Canadian West Coast Chapter

2009 ANNUAL REPORT

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About the Canadian West Coast Chapter PMI

PMI (Project Management Institute) is the leading, non-profit international organization dedicated to promoting professionalism in the practice of project management. The Canadian West Coast Chapter, established in 1979, currently has just under 1500 members, with its highly successful series of technical programs attracting senior project management practitioners from a wide spectrum of industries and organizations.

Mission Statement

Be a leading proponent of successful project management practices in our area of operation.

Vision Statement

To be a forum for excellence in PM that will increase the awareness, effectiveness and value of professional project management for practitioners and organizations.

IAIN PALMER
PRESIDENT CWCC

PRESIDENT'S REPORT

For 10 years I have served you, the members, on our Board of Directors and for the last four of these years I have led the Chapter as President. At the end of this year, I will step down and hand the reins over to Vijay Ranganathan our President Elect. Since I first sat in a Board meeting, with 8 individuals that did all there was to do, the Chapter has come a long way. Thank you for permitting me to modify and improve our Bylaws, the results of which are now evident. Our Leadership Team is 14 and comes with several significant advantages:

- Every officer is an experienced Chapter volunteer with leadership training.
- Two-year terms increase this experience and add stability and continuity.
- Staggered elections further increase stability and continuity.
- A President Elect strengthens leadership and adds valuable experience.
- An Executive Director ensures the ongoing viability of our Chapter.

The Chapter has struggled out of its cocoon and accelerated into a mature, strong and vibrant organization that is recognized as such locally, within the Region and by the Global Operations Centre (GOC) of PMI itself.

Chapter visibility and influence is growing at a considerable pace. GOC staff, multiple PMI Board members and even a PMI Chair of the Board have visited the Chapter. This year alone we have been recognized, written about and even quoted in PMI Today and the PMI Network Magazine. We have reached out to industry in our area and developed growing relationships with major employers and other professional associations. We have collaborated with other Chapters in the region to improve our services to members and even met with a Minister and other members of the Provincial Government.

Since I took office less than four years ago we have:

- Initiated our very own PMP Prep Course and delivered many sessions based on successive versions of the PMBOK.
- Created our own Chapter RMP Prep Course which was offered this fall.
- Delivered a wide variety of day long Professional Development events.
- Started and held several Mentoring Programs.
- Implemented a Senior Mentoring program, also new this fall.
- Launched the Chapter's very own Toastmasters Club

All of the above provide greatly increased opportunity for any Chapter member to learn, grow, experience and get more closely involved in our Project Management community through volunteering.

Here are some interesting metrics to ponder. In 2005 we delivered 73 PDU hours to our Chapter volunteers; since then we have delivered over 800 PDU hours. In 2005 we delivered 900 PDU hours to our Chapter members and since then we have delivered over 28,000 PDU hours. This has been facilitated by a jump in revenue from around $50,000 in 2005 to a target of around $500,000 for next year! Growth in membership has doubled (800 to1700) but I believe that this growth will soon increase more sharply. There is more, much more to come and 2010 will be a pivotal year for the Chapter, our Province and the region in which we live. Moving to the future we have a strong and very capable team in place that is motivated, enthusiastic and full of ideas. As you read through this report you will see what has been planned for the coming year and we look forward to your support, loyalty and involvement in making this Chapter the achieve its potential.

Thank you all, so very much, for giving me the opportunity to serve our profession!

ALEX HAMMER
VP MEMBERSHIP

MEMBERSHIP

This year the Membership Portfolio took its first steps beyond our typical past role of crunching membership numbers and running surveys. Under the guidance of our Manager, New Members, Vivian Chen we started to welcome our new members into the Chapter with specific events: a monthly new members' night, and an invitation to join us at the monthly networking event. The feedback has been resoundingly positive. It's been a great way for us to learn why people are joining the Chapter; it's given us the opportunity to let our new members know about all the great things the Chapter offers; and it's been a focused networking opportunity. We are also planning to trial a new event aimed at renewing members in order to further improve our understanding of how the Chapter can support them in their career development.

Membership numbers continue to grow at a steady rate, and as of the end of the calendar year the chapter will end up somewhere close to 1800 members. By November we'll likely hit another milestone: 1,000 Chapter members qualified as PMPs.

Next year we will look to continue to expand these types of programs and further engage our membership, to ensure the Chapter continues to offer programs and events that we all want to see.

President-Elect, Vijay Ranganathan

RAFAH TELLO
VP PROGRAMS

PROGRAMS

The Programs Portfolio continues to offer quality service and value to its members in areas such as professional development, project management best practices, connecting with peers and networking. It also continues to break new ground in several areas set as the goals for 2009 including:

- Expanded programs of events: For the first time in the history of the Chapter, the programs portfolio offered 10 outstanding monthly meetings. We had a great turn out where attendance ranged between 100 and 130 guests.
- Carefully selected topics and speakers, following a theme: The primary theme of the year was the Olympic Games and related projects covering construction, transportation, communication, and power. These were interspersed with the secondary theme associated with new project management topics such as Agile, ERP, and neuroscience.
- Speakers from other Chapters: The President of the Southern Alberta Chapter and the Past President of the Seattle Chapter made presentations on two of the "new" themes.
- Improved registration process and venue: The Chapter has adopted an online registration system. Events have been moved to a higher quality venue that is more consistent with our image of an organization of professionals.
- Robust programs portfolio team: With the increased volunteer workload, an accountable and reliable team was required. The year started with one volunteer, the VP of Programs, and concluded with a team of nine.
- Events effectively publicised: Enhancements in website information included advanced notice of events a few months away and wrap-ups.
- Information captured: Audience feedback was collected, carefully analysed, and acted upon. Attendance records were analysed for trends.
- Outreach program to university students: Students from Capilano University pursuing their CAPM were invited to participate in an event and gain insights from more seasoned project managers.

The future continues to look bright, and strong growth is expected in 2010 as many key initiatives take root. With the combination of innovative services and a concentrated focus on performance development for excellent events, the Programs Portfolio is very well positioned for success in the coming year.

