



2015

Annual Report

PMI-CWCC

2/10/2016

2015 Annual Report



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1 President's Report



Ron Manson, President

2015 was a significant year for the Chapter for a couple of reasons, one of them planned and one of them a pleasant surprise.

The planned reason was the implementation of the Proteon Chapter Management System, which happened on schedule, and with remarkably little disruption to Chapter business. Check out the Operations section of this report for details.

The pleasant surprise was that after another excellent year, pm-volunteers.org (our foray into the world of community volunteering)

is ready to spin itself off from the Chapter. I recommend you read all about that in the pm-volunteers.org section.

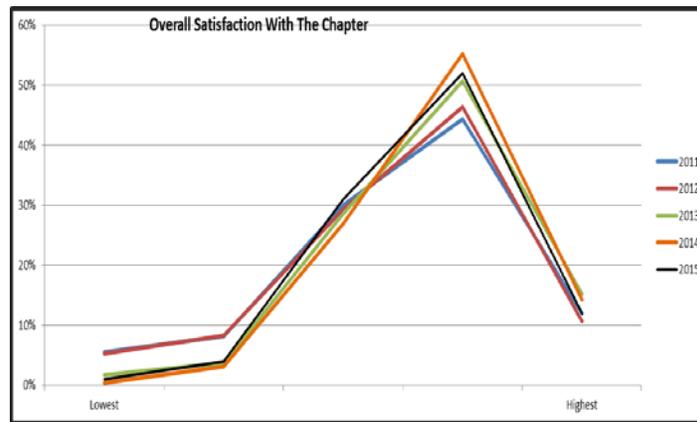
When you read the Financial pages of this report, you'll see that yet again we generated less revenue than planned from our activities, and that we also under-spent. Nevertheless the Chapter had another positive financial year, delivered the traditional services we had planned (see the Education and

Programs sections), and started a significant new one. (Read about the Apprenticeship Program in the Professional Development section.)

One area where Members may consider that we fell short is that we did not deliver an Annual Conference this year. While I apologise for that, I'm not devastated. There are two reasons.

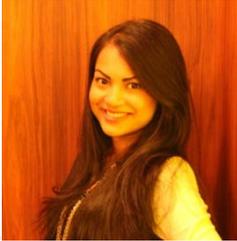
First, a one-day conference costs around \$75000 of your money to set up, so it's essential that it be a quality event that attracts sufficient ticket sales to defray costs. We pulled the plug on the 2015 Conference when it became clear that we would not reach the required standard during 2015. We considered it prudent to protect the Chapter's resources.

Second, we diverted our efforts to executing on a two-day conference May 31-June 1, 2016. That work is going very well and will result in a memorable Conference in 2016.



