amended our agreement with MedGex (the Chapter's job site operator) to include additional job ads, which generated triple the dollar amounts anticipated for the year.
- Worked closely with the Professional Development Portfolio to offer a combined sponsorship package for the Chapter and our Annual Conference. The results were quite successful in attracting new sponsors and provided mutual benefits to the Chapter and sponsors.



OUTREACH CONTINUED

2020 Plans

- Assist in finding sponsors for the Region 1 conference scheduled for April 2020 in Vancouver
- Introduce industry-focused workshops to attract sponsors and advertisers
- Continue working closely with Professional Development on different strategies to increase sponsorship for the Annual Conference and for the Chapter
- Coordinate with the Marketing Portfolio to streamline the posting and eBlast processes on our website to better service our sponsors.
- Work with the Board to eliminate some restrictions on marketing & advertisements to increase chances for sponsorships and attract more sponsors
- Look into several programs offered by the Affinity Group that could benefit our members and volunteers
- Increase the Outreach Team efficiency through further communications and processes.



MEMBERSHIP

2019 Accomplishments



Membership & Retention

- 2800+ members milestone reached in 2019. Membership rose by 5% in 2018, after an 8% increase in 2017.
- Continued 2.5% increase in membership retention rates from 2018 to 2019.



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 members orientation via webinar.



Local Academic Institutions

- Increased new members 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

2020 Plans

- Increase and enhance communications with our members by ensuring messages like welcome letters, confirmations, acknowledgements, renewal letter, etc. are consistently sent in due time
- Recognize our members for becoming part of the chapter by inviting them to an orientation with a board member present at the session, offer a welcome package kit, or find new opportunities to let them know they are part of the PM community
- Make sure the volunteers are acknowledged and recognized for their contributions, and if appropriate and feasible, provide awards for them, or a “thank you” appreciation event



MEMBERSHIP

- Continue working with the Marketing Portfolio to improve the posting of our events on the Chapter's website and make it more attractive and visible.
- Work with Marketing and Operations Portfolios to increase our visibility in Social Media (LinkedIn, Facebook, Twitter, others).
- Re-launch the Job Seeker events with a new improved format to offer our members the chance to meet with active, professional project managers, to assist them in understanding what the PM job entails, and answer any uncertainty they have regarding PM practices.
- Assign resources to liaise with academic institutions to educate students about project management and at the same time encourage them to get involved with our Chapter.
- Increase the number of our networking events to expand the opportunities for our members to connect with specific PM's from various industries, demographics, regions and interests.
- Revisit the success we had in our Chapter Meeting Roundtable Events and try to do more similar events, based on themed table topics (for example Risk, Quality, Schedule etc.)
- Search possibilities to introduce events that would look into pairing of new members with more seasoned members.



VOLUNTEERS

2019 Accomplishments



PMAP

The PMAP program completed its 5th year with great success. This program connects local mentors with student mentees, and this year we had 7 Students from SFU, Douglas College and UBC. Among the seven students, 5 have successfully passed the CAPM exam and 2 remaining students are expected to take their exams in January.



Volunteer Appreciation

At a volunteer appreciation event on November 8, 2019, we recognized and thanked our volunteers for their years of service to the CWCC community at Mahony and Sons, Canada Place. This year, we had 43 participants. During the event, volunteers had the opportunity to participate in team building activities, networking, and lot of fun.



VRMS

VRMS, PMI's Volunteer Recruitment Management System, was rolled out in 2019. It has streamlined and reduced the manual intensity of CWCC PMI's current volunteer hiring process, and made it easier for both VPs to hire and volunteers to apply.

2020 Plans

Region 1 Conference

We are honoured to be hosting this year's Region1 Conference for PMI. Planning and speaker selection has begun and we welcome the board of directors from the region at the Pinnacle Hotel on April 17-19, 2020. Thank you to Daisy Hui for leading the conference.



AFROZA LUCKY

Vice President, Volunteers



OPERATIONS

The mandate of the operations portfolio at the Canadian West Coast Chapter (CWCC) is to provide tools and resources to all other portfolios in the chapter, which further allows the portfolios to fulfill their goals and serve the chapter's members. The operations portfolio also collaborates with other portfolios in the chapter to implement cross functional initiatives.