We would like to acknowledge the hard work and dedication of the individuals who have volunteered their time to ensure the success of the 2009 Programs Portfolio including
Directors Darren Inouye and Jeff Mckay, Event Managers Jane Wu, Bertrand Plouvier, and Arie Malowicki, Content Manager Richard Feng, and Team Members Stephane Blajberg, Chris Chong, and Bosky and Kustav Mukherjee.

KRISHNA KUMAR
VP EDUCATION

EDUCATION

The focus of Education Portfolio in 2009 was to provide assistance and support to Chapter members working towards PMI certification. To achieve this, the Chapter conducted multiple exam prep sessions that enabled more than 150 members to pursue the Certification track through more than 6000 hours of training.

Key Activities

As announced at PMI Global Congress North America in October 2008, the new version of PMBOK® Guide—Fourth Edition became the base for all PMI® credential examinations taken after June 30th of 2009. Our Chapter, in collaboration with the Vancouver Island Chapter, put into motion a plan to revamp the training content. This effort involved more than 20 volunteers focusing on different knowledge areas to ensure that the content was ready for the fall course delivery.

The Portfolio was instrumental in spreading awareness of the change of the Body of Knowledge by conducting information sessions at BC Hydro and Telus.

The Education Portfolio also embarked on a project to develop training material for the first-ever PMI-RMP ® course in the Lower Mainland. This was to meet the growing industry demands for risk identification and mitigation, identified as key to organizational performance over the next five years. The PMI-RMP® credential recognizes those who perform the role of a project risk practitioner.

The Chapter also completed two Instructor Intake sessions to ensure that all potential instructors went through a rigorous review process.

Volunteer Involvement

The above was made possible through the focus and efforts of a large group of volunteers who invested time and resources to ensure that these activities were carried out impeccably and achieved the desired results. Sachie Morii took on the role of AVP within the Education Portfolio with specific focus on operational delivery. Hamid Mahmoudi stepped in as Certification Director and was responsible for the successful delivery of the PMBOK4 project. Hugh Poon took up the challenge of managing the PMI-RMP® project and worked with a large team of volunteers to deliver this successfully. Anthony Fast, in his role of Academia Director will continue his focus towards making in-roads into the academic circles. Other volunteers successfully recruited by the Education Portfolio include Paulo Da Graca, Yu Zhang, Jeff Mckay, Dieter Diedericks, Hatem Zaki, Eamonn O Laocha, Jaimini Thakore and Stan Shaw.

DALE LAARZ
VP PROFESSIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT

Professional Development (PD) focuses on creating value by providing continuous professional development activities that enable Certified individuals opportunities to grow beyond certification, and also to build PDUs in maintaining certification. Additionally the Portfolio strives to provide overall development and networking in the community of project management professionals.

The objective of the PD Portfolio is to provide value by:

- Delivering formal education opportunities to local Chapter members to continuously develop project management skills.
- Providing opportunities for certified members to retain PMP status by attaining required PDUs.
- Enabling opportunities for the project management community at large to acquire tools to better execute and manage initiatives within project organizations.
- Providing development opportunities every month to two months.

Opportunities can be in the form of:

- Local events delivered by Chapter members.
- Local externally delivered events such as workshops, seminars, conventions.
- Providing access and information on non local events and opportunities geared towards professional development including non local PMI events and opportunities.

The value of PD events includes providing:

- Practical skills that can be immediately applied by project managers in the workplace.
- Opportunities for networking.
- Access to high calibre industry experts brought in for events.
- An opportunity for volunteers to participate and earn PDUs

The next step for the Portfolio includes offering opportunities for more outreach, collaborations and partnerships with associations and other organizations, soft skills training, Toastmasters, presentation training, resume building, interview tips and tricks, tools training, career development training, Chapter orientation training, general project management process skills training, and focused project management training such as risk management.

Since 2007 the PD Portfolio effectively based event pricing on a 'cost recovery' only model. The revenue sharing model is the newest experience for the Chapter, although a standard approach taken by many agencies and speakers. Regardless, fixed or not, the rates can vary from speaker to speaker depending on popularity and other factors. The event "Dr. Kerzner - Achieving Best Project Management Practices" is a revenue sharing example.

2010 is another year for transition as the Portfolio plans to expand and diversify. As the economy improves we expect greater demand for workshops, particularly those in strategic partnership with such organizations as APEGBC and BC Hydro. We intend to provide workshops that fit the traditional all day format, but also as shorter after-hour segments. The scope of material will continue to be aligned with survey input received from event attendees and membership. The Portfolio will continue to focus on providing added value to Chapter membership aligned to the stated objectives.

Monthly event "Better Project Management through Neuroscience" presenter, Prof Francis Hartman

Monthly event "Canada Line Rapid Transit Project" presenter, Roger Woodhead

Monthly event "BC Hydro's Sustainable Energy Solution for the 2010 Winter Olympics" presenters Ann English and Bruce Douglas

TOM MUNRO
VP COMMUNICATIONS

COMMUNICATIONS

The Communications Portfolio grew and restructured in 2009 to better support our membership. The Portfolio spent a significant amount of time defining and clarifying roles and responsibilities to assist with planned growth in 2010. A Project Management Office (PMO) was created to manage and report on the Portfolio's projects. Key items identified in the 2007 digital strategy document were implemented and the plan was continually updated through 2009. The member support process and website maintenance knowledge base were improved. The work assignment process with our development and maintenance partners was defined. Key communication initiatives completed in 2009 were:

- The early formation of a Project Management Office with standard monthly reporting on Communication projects and activities.
- Continued improvements to the newsletter HTML template that is broadly e-mail client compatible. 35 e-mail communications were sent to our members in 2009 compared to 27 for 2008. Our email lists expanded by over 400 in 2009.
- A website security audit and software upgrade took considerable time from other planned development activities in 2009. Our platform is now current.
- 600 support ticket requests were logged and closed by Communications. Our ongoing support ticket backlog from 2008 was closed out. Average ticket resolution time was reduced from 5 days to 2 days.
- A new test environment for our website www.pmi.bc.ca was created.
- Bi-annual Communications dinner meetings.
- Detailed documentation of the publishing process
- Monthly newsletters had a 3% read rate improvement over 2008
- A version control module for all content pages was implemented.

