

## (February 2023) PMI CWCC AGM Minutes

**Date:** February 22, 2022  
**Time:** From: 7:00 to 8:30 PM  
**Location:** Marriott Pinnacle - Point Grey Room  
**Chaired by:** Rosmary Conte, Vice-chair  
**Minutes taken by:** Debora Aragao, Secretary and Alain Arostique, Board Member

### Minutes

Item	Description	Owner
1	<p><b>Confirmation of Quorum and Call to Order</b></p> <ul style="list-style-type: none"> <li>• Rosmary acknowledged that the AGM meeting is taking place on of the traditional territories of three Local First Nations: <b>The Musqueam, Squamish, and Tsleil-Waututh.</b></li> <li>• Also, Rosmary presented the sponsors for the chapter and for the 2022 Conference.</li> <li>• There were 53 PMI CWCC members (in a good standing) present at the time of the Call to Order.</li> <li>• The Quorum was confirmed by the Secretary.</li> <li>• The AGM was called to order at 7:33 PM by the Vice-chair.</li> </ul>	Rosmary C.
2	<p><b>Acceptance of the 2022 AGM Agenda</b>  <i>Motion to accept the 2022 AGM Agenda</i>  <b>Move: Mehran Jamshidi</b>  <b>Second: Dasha Belskaya</b>            Total Votes: In Favour: 53 Oppose: 0 Abstain: 0  <b>Motion carried</b></p>	Rosmary C.
3	<p><b>Acceptance of the 2021 AGM Minutes</b>  <i>Motion to accept the 2021 AGM Minutes</i>  <b>Move: Nigel Apomah</b>  <b>Second: Mel Ifada</b>            Total Votes: In Favour: 51 Oppose: 0 Abstain: 2  <b>Motion carried</b></p>	Rosmary C.
4	<p><b>Introduction of the 2022 PMI CWCC Board</b>            The names of current Board of Directors:  <b>Neil Kelly</b> – Chair, ends his term today,  <b>Rosmary Conte</b> – Vice-chair, ends her term today  <b>Andrzej Nawrocki</b> – Treasurer, continues his term,  <b>Debora Aragao</b> – Secretary, continues her term,</p>	Rosmary C.

**(February 2023) PMI CWCC AGM Minutes**

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	<p><b>Afroza Lucky</b> – Board Director, ends her term today,  <b>Alain Arostique</b> – Board Director, continues his term,  <b>Yasser Mourad</b> – Board Director, continues his term,</p>	
5	<p><b>Distinguished volunteers</b></p> <p>Afroza introduced 10 distinguished volunteers and briefly described their accomplishments throughout the year.</p> <p>The following volunteers have been named as distinguished volunteers for their contributions and dedication to the chapter during 2022:</p> <ul style="list-style-type: none"> <li>• <b>Alisa (Xinge) Wu</b> – Finance,</li> <li>• <b>Buyan Chimed</b> – Conference,</li> <li>• <b>Janine Jam</b> – Programs,</li> <li>• <b>Chad Jorgensen</b> – Marketing,</li> <li>• <b>Bradley Monette</b> – PMAP,</li> <li>• <b>Nigel Apomah</b> – Mentorship,</li> <li>• <b>Eleanor Esteban</b> – Marketing</li> <li>• <b>Zahra Khoshtan</b> – Mentorship,</li> <li>• <b>Javier Orozco</b> – AGM &amp; Conference,</li> <li>• <b>Isabel Ferreras</b> – Programs.</li> </ul> <p>A few volunteers weren't present during the session. Therefore, their gift card will be delivered by: Debora for Chad's card, Andrzej for Alisa's card, and Rosmary for Javier's card.</p> <p>A special note for the Retiring volunteer, Rosmary Conte. Afroza mentioned all her efforts and hard work in contributing to the PMI CWCC. Since 2013, which includes at least 6 years on the board as well as President and currently as Vice-chair. Rosmary was awarded the <b>PMI Fellow Award</b> as a recognition of her brilliant work for PMI.</p>	Afroza L.
6	<p><b>2022 PMI CWCC Annual Report</b></p> <p>The Chair described the highlights of the PMI CWCC achievements in 2022. Neil couldn't attend the AGM in person; however, he recorded a video with the highlights of the Annual report, which are listed below:</p> <ul style="list-style-type: none"> <li>• Build relationships with post-secondary educational institutions by: <ul style="list-style-type: none"> <li>○ Established new member orientations.</li> </ul> </li> </ul>	Neil K.