The year 2019 was a landmark year for CWCC for a couple of reasons. First, it marked the 50th anniversary for PMI global. Secondly, CWCC also celebrated its 40th anniversary this year. To celebrate this historic milestone, operations, marketing and professional development portfolios led the project of migrating the chapter's website to a new platform. The new platform offers the chapter an opportunity to provide digital offerings to our members such as webinars. The new website platform has improved features for handling internal processes such as invoices, event registrations and newsletters. Other initiatives that were carried out during 2019 included migration to a new email system, development of new proposed by-laws for the chapter, and initiating a program around disciplined agile.

2019 Accomplishments



New Website Platform

- Additional digital services through new website hosting platform.
- Controls around security and availability of member information.



New Collaboration Tools & New Chapter By-Laws

- Migration of all email accounts to Office 365.
- Introduction of SharePoint for improving collaboration between the chapter's portfolios, volunteers and board members.
- Collaborating with other chapter leaders to provide inputs to the chapter's new proposed by-laws to ensure compliance with B.C. Societies Act.



Disciplined Agile Champion

- Initiating a program to offer new services and tools to our members on Disciplined Agile (DA).



NITIN TYAGI

Vice President,
Operations

With PMI's recent acquisition of Disciplined Agile (DA), CWCC has officially appointed a DA champion who will be responsible for building the DA community within the Greater Vancouver Area. The goal of this program will be to provide all possible tools and resources offered by DA to CWCC members. 2020 will be an exciting year for the chapter and I look forward to our journey next year.

PROFESSIONAL DEVELOPMENT

The 2019 PMWest Conference and Career Fair held another sold out event at the beautiful Fairmont Pacific Rim on October 22nd and 23rd. This year's theme was The Power of Projects. The event kicked off with an inspiring keynote fireside chat with Her Honour, The Honourable Janet Austin, Lieutenant Governor of BC. and closed with Principal Investigator for Douglas College's Applied Research and Education Initiative, Dr. Eamonn O'Laocha.

The atmosphere was positive and engaging, with project managers, speakers, sponsors, and students, networking and making new connections. We have never had a more lively cocktail event (sponsored by The Affinity Group) with participants staying at the end to celebrate a great event.

We created a strong volunteer management team that were complimented throughout for their organizational skills in running a smooth conference. Thank you to all who helped make this event memorable and fun.

2019 Accomplishments



PMWest Brand



Career Fair & Sponsorship



Engagement

- We rebranded the conference to "PMWest" and launched 2019 with a new logo.



- 28% increase in sponsorship \$.
- New Conference Sponsor, Microsoft.
- New career fair sponsors: Aritzia, WorksafeBC, Efficert Academy, Veerum, and SFU Continuing Studies.
- No deficit for the first year in the history of the CWCC.

- 100% volunteer-run
- We saved printing costs and paper by using a mobile app, while engaging attendees to participate in games for amazing prizes.
- Our management team utilized Sharepoint and Teams to ensure collaboration and effective training.



CINDY LASCHUK

Vice President,
Professional Development



PROFESSIONAL DEVELOPMENT CONTINUED



Program

- We pride ourselves on delivering a diverse program for our attendees, as well as, allow local project managers the opportunity to present community projects. Our theme, The Power of Projects, emphasized the influence that project managers can have on projects that affect their communities.
- We had a special guest speaker from PMI Global, Dr. Ed Hoffman, lead a session on The Future of Work.
- This year we had a stream for skills development and workshops. The rooms were at full capacity which we have noted for next year!
- We published five conference videos from 2019 on the new website platform.



Mentorship

- The Mentorship program was an incredible success with the leadership of Anthony Makoul. In his first year in the role as Director, there were 70 applicants.
- Information sessions were held online to promote the program and answer questions.
- A Mentorship Group on LinkedIn was created to drive engagement, such as a gratitude series, video interviews, volunteer and sponsor recognition.
- Our partnership with our sponsor, Procom, provided the much needed space to hold our sessions.



CINDY LASCHUK

Vice President,
Professional Development

2020 Plans

We look forward to another great conference in 2020 with lots of exciting new additions and welcome our new Conference Chair, Carmen Brooks. Join us at the Fairmont Pacific Rim on November 17 and 18, 2020.



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.

2019 Accomplishments

2019 was a wonderful year of celebration for CWCC PMI as it was our 40th anniversary.

2019 was also a financial success as we achieved a favourable variance to budget.

The Finance portfolio accomplished several operational improvements this year:



Efficiency

Cashback on credit cards provided returns on portfolio expenses.