Volunteers

Maria Mintcheva continued as Communications Coordinator ensuring our monthly meetings ran smoothly and following up on overdue tasks. Maria will be assisting the Newsletter Manager in 2009-2010 while the vacant position is filled.

John Wang was promoted to Director of Communications. Annette Simbabure was promoted to Manager of our PMO and continued to provide excellent input to the Portfolio. Steve Budjas led a website software upgrade and was recently promoted to IT Manager. Klaus Schoenwandt was promoted to Newsletter Manager, but continued to act as newsletter editor in the absence of this position being filled by the Chapter. Communications would like to thank Klaus for his dedication and for consistently delivering communications to Chapter members on time. With 35 blasts sent out in the first nine months of 2009 the amount of effort and the value of his contribution to the communications Portfolio and our membership were significant.

Webmaster

Dave Chow continues to provide excellent support to the Chapter website.

Goals for 2010

- Further grow the communications Portfolio. IT and the PMO will each grow by one person.
- Communications will add a dedicated project manager to take on IT initiatives. A backup newsletter editor to take pressure off the Portfolio will be added as well.
- Continue the ground work for a major website redesign.
- Kick off a CRM project for the Chapter.
- Create Service Level Agreements with all our contractors.
- Assess feasibility and migration of the Chapter's e-mail system to a new platform and service provider.

GINO MORENA
VP VOLUNTEERS

VOLUNTEERS

With the continued growth of the Chapter and looking forward to the needs for 2009, the Volunteers Portfolio held a Spring Orientation Seminar where we invited potential volunteers to meet the Board of Directors and learn more about each Portfolio. Twenty volunteers signed up for this event.

We started the 2009 calendar year with 43 volunteers and this had grown to 81 by the end of September. The net gain is 38 volunteers, not including attrition. We currently have 6 volunteers being reviewed for positions by the Portfolio Vice Presidents and 7 potential volunteers investigating open opportunities within the Chapter.

A key metric that the Board of Directors wanted to measure for the 2009 calendar year is the number of hours volunteered by its volunteer base. The Volunteers Portfolio has designed a system and process to capture these numbers. The number of volunteers' hours as at September 30, 2009 was 7290.

Other achievements by the Volunteers Portfolio in 2009 include:

- A Customer Relationship Management system to better maintain our volunteers was implemented.
- We made significant changes and updates to our Volunteer Contact Form to allow a better understanding of the commitment the volunteer needs to make to the Chapter and a more streamlined process once the volunteer submits the form.
- We were pleased to again conduct our annual volunteer recognition event to honour and thank each of the volunteers for their dedication, time and effort in continuing to grow and make the Chapter even more successful during the past year. In late August we enjoyed a relaxing 3-hour dinner boat cruise to celebrate the accomplishments of our ever-growing volunteer team and spent time networking and getting to know each other's individual dynamics that makes each of us a synergistic part of the whole team.
- With the continued growth and demands placed on the volunteers and with direction from the Executive Team the Volunteers Portfolio has procured the services of a leadership coach on how to help develop our people. We are proud to announce that we will be conducting a 4-day Leadership Development Program "custom-made" to our needs and will be rolling it out this fall.
- The Portfolio implemented and refined internal processes to be more effective and efficient as well as to provide a better user experience when interacting with the Portfolio team members.
- A 24-hour turnaround time from the time someone submits their Volunteer Contact Form (VCF) until we get a meaningful response back to potential volunteer was implemented.

ZDENKO ERCEG
VP PUBLICITY

PUBLICITY

The Publicity Portfolio experienced strong growth during the year under the management of the Vice President, Zdenko "Zed" Erceg. It started the year with a few volunteers, and has grown into a Portfolio with 13 members. There are four teams, Sponsorship, Public Relations, Branding, and Outreach, each organized by a Team Director. The Portfolio also has a steady stream of new potential volunteers who want to help in the Publicity Portfolio.

In addition to the regular work of increasing the visibility of the Chapter in the local area and providing value to the members, the Portfolio worked with a third party organization, Oomph Events, that has now been contracted to assist in increasing sponsorship for the Chapter. The Chapter provides the leads, and the promotional and organizational support, and Oomph Events makes direct contact with sponsor organizations. The Publicity Portfolio worked closely with the Careers Portfolio during the negotiation of the contract with Oomph.

Changes to the Portfolio's organizational structure were approved at the Annual Planning session and, in the spring of 2009 we initiated our growth by employing new volunteers. Based on the CWCC strategic plan the Portfolio is working towards achieving the Strategic Level of the Component Maturity Model.

Other achievements by the Publicity Portfolio in 2009 include:

- Brent Baldwinson has successfully taken over the Newsletter Editor position. The newsletter has been renamed as the CWCC PMI Bulletin, and continues to be published monthly. We have started the work on a new publication, the CWCC PMI Newsletter that will be published quarterly. This new publication will have a broader spectrum of topics covered.
- The Chapter started regular monthly e-mail blasts and the Publicity Portfolio has undertaken the associated editing and has provided the link between various Portfolios and the publisher. We have also issued extraordinary e-mail blasts when required.
- Peter Thatcher edited and produced the Chapter's Annual Report for the second year in a row.
- The Public Relations Team that includes several volunteers and Director, Praveen Madhavan, have successfully managed the PR Team's activities. Our new photographer, Tanja Kalamar, is registering our events and publishing the photos on the website in Events Gallery. Perry Wilson, Reporter, has written about our Chapter and its events.
- The Branding Team and Director, Melanie Karlik have successfully taken responsibility for creation and maintenance of the Chapter's branding.
- The Outreach Team and Director, Craig Slack, were successful in creating new opportunities for our Chapter's outreach program.
- Zdenko Erceg managed a team manning a booth at the IT World Career Fair answering questions on project management and the Chapter. Zed's team included several Chapter members. Praveen Madhavan and his team managed a booth at the ProjectWorld event. Praveen also provided new Chapter flyers for distribution at the event.
- The Career Fair and Speaker Series was a great success, organized in cooperation with Oomph and the whole Career Fair Team.