**(February 2023) PMI CWCC AGM Minutes**

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	<ul style="list-style-type: none"> <li>○ Continued or established scholarships for project management students.</li> <li>● Hold events and provide networking opportunities:               <ul style="list-style-type: none"> <li>○ In 2022 15 in-person and virtual events will be held with over 700 attendees.</li> </ul> </li> <li>● Membership increased 9% from 2,300 to 2,500 by the end of the year recently passed 2,600 on January 31, 2023</li> <li>● Membership retention rates increased 4% from 78% to 82%</li> <li>● Effectively leveraged the weekly e-blast, PMI CWCC website and other social media channels to promote events and the annual conference.</li> <li>● Reviewed and renewed the contract with our website provider.</li> <li>● Recognized volunteers through the Featured Volunteer section of the website.</li> <li>● Initiated Neil's Notes to connect with PMI CWCC Membership and communicate chapter objectives.</li> <li>● Onboarded and trained new chapter volunteers.</li> <li>● Made improvements to the volunteer onboarding process.</li> <li>● Recognized the contributions of our volunteers by holding a volunteer recognition in the Fall of 2022 as well as profiling volunteers on the website.</li> <li>● Solid financial situation for now and in the future.</li> <li>● We built relationships and increased sponsorship.</li> </ul>	
7	<p><b>2022 Financials and 2023 Budget</b></p> <p>The Treasurer presented 2022 PMI CWCC Financial statements and compared them with the budget for 2022. The 2022 budget projected a deficit of \$35,740, but we ended up with a surplus of \$33,750.</p> <p>Total Equity represents Chapter's Reserve. Even if we have an annual deficit of \$ 40,000 each year, we have almost 8 years of reserve.</p> <p><b>For the 2023 Budget:</b> we are planning to increase chapter's income by 11.5% (\$24.5k) and increase chapter's spending by 61% (\$110k).</p> <p>We are projecting more revenue from PMWest Conference and Programs events. In addition, we have increased budgets for each</p>	Andrzej N.

**(February 2023) PMI CWCC AGM Minutes**

<b>Item</b>	<b>Description</b>	<b>Owner</b>
	<p>portfolio due to inflation and rising cost of venue, catering and additional expenses.</p> <p><i>Motion to accept the 2022 Financial Actuals and 2023 Budget</i></p> <p><b>Move: Isabel Ferreras</b></p> <p><b>Second: Andre Carrara</b></p> <p>Total Votes: In Favour: 49 Oppose: 0 Abstain: 4</p> <p><b>Motion carried</b></p>	
<b>8</b>	<p><b>Election of 2023 Board Directors</b></p> <p>Yasser Mourad, Chairman of the Nomination Committee explained the nomination process. The committee received applications from 11 candidates, and 7 candidates have been shortlisted. The Board planned of available positions for an election of 2023 Board of Directors to 5 new board members.</p> <p>Here is the list of PMI CWCC members who have been nominated for 2023 Board elections (in an alphabetical order):</p> <p><b>Afroza Lucky, Andre Carrara, Curtis Chang, Dasha Belskaya, Jay Kiew, Mel Ifada, and Neil Kelly.</b></p> <p>The Chair explained an electronic voting process.</p>	Yasser M.
<b>9</b>	<p><b>Election Preliminary Results</b></p> <p>There were 53 votes cast during the election.</p> <p>The votes were validated after the AGM was adjourned. There were 53 valid votes. The official results of the election:</p> <ul style="list-style-type: none"> <li>• Afroza Lucky (47), Andre Carrara (27), Curtis Chang (30), Dasha Belskaya (42), Jay Kiew (37), Mel Ifada (44), and Neil Kelly (48).</li> </ul> <p>The following persons were elected as <b>2023 Board of Directors</b>:</p> <ul style="list-style-type: none"> <li>• <b>Afroza Lucky</b></li> <li>• <b>Dasha Belskaya</b></li> <li>• <b>Jay Kiew</b></li> <li>• <b>Mel Ifada</b></li> <li>• <b>Neil Kelly</b></li> </ul>	Yasser M.
<b>10</b>	<p><b>Adjourn of the meeting</b></p> <p><i>Motion to adjourn the 2022 AGM</i></p> <p><b>Move: Harris Widjaja</b></p> <p><b>Second: Jacky Kelly</b></p>	Rosmary C.

**(February 2023) PMI CWCC AGM Minutes**

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	<p>Total Votes:      In Favour: 53    Oppose: 0    Abstain: 0</p> <p>Motion <b>carried</b></p> <p>Meeting adjourned at 8:37 PM.</p>	