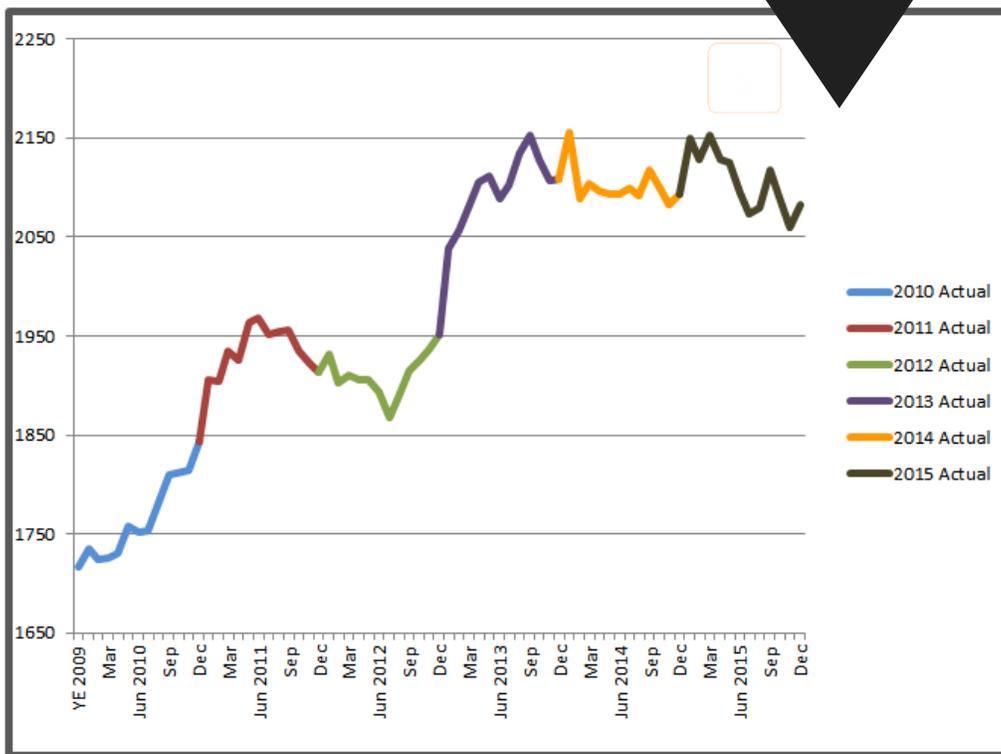
It doesn't seem that long since I started on the first year of my term as President, yet suddenly it's all over. I've enjoyed the two years, mainly because of all the Volunteers and "friends of the Chapter" who supported and encouraged me, while at the same time working hard to make their own significant achievements. I sometimes felt I was the only person in the Volunteer pool who was genuinely dispensable. Thank you all; it's been an honour to work with you.

2 Membership



Qudsia Ahmed, Vice-President

Chapter membership initially increased, but then fell off towards the end of the year. At the end of 2015, total chapter membership was just under 2100.



2015 ACCOMPLISHMENTS

- We continued to host successful New Member Orientations with most being sold out.
- We engaged a Master students to evaluate PMI CWCC’s membership engagement through master’s thesis.
- We conducted focus groups to determine what types of events should be delivered for students.

2016 PLAN

- Continue to build upon the Job Seekers Program
- Launch a Student Program for students and new graduates interested in project management.

3 Programs



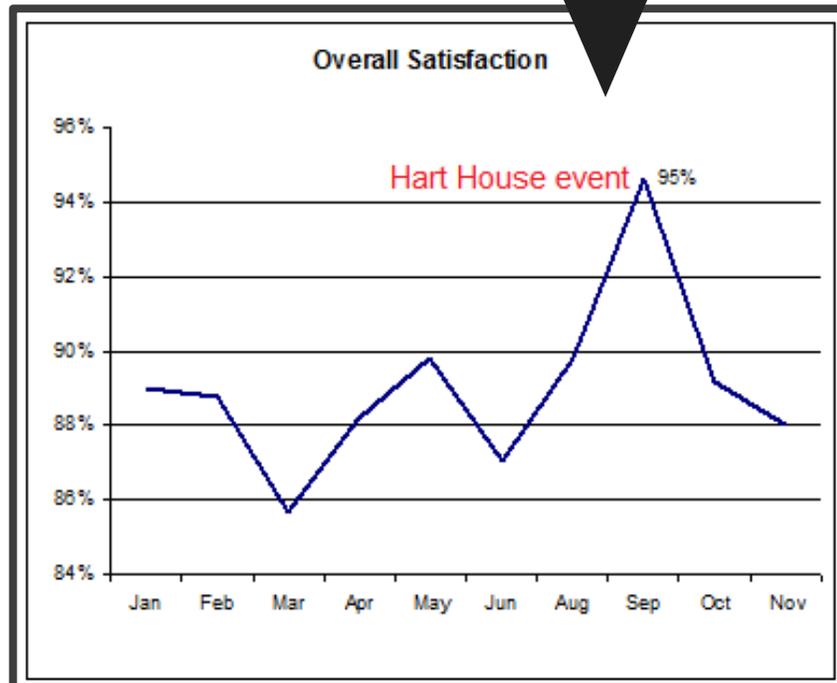
Rodolfo Yoshii, Vice-President

Our focus during 2015 was to strengthen the Programs team while delivering quality dinner events to our members.