RICHARD BRODOWSKI
VP CAREERS

CAREERS

Key accomplishments of the Career Portfolio during 2009 are as follows:

- Migration to the new job board portal has been completed. Milen Kutev, Director Job Board, successfully managed the transition to the new portal. The portal is now generating revenue for the Chapter and the feedback from the user community has been very favourable. Milen continues to evaluate ways of improving the portal to maximize benefit to our Chapter.
- 2009 Career Fair and Speakers Series is on track for November 16. Rahim Othman was promoted from Director Career Marketing & Events to VP at Large Career Fair and is the CWCC person responsible for this initiative. We have partnered with Oomph Events, a world class event management firm that has a great track record of putting on exceptional PMI events, to assist us in this venture. We were also successful in partnering with the local IIBA chapter to broaden the reach and depth of the event. The event planning is going well, and volunteers from past CWCC Career Fairs have graciously provided very valuable insights to ensure that the 2009 event is a success.
- An arrangement has been made with Oomph Events to host our inaugural annual conference in June of 2010. Feedback from the 2009 Career Fair and Speakers Series will be incorporated into planning this conference.

Although revenues from the Career Portfolio are below initial projections, we are quite pleased with the value that we have brought to the Chapter membership, and look forward to continuing to build on our momentum in 2010.

Student Guests with Chapter President, Iain Palmer at the June Monthly Event

ABELARDO MAYORAL-FIERROS
VP FINANCE

FINANCE

At the beginning of the year, the Chapter had budgeted for a loss of $158,400. At the end of the third quarter we are now projecting that we will end the fiscal year with a loss of $39,460. This is a positive change of $118,940 without a reduction in the scope of services that the Chapter offered to its members. This scope of services was actually increased, with better Programs events, an expanded Mentorship program and the addition of two more PMP exam-preparation courses. I thank and applaud my colleagues on the Board of Directors for their efforts to make all this possible.

The constant increase in activity and the complexity derived from this increase had the Chapter move from professional bookkeeping services to a full range of services provided by a Certified General Accountant. We thank Deborah Auer for serving as the Chapter's bookkeeper for the last five years.

The first task for our new accountant was to support a full revision to our Chart of Accounts to reflect the complexity of the operations and the need for control and reporting as the size of our finances increases. We are confident that this will result in reduced operational and control costs in the future due to better organization of the financial transactions.

The Chapter's Financial Procedures were revised this year to adapt to the current needs. The main changes made to the financial procedures are to provide better contract management, now that the Chapter has engaged the services of an Executive Director, and to provide better financial control and responsibility.

In order to meet our fiscal responsibility to the membership, we have had the 2008 CWCC accounting records audited by external auditors.

This year saw the transition to have the bulk of the income transactions online rather than through cheques or in cash. This posed challenges for the Finance team to adapt and to have stronger processes to account for these transactions. This transition occurred only one year after the online PayPal account was created and the online Event Brite registration system was put in place, a reflection of the speed of the changes that we are living in these days and to which we must quickly adapt.

During this year we counted on the support of a team of volunteers formed by: Harbhajan Parhar and Won Lee who continue to support the Portfolio as Managers of Accounts Payables and Accounts Receivables respectively, and the former support of Rao Bandla (Financial Systems), Mehrdad Havaei (Financial Procedures), Raul Velazquez (Process Control) and Andres Briseno (Coordination). I sincerely thank every one of these individuals for their effort and dedication to this endeavour. Finally, I would like to recognize the efforts of our Executive Director, Cynthia Caine, for many hours of hard work in shaping the Financial Operations of the Chapter and ensuring that our ever growing complex operations run as smoothly as possible.

Budgeted Revenue and Expenditure

	Approved 2009	Estimated Y/E 2009	Proposed 2010
NET INCOME	**($153,400.00)**	**($42,424.00)**	**($17,370.00)**
TOTAL REVENUE	**$303,400.00**	**$300,661.00**	**$451,635.00**
Education	$125,000.00	$126,321.00	$152,985.00
Professional Development	$48,200.00	$35,430.00	$86,250.00
Mentorship			$3,000.00
Programs	$16,800.00	$39,280.00	$81,400.00
Careers	$5,400.00	$1,260.00	$3,000.00
Special Projects	$50,000.00	$25,000.00	
Membership	$40,000.00	$40,000.00	$36,000.00
Publicity	$12,000.00	$31,000.00	$86,000.00
Communication			
Volunteer			
Toastmasters		$220.00	
Finance	$6,000.00	$2,150.00	$3,000.00
Administration			
Leadership Development			
TOTAL EXPENSES	**$456,800.00**	**$343,085.00**	**$469,005.00**
Education	$85,550.00	$44,000.00	$83,675.00
Professional Development	$48,200.00	$26,900.00	$70,350.00
Mentorship	$3,500.00	$1,100.00	$5,380.00
Programs	$16,800.00	$60,850.00	$89,200.00
Careers	$1,000.00	$1,950.00	
Special Projects	$66,300.00	$42,000.00	
Membership	$8,500.00	$1,215.00	$8,000.00
Publicity	$8,000.00	$19,200.00	$38,200.00
Communication	$28,900.00	$5,000.00	$22,950.00
Volunteer	$29,900.00	$11,350.00	$8,800.00
Toastmasters		$680.00	
Finance	$5,850.00	$5,580.00	$2,850.00
Administration	$94,300.00	$101,600.00	$106,100.00
Leadership Development	$60,000.00	$21,660.00	$33,500.00

2009 AGM AGENDA

Date of AGM: 6:30 PM. on Thursday, December 16th, 2009

Venue: Welch room, YWCA at 535 Hornby St (between Dunsmuir & Pender).

1. Confirmation of Quorum
2. Acceptance of the 2008 AGM Minutes
3. Presentation of Annual Report for 2009
4. Proposed changes to the Chapter Bylaws (see next page)
5. Nomination and Election of Chapter Officers for 2010
6. The Incoming President's Remarks
7. Recognition
    a. Retiring Board Members
    b. Volunteers
8. Other Business

PROPOSED BYLAW CHANGES

1. To remove the position of VP Administration from Bylaw 4.1.2

2. To remove the position of VP Finance from Bylaw 4.1.2

   4.1.2 Officers of the Chapter shall consist of President; Past President; Vice-President Membership; Vice-President Programs; Vice-President Publicity; Vice-President Communications; ~~Vice-President Finance;~~ Vice-President Education, Vice-President Volunteers, Vice President Professional Development, ~~Vice-President Administration~~, Vice President Careers and President Elect.