Continuous Improvements

Switched Merchant Providers from PayPal to Moneris to save approximately 1% in annual revenues.



New Systems

- Developed new accounts payable system significantly increasing payables turnaround from 2 weeks to 3 days.
- Converted local desktop QuickBooks to QuickBooks Online.



PEYMAN ABEDI-RAD

Vice President, Finance

2020 Finance Portfolio Plans

The Finance portfolio in my tenure focused on initiatives that would improve operational efficiency, operational effectiveness, and financial sustainability. With these goals achieved, this portfolio will use 2020 as the year for focusing on strategic initiatives regarding policy and revenue generation. We will work hard to tighten the ship so that we can budget and organize amazing events like 2019's 40th Anniversary Gala and PM West Conference.

2020 CWCC PMI Budget Plan

The financial highlights are in the appendix to this annual report.

I am looking forward to focusing on strategy and policy in 2020.



FINANCE CONTINUED

2019 Financial Highlights

	Actual (December Ended)	Budget (December Ended)	Over (Under) Budget
Portfolio Income	A	B	C = A-B
Education	52,750	72,000	(19,250)
Finance	5,006	4,700	306
Membership	111,964	102,000	9,964
Mentorship	900	1,000	(100)
Outreach	20,621	15,000	5,621
Professional Development	153,415	173,000	(19,585)
Programs	27,177	31,000	(3,823)
40th Anniversary Gala	4,237	11,000	(6,763)
Total Revenue	\$376,072	\$409,700	(\$33,628)

	Actual (December Ended)	Budget (December Ended)	Over (Under) Budget
Portfolio Expense	A	B	C = A-B
Board	33,857	33,420	437
Branches	-	2,000	(2,000)
Education	37,104	63,550	(26,446)
Finance	21,455	20,335	1120
Marketing	8,203	12,880	(4,677)
Membership	6,915	14,650	(7,735)
Mentorship	15	500	(485)
Operations	11,614	14,000	(2,386)
Outreach	516	3,000	(2,484)
PM Volunteers	10,000	20,000	(10,000)
Professional Development	143,860	165,476	(21,616)
Programs	107,765	96,250	11,515
40th Anniversary Gala	16,091	25,000	(8,910)
Region1	604	4,000	(3,396)
Chapter Volunteers	6,450	9,255	(2,805)
Total Expenses	\$404,447	\$484,316	(\$79,869)
Excess <Deficiency> of Revenues Over Expenses	(\$28,375)	(\$74,616)	\$46,241

FINANCE CONTINUED

Balance Sheet

Dec 31, 2019

ASSETS:

Current Assets	
Total Chequing/Savings	186,706
Total Accounts Receivable	42,923
Total Current Assets	229,628
Total Fixed Assets	692
TOTAL ASSETS	\$230,321

LIABILITIES & EQUITY:

Liabilities

Current Liabilities	
Total Accounts Payable	7,675
Total Credit Cards	9,062
Total Other Current Liabilities	1,084
Total Current Liabilities	17,820
Total Liabilities	\$17,820

Equity

Total Equity	\$212,500
TOTAL LIABILITIES & EQUITY	\$230,321

Sustainability Health Check

	CAD Dollars	Typical Annual Deficit	# of Months Reserve	PMI Global benchmark reserve
	A	A	C=(A/B)*12	D
December 31, 2019 Cash less Liabilities	211,808	(40,000)	63.54	10
Less: 2019 Budget Deficit	(45,615)			
December 31, 2020 Cash Position	166,193	(40,000)	49.86	10



FINANCE CONTINUED

2020 Budget Plan

	2019 Actual	2020 Budget	Variance
Portfolio Income	A	B	C = A-B
Education	52,750	57,000	(4,250)
Finance	5,006	3,700	1,306
Membership	111,964	112,784	(820)
Mentorship	900	300	600
Outreach	20,621	16,200	4,421
Professional Development	153,415	170,000	(16,585)
Programs	27,177	28,000	(823)
40th Anniversary Gala	4,237	-	4,237
Region1	-	49,430	(49,430)
Total Revenue	\$376,072	\$437,414	(\$61,342)