At the beginning of the year our past VP Programs, Zsuzsanna Hollander, resigned from the position and this created the need within the team to mature fast. Now we have a complete team, a clear succession plan and we have documented the roles and responsibilities for each volunteer position in the portfolio, making our team strong and resilient.

We delivered 10 dinner events to the Chapter with an average score of 89% , a true success; but the highlight event of 2015 was the CSI Vancouver; Project Management and Criminal Investigations at the Hart House in Burnaby, a combination of an intriguing theme, new location and an outside dinner setup made this event very special. This event was possible thanks to the initiative and drive of Rosmary

We do a survey at the end of each monthly event to gauge its success. In 2015, overall satisfaction with monthly events remained high, with the end-of-summer event at Hart House being a highlight of the year.



Conte, Director of Programs, and her team of dedicated volunteers.

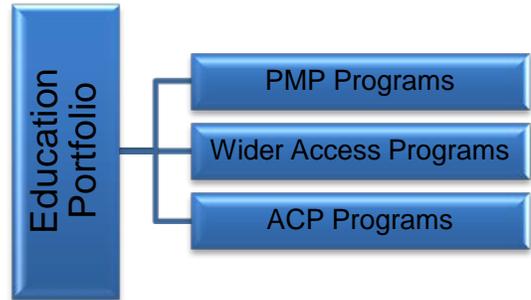
Moving forward in 2016 the Chapter members can feel confident that the Programs Portfolio will continue to deliver best in class dinner events.



4 Education

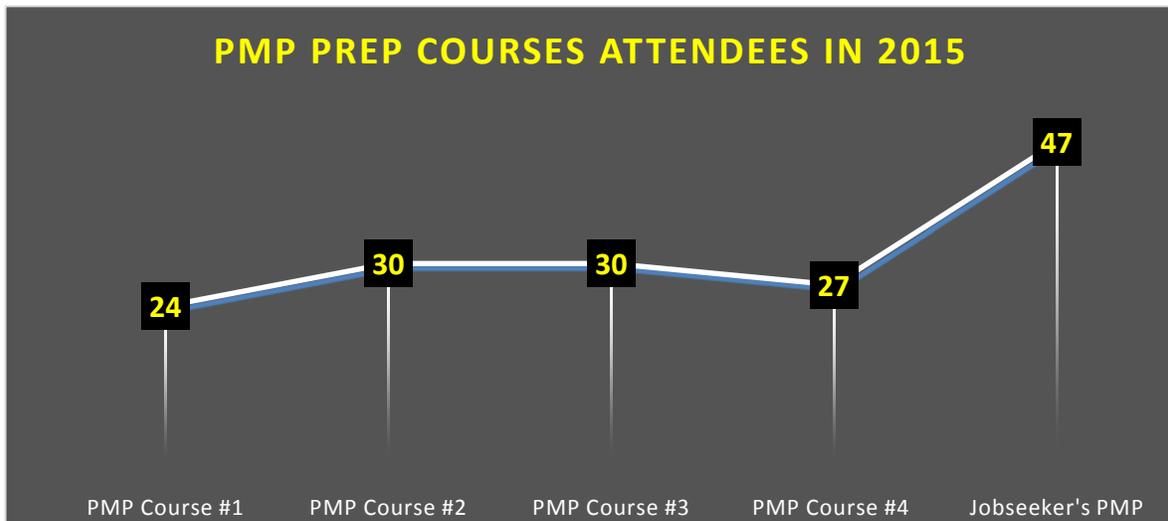


Mehran Jamshidi, Vice-President



2015 ACCOMPLISHMENTS

- Presented four 6-day PMP prep courses
- Held a free PMP prep course (Jobseeker's) for low-income job-seeker professionals
- Held two ACP courses
- Increased the pool of our instructors



The volunteers of the education portfolio have built upon the great work of last year by maintaining our very high standard of PMP course delivery while developing and delivering several innovative educational opportunities and improvements for our membership.

The excellence of our course offerings could not be maintained