3. To remove the position of VP Finance from Bylaw 4.1.9

   4.1.9 The following officers shall stand for election in the AGM held on odd numbered years: President, President Elect, VP Education, VP Professional Development, VP Programs ~~and VP Finance.~~

4. To remove the position of VP Administration from Bylaw 4.1.10

   4.1.10 The following officers shall stand for election in the AGM held on even numbered years: VP Volunteers, VP Communications, VP Careers, ~~VP Administration~~, VP Membership and VP Publicity.

5. To change the number of Officers from 12 to 11 in Bylaw 4.3.2(dependant on two motions regarding VP Admin above)

6. To change the number of Officers from 11 to 10 in Bylaw 4.3.2(dependant on two motions regarding VP Finance above)

   4.3.2 The Board of Directors shall consist of the ~~twelve~~ ten elected Officers, the Past President and appointed Directors as provided below.

7. To add the following ""all monies of the Chapter and" to the description, and remove the phrase "<u>his</u> duties" to replace with "duties of the President"

   4.9.1 M. President Elect will be responsible <u>for all monies of the Chapter and</u> for assisting the President in any and all of the <u>duties of the President</u> when and as directed to do so by the President.

8. To change one of the required signers from “Vice-President Finance or President” to President Elect or President.

   5.5.1 Cheques must be signed by two directors, one of whom must be the <u>President Elect</u> or President.

2008 AGM MINUTES

Location: Welch Room 1 & 2 of the YWCA at 535 Hornby Street, Vancouver, BC
Chairperson: Iain Palmer, President

Meeting CALLED TO ORDER at 6:30 pm.

1. Confirmation of Quorum

CWCC PMI members present at time of Call to Order = 36 (sign-in sheet attached).
Note – One attendee (see line 14 of sign-in) said he purchased his membership the day before the meeting, and did not yet have a membership number. Since his membership could not be confirmed at time of meeting, he was not included in count of members above.
Quorum confirmed.

2. Acceptance of the 2007 AGM and the 2008 EGM Minutes

Motion: Move that the minutes from the 2007 AGM and 2008 EGM be accepted as written.

Move.....Amin Tabatabayi
Second.....Rafah Tello
Resolution.....Motion CARRIED unanimously

3. Presentation of the Annual Report for 2008

Motion: Move that we accept the 2008 Annual Report.
Move.....Vijay Ranganathan
Second.....Krishna Kumar
Resolution.....Motion CARRIED unanimously

4. Proposed Changes to Chapter Bylaws

None

5. Nomination and Election of Chapter Officers for 2009

Motion: Move that we accept the following slate of candidates for the 2009 Board of Directors.
- Richard Brodowski for Vice-President Careers
- Joanne Charlton for Vice-President Administration
- Zdenko Erceg for Vice-President Publicity
- Alex Hamer for Vice-President Membership
- Gino Morena for Vice-President Volunteers
- Tom Munro for Vice-President Communications

Move.....Clement Ma
Second.....Brian Mullen
Resolution.....Motion CARRIED unanimously

Motion: Move that we ratify the appointment of the following positions:
- Vijay Ranganathan as President-Elect
- Abelardo Mayoral-Fierros as Vice-President Finance
- Rafah Tello as Vice-President Programs

Move.....Amin Tabatabayi
Second.....Tom Munro
Resolution.....Motion CARRIED unanimously

6. Incoming President's Remarks

7. Recognition

a. Retiring Board Members
The CWCC PMI would like to thank the following Board of Directors members for their service in 2008: Brian Barsalou, Clement Ma, Cynthia Caine, Amin Tabatabayi, and Angie Smith.

b. Volunteers
The Chapter thanks the seventy-nine volunteers who contributed to our success in 2008. Recognition for Outstanding Contribution to the Chapter was presented to:
- Karen Kuipers
- Gordon Devlin
- Sachie Morii

2008 AGM MINUTES *continued*

c. Sponsors

Platinum Sponsors:
- Mortgage Alliance
- Microsoft Canada, Microsoft Project Professional
- Cheetah Learning

2008 Annual Conference and Job Fair sponsors:
Platinum:
- Nexient
- Gold:
- Langara College
- HSBC Bank
- SI Systems
- University of Phoenix Vancouver Campus
- TK Recruiting

Silver:
- TEK Systems
- University Of Victoria - Business Executive Programs
- KLR Project Management
- University Of BC - Continuing Studies
- Fraser Health Authority
- 777 Rocket Gaming Systems
- Simon Fraser University - Continuing Studies

Bronze:
- West Pacific Consulting Group
- IBM
- I4C (AJFORSI) Consulting

Newsletter Sponsor:
- IIL Learning Solutions from Toronto

d. Top Three Member Employers
- BC Hydro
- Telus
- HSBC

Motion to ADJOURN meeting

Move.....Alex Hamer
Second.....Clement Ma
Resolution.....Motion CARRIED unanimously

Meeting ADJOURNED at 7:00 pm.

Volunteer's Dinner Cruise

PAST DIRECTORS OF THE BOARD

1979 and 1980

President	Max Wideman
Secretary/Treasurer	Jim Lee
VP Membership	Eric Smyth (Sep-Jun)
	Walter Wawruck (Jul-Dec)
VP Publicity	Doug Wedge
VP Programs	Neville Smith
VP at Large	Bryan Shapiro

1981

President	Neville Smith
Past President	Max Wideman
Secretary	Michael Sung
Treasurer	Dennis Haller
VP Membership	Walter Wawruck
VP Publicity	Ron McMaster
VP Programs	Richard Smyth

1982

President	Walter Wawruck
Past President	Neville Smith
Secretary	Dennis Haller
Treasurer	Michael Sung
VP Membership	Jim Fulton
VP Publicity	Frank Blandford
VP Programs	Michel Silver

1983

President	Bryan McConachy
Past President	Walter Wawruck
VP Communications	Jim Cant
VP Finance	Rod Dawson (Jan-Aug)
	Henry Becker (Sep-Dec)
VP Membership	Michel Silver (Jan-Aug)
	Rod Dawson (Sep-Dec)
VP Publicity	Ken O'Kennedy
VP Programs	Dennis Haller