	2019 Actual	2020 Budget	Variance
Portfolio Expense	A	B	C=A-B
Board	33,857	24,940	8,917
Branches	-	1,000	(1,000)
Education	37,104	51,060	(13,956)
Finance	21,455	19,651	1,804
Marketing	8,203	11,600	(3,397)
Membership	6,915	15,200	(8,285)
Mentorship	15	-	15
Operations	11,614	14,700	(3,086)
Outreach	516	1,200	(684)
PM Volunteers	10,000	10,000	0
Professional Development	143,860	164,876	(21,016)
Programs	107,765	80,000	27,765
40th Anniversary Gala	16,091	-	16,091
Region1	604	78,002	(77,398)
Chapter Volunteers	6,450	10,800	(4,350)
Total Expenses	\$404,447	\$483,029	(\$ 78,582)
Excess <Deficiency> of Revenues Over Expenses	(\$28,375)	(\$45,615)	\$17,240



2019 ANNUAL GENERAL MEETING AGENDA

Date

Wednesday
February 19, 2020

Time

7:30pm

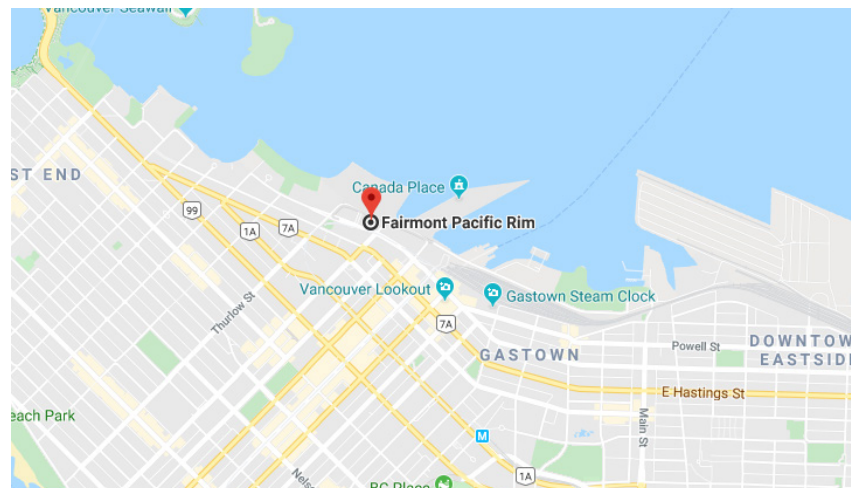
Location

Fairmont Pacific Rim
1038 Canada Place
Vancouver, BC V6C 0B9

Agenda

(Only members in good standing may vote)

- Confirmation of Quorum and Acceptance of Agenda
- Acceptance of the 2018 AGM Minutes
- Presentation of 2019 Annual Report
- Presentation of 2019 Financials and 2020 Budget
- Nomination and election of Chapter Officers for 2020
- Other Business
- Adjourn AGM



2018 ANNUAL GENERAL MEETING MINUTES

Date: Wednesday, February 20, 2019

Chair: Rosmary Conte

Minute Taker: Cindy Laschuk

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

Meeting: CALLED TO ORDER AT 7:32 PM

1. Confirmation of Quorum & Acceptance of Agenda for 2018 AGM:
 - a. CWCC PMI members present at time of Call to Order = 38 total attendance
 - b. Quorum **Confirmed**

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

Move: Neil Kelly

Second: Jasmine Maini

Resolution: Motion **Carried**

2. Acceptance of the 2017 AGM Minutes

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

Move: Joan Vincent

Second: Mike Dewing

Resolution: Motion **Carried**

3. Highlights from the 2018 Annual Report were presented.

4. The 2018 Actuals and 2019 Budget were presented.

5. Nomination and Election of Chapter Officers for 2019.

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

VP MARKETING	Elect Venu Panjakadi until 2020 AGM
VP OPERATIONS	Elect Nitin Tyagi until 2020 AGM
VP VOLUNTEERS	Elect Afroza Lucky until 2020 AGM
VP OUTREACH	Re-Elect Fadi Attal until 2019 AGM

Move: Barbara Gilmore

2018 ANNUAL GENERAL MEETING MINUTES CONTINUED

Second: Mike Dewing

Resolution: Motion **Carried**

6. **Recognition** of retiring office-holders (John Rauser, Shawn Hawkins, Nalini Vadivelan) and distinguished portfolio volunteers

7. **Other business**
Governance

8. **Motion** to ADJOURN Meeting
Move: Fadi Attal
Second: Jasmine Maini
Resolution: Motion **Carried**

Meeting: ADJOURNED at 8:07 pm