1984

President	Bryan McConachy
Past President	Walter Wawruck
VP Communications	Ralph Danbert
VP Finance	Henry Becker
VP Membership	Rod Dawson
VP Publicity	John Gadsby (Jan-Jul)
	Ken Stubbs (Aug-Dec)

1984 continued

VP Programs	Frank Brannen

1985

President	Rodney Dawson
Past President	Bryan McConachy
VP Communications	Robert Prescott
VP Finance	Dieter Godt (Jan-Apr)
	Hakan Lillquist (May-Jun)
	Frank Elkins (Jul-Dec)
VP Membership	Derrick Finn
VP Publicity	Kenneth Stubbs
VP Programs	Frank Brannen (Jan-Mar)
	Kenneth Parr (Apr-Aug)
	Wim Jellema (Sep-Dec)
VP Education	John Roper (Jan-Jul)
	Neill McGowan (Aug-Dec)

1986

President	Derrick Finn (Jan-Jun)
	Tony Cohen (Jul-Dec)
Past President	Rodney Dawson
VP Communications	Robert Prescott
VP Finance	Chris Quaife
VP Membership	Frank Elkins
VP Publicity	Garry McLean
VP Programs	Charles Birch (Jan-Mar)
	Jagdish Sondhi (Apr-Jun)
	Hans Hansen (Jul-Sept)
	Vijay Verma (Oct-Dec)
VP Education	Tony Cohen (Jan-Jun)
	Peter Ward (Jul-Dec)

1987

President	Chris Quaife
Past President	Tony Cohen
VP Communications	John Haythorne
VP Finance	John Eastman
VP Membership	Grant Ritchie
VP Publicity	Garry McLean (Jan-Aug)
	Bob Fritz (Sep-Dec)
VP Programs	Vijay Verma
VP Education	Mike Kondra

PAST DIRECTORS OF THE BOARD *continued*

1988

President	Chris Quaife
Past President	Tony Cohen
VP Communications	Frank Eadie
VP Finance	John Eastman
VP Membership	Grant Ritchie
VP Publicity	Mike Layland
VP Programs	Vijay Verma
VP Education	Mike Kondra

1989

President	Vijay Verma
Past President	Chris Quaife
VP Communications	Bob Wood
VP Finance	Bob Parsons
VP Membership	Dieter Godt
VP Publicity	Mike Layland
VP Programs	Hans Hansen (Jan-Jul)
	Bob Curry (Aug-Dec)
VP Education	Heinz Dahn (Jan-Aug)
	Louise Novakowski (Sep-Dec)

1990

President	Bob Curry
Past President	Vijay Verma
VP Communications	Bob Wood
VP Finance	Richard Newman
VP Membership	Dieter Godt
VP Publicity	Keith Anderson
VP Programs	Glen Smyrl
VP Education	Louise Novakowski
AACE Representative	Barbara Mariacher (Jan-Sep)
	Walter Wawruck (Oct-Dec)

1991

President	Bob Curry
Past President	Vijay Verma
VP Communications	Michael Stebbings
VP Finance	Dennis Compton
VP Membership	Scott Anderson
VP Publicity	Keith Anderson
VP Programs	Louise Novakowski
VP Education	Joan Vincent
AACE Representative	Walter Wawruck

1992

President	Glen Smyrl
Past President	Bob Curry
VP Communications	Michael Stebbings
VP Finance	Dennis Compton
VP Membership	Scott Anderson
VP Publicity	Fred West
VP Programs	Bob Anderson
VP Education	Joan Vincent
AACE Representative	Walter Wawruck

1993

President	Joan Vincent
Past President	Bob Curry
VP Finance	Michael Stebbings
VP Membership	David J. Turner
VP Publicity	Fred West (Jan-Apr)
	Douglas McCracken (May-Dec)
VP Programs	Bob Anderson (Jan-May)
	Walter Wawruck (Jun-Dec)
VP Education	Walter Wawruck

1994

President	Joan Vincent
Past President	Bob Curry
VP Communications	RD Merritt (Jun-Dec)
VP Finance	Michael Stebbings
VP Membership	David J. Turner
VP Publicity	Douglas McCracken
VP Programs	Walter Wawruck (Jan-May)
VP Education	Walter Wawruck

1995

President	Shirley Gavelin (Jan-Apr)
Acting Pres.	Walter Wawruck (May-Dec)
Past President	Joan Vincent
VP Communications	RD Merritt
VP Finance	Brian Boone
VP Membership	Pieter Vannierop
VP Publicity	Doug McCracken (Jan-Feb)
	Barry Hawkins (Feb-Dec)
VP Programs	Heather MacDonald
VP Education	Walter Wawruck

PAST DIRECTORS OF THE BOARD *continued*

1996

President	Pieter Vannierop
Past President	None
VP Communications	Ron Parker
VP Finance	Brian Boone
VP Membership	Pieter Vannierop
VP Publicity	Sam Ambrosio
VP Programs	Heather MacDonald
VP Education	Nancy Petersen
Director at Large	Marc Drolet (Sept - Dec)

1997

President	Pieter Vannierop
Past President	Walter Wawruck
VP Communication	Marc Drolet
VP Finance	Vinod Chandra
VP Membership	Ron Matthews
VP Publicity	Sam Ambrosio
VP Programs	Kathy Zandbergen
VP Education	Nancy Petersen
Director at Large	Jim Bester
Director at Large	Gerry Benard

1998

President	Sam Ambrosio
Past President	Pieter Vannierop
VP Communication	Luba Ebert (Jan - Mar)
	Mike Gardiner (Apr - Dec)
VP Finance	Arthur Kanzaki
VP Membership	David King
VP Publicity	Jolyon Hallows
VP Programs	Garth Day (Jan - Mar)
	Ross Evans (Apr - Dec)
VP Education	John Mancini
Sponsorship Coordinator	Jacques Marut

1999

President	Dave King
Past President	Sam Ambrosio
VP Communications	Mike Gardner
VP Finance	Art Kanzaki
VP Membership	Nassir Kurji
VP Publicity	Jolyon Hallows
VP Programs	Clive Field
VP Education	Luba Ebert
Sponsorship Coordinator	Jacques Marut

2000

President	Dave King
Past President	Sam Ambrosio
VP Communications	Jolyon Hallows (Jan-Aug)
	Iain Palmer (Sep-Dec)
VP Finance	Jacques Marut
VP Membership	Peter Ling
VP Publicity	Douglas Muir
VP Programs	David Conery
VP Education	Luba Ebert
Director at Large	Alex Fakidis (Feb-Dec)
Director at Large	Iain Palmer (Mar-Sep)
Director at Large	Moreno Perazzolo (Sep-Dec)
Sponsorship Coordinator	Arthur Kanzaki

2001

President	Pamela Hollington (Jan-Sep)
	Brian Barsalou (Oct-Dec)
Past President	Dave King
VP Communications	Iain Palmer (Jan)
	Gary Nelson (Feb-Dec)
VP Finance	Hilda Foskett
VP Membership	Brian Barsalou (Jan-Sep)
	Iain Palmer (Oct-Dec)
VP Publicity	Douglas Muir (Jan-Jun)
VP Programs	Schona Rae
VP Education	Alex Fakidis
Director at Large	Iain Palmer (Feb-Sep)

2002

President	Brian Barsalou (Jan–Aug)
	Iain Palmer (Sep-Dec)
Past President	Dave King (Jan-Aug)
	Brian Barsalou (Sep-Dec)
VP Communications	Gary Nelson
VP Finance	Julian Hoogstra (Jan-Aug)
	Christina Fryer (Sep-Dec)
VP Membership	Iain Palmer
VP Publicity	Natali Saric (Jan-Aug)
	Julian Hoogstra (Sep-Dec)
VP Programs	Schona Rae
VP Education	Tom Callen

PAST DIRECTORS OF THE BOARD *continued*

2003

President	Julian Hoogstra (Jan–Aug)
	Bill Warner (Sep-Dec)
Past President	Iain Palmer
VP Communications	Gary Nelson (Jan-Mar & Sep-Dec)
	Bill Warner (Apr-Aug)
VP Finance	Christina Fryer (Jan-Jun)
VP Membership	Li Yang
VP Publicity	Irene Hargitt (Jan-Jun)
	Lori St. Valentine (Oct-Dec)
VP Programs	Carol McLean (Jan-Jun)
	Katherine Nthenge (Aug-Dec)
VP Education	Tom Callen
Director at Large	Rajan Rao (Sep-Dec)
Director at Large	John Kay (Nov-Dec)

2004

President	Clive Field
Past President	Bill Warner
VP Communications	Rajan Rao
VP Finance	Cynthia Spraggs
VP Membership	Iain Palmer
VP Publicity	Lori St Valentine
VP Programs	Bruce Locke
VP Education	Cynthia Caine
Director at Large	John Kay

2005

President	John Kay
Past President	Clive Field
VP Communications	Nicolle Bourget
VP Finance	Lolo Young (Jan-Aug)
	Clement Ma (Sep-Dec)
VP Membership	Iain Palmer
VP Publicity	Lori St Valentine (Jan-Sep)
	Mary Wilson (Oct – Dec)
VP Programs	Angie Smith
VP Education	Cynthia Caine
Director at Large	Clement Ma (Jan-Aug)
Director at Large	Stephen Cheung (Sep-Dec)
Director at Large	Inga Stefanova (Jan-July)
Director at Large	Corinna Pucher (Sep-Dec)

2006

President	Iain Palmer
Past President	John Kay
VP Communications	Nicolle Bourget (Jan-Apr.)
	Gary Nelson (May-Dec.)
VP Finance	Clement Ma
VP Membership	Cynthia Caine
VP Publicity	Mary Wilson (Jan.-Sep.)
	Ikee Battle (Oct – Dec)
VP Programs	Angie Smith
VP Education	Stephen Cheung
VP Volunteers	Brian Barsalou
Director at Large	Joy Lin

2007

President	Iain Palmer
Past President	John Kay
VP Communications	Angie Smith
VP Finance	Clement Ma
VP Membership	Cynthia Caine
VP Programs	Joy Lin
VP Publicity	Ikee Battle (Jan.-Mar.)
	Brian Barsalou (Apr.-Dec.)
VP Education	Stephen Cheung
VP Volunteers	Brian Barsalou (Jan.-Feb.)
	Abelardo Mayoral-Fierros (May.-Dec.)
Director at Large	Tony Tsang (Jun.-Dec.)
Director at Large	Alex Guy (May-Dec.)

2008

President	Iain Palmer
Past President	John Kay (Jan-Apr)
	Brian Barsalou (May-Dec)
VP Communications	Angie Smith (Jan-Jul)
	Tom Munro (Aug-Dec)
VP Finance	Vijay Ranganathan
VP Membership	Clement Ma
VP Publicity	Brian Barsalou (Jan-Apr)
	Zdenko Erceg (May-Dec)
VP Programs	Amin Tabatabayi
VP Education	Krishna Kumar
VP Professional Development	Dale Laarz

PAST DIRECTORS OF THE BOARD *continued*

2008 continued

VP Volunteers	Abelardo Mayoral-Fierros
VP Administration	Cynthia Caine (Jan-Sep)
	Joanne Charlton (Oct-Nov)
VP Careers	Rich Brodowski (Nov-Dec)
VP at Large	Tony Tsang (Jan-Apr.)
VP at Large	Andrew Coates
VP at Large	Rich Brodowski (Apr.-Oct.)
VP at Large	Brian Mullen (May-Sep.)
VP at Large	Joanne Charlton (May-Sep.)
VP at Large	Harry Gill (Nov-Dec)

2009

President	Iain Palmer
President Elect	Vijay Ranganathan

2009 continued

Past President	Brian Barsalou
VP Administration	Joanne Charlton (Jan-Aug)
VP Communications	Tom Munro
VP Finance	Abelardo Mayoral-Fierros
VP Membership	Clement Ma
VP Publicity	Zdenko Erceg
VP Programs	Rafah Tello
VP Education	Krishna Kumar
VP Professional Development	Dale Laarz
VP Volunteers	Gino Morena
VP Careers	Rich Brodowski
VP at Large	Clement Ma (Jan-Dec)
VP at Large	Harry Gill (Jan-Aug)
VP at Large	Inga Stefanova(Aug-Dec)
VP at Large	Rahim Othman (Aug-Dec)

HISTORY OF CANADIAN WEST COAST CHAPTER

After eleven months of preparation, the West Coast British Columbia Chapter of the PMI was inaugurated on September 12, 1979, in a meeting attended by 52 people at the University of British Columbia. A Board of Directors was elected with Max Wideman as President. Neville Smith took over the presidency in 1981 with the Chapter now well established. The location of dinner meetings was changed from the University of British Columbia to a downtown hotel.

The 1982 Board of directors took the decision to maximize attendance at monthly dinner meetings as the vehicle for a major expansion of chapter support. The mailing list was increased to more than 360 persons and a telephone committee was organized. The 1982 drive for attendance was very successful. During the year, dinner meeting attendance never fell below 60 persons, and by the end of the year had typically ranged from 80 to 100 persons. At the same time, Chapter membership rose sharply. Compared to the 106 persons holding either Chapter or International membership at the end of 1981, there were in excess of 140 in British Columbia by the end of 1982. The PMI International Board recognized Walter Wawruck's contribution to our Chapter's development and acclaimed him as "Outstanding Chapter President" for 1982.

Significant initiatives were taken during Bryan McConachy's terms as Chapter president in 1983 and 1984, including "Feature Project of the Year". A monthly newsletter with advertising was organized. Education sessions and an employment bureau were started. Walter Wawruck initiated and managed the successful first PMI Regional Symposium. This not only gave the Chapter financial stability, but also established the Chapter's reputation in Vancouver and PMI International, and led to the Chapter of the Year award. Bryan McConachy earned the distinction of being chosen PMI's "Outstanding Chapter President" twice.

In 1985 liaison with the B.C. Section of the American Association of Cost Engineers (AACE) led to joint education sessions and a joint dinner meeting. Finance and administrative procedures were streamlined. Membership reached its highest level to date, 190.

There were significant advances in education in 1986. A professional development Seminar was presented for the first time which has since become a regular event. Max Wideman led the PMI International efforts in compiling a Project Management Body of Knowledge (PMBOK). 1987 and 1988 saw a relatively stable Chapter Board after two years of high turnover. This was important to the success of the 1988 Northwest Regional Symposium, and to plans for an ambitious professional development and basic project management education program leading to Project Management Professional certification. 1988-89 saw the launching of the PMP Certification course in collaboration with Simon Eraser University. Twenty eight people attended the first course and nineteen took the certification exam.

In 1989 the Chapter Board took an initiative in co-operation with AACE by appointing an AACE representative to the Board. This arrangement continued through 1992. The Vancouver Section of the AACE decided in 1993 not to pursue a program of regular technical activities and the strategic alliance between the two societies collapsed.

In 1990, registered membership exceeded 200 for the first time and continues to hold near that level.

In 1991 detailed planning began for PMI's 25th Annual International Seminar-Symposium - Leadership in a World of Change - which was successfully held October 1994 in Vancouver. Over 50 local volunteers managed the Marketing, Sponsorship, Programs and Exhibition activities while PMI Central Administration managed the registration and physical arrangement for the event. Bryan McConachy chaired the Conference Steering Committee; Chris Quaife was the Project Manager.
A number of initiatives were undertaken in 1997, 1998 including development of the West Coast
B.C. Chapter web site. Membership exceeded 300 and is continuing to grow. In 1997 the Vancouver Island Chapter received its charter and several of the West Coast BC Chapter members who lived on the island transferred their membership. The drop in membership was offset mainly by the registration of the Chapter's new Corporate Members. Representatives of the Chapter prepared a submission and delivered a presentation to the Barrett Commission on Leaky Condominiums.

HISTORY OF CANADIAN WEST COAST CHAPTER *continued*

In 1990, as follow-up to a recommendation of the 1988 Station Square Inquiry, regarding the Save-on-Foods collapse in Burnaby, the Chapter was part of an initiative to prepare a manual of practice. This depended on provincial government funding, which was not provided.

In 1998 the Chapter initiated an industry Task Force to address management problems on building projects, and in 1999 the Task Force took on what is now called "Management of Building Projects - a 250 page practice manual. The project manager is Chris Quaife and the Coordinating Editor is Matti Saar, both Chapter members and PMPs.

In 2000 we entered the new millennium and experienced change. Information technology had permeated every industry, and their executive teams (CIOs) and had changed the mix of members from predominantly engineers to a more balanced mix with IT professionals. The Project Management Institute grew, focused outward, developed an extremely successful marketing program and significantly increased awareness and the value of our profession around the globe. PMI required Chapters to incorporate and after much to do about nothing, several name changes and seven Presidents, the Chapter emerged from a tail spin of several years. It settled down and began to focus on increasing member value. Chapter leaders began to run the Chapter its AGM and put an end to squabbling, personal agendas and individual theatrics.

In 2006 a position was added to the Board and a new Chapter emerged. A VP of Volunteers facilitated the building teams to deliver services. The Chapter delivered an “in house” PMP Prep course and Chapter revenues doubled. In 2007 the Chapter successfully delivered Professional Development events and at the year end, AGM it added a VP of Professional Development and a VP of Administration to the Board.

In 2008 the Chapter delivered its first Mentoring Program and at the AGM several very significant changes were made to the Bylaws. Two more VP’s were added to the Board, Careers and President Elect. Board positions were expanded from a single year terms to a two year term and elections were staggered over two years with half the Board being elected in each year. This added considerable stability and continuity to the Board and the Chapter.

The Chapter accelerated into 2009 and increased its maturity in several ways. The trial position of Executive Director (started in late 2008) was funded for an entire year. Both the strategic planning and operational/budgeting sessions were expanded and improved upon. A Director at Large was assigned to being the SPOC (Single Point of Contact) for the largest employer of our members. This in turn propelled us into an outreach program that continues to grow at a very rapid rate and our Program portfolio had one of the most successful years in the Chapters history.

Monthly event "2010 Olympic and Paralympic Games – Transportation Planning" presenter, Sveto Plavsic , Director of Transportation Planning at VANOC

2009 Chapter President, Iain Palmer at the Annual Planning Session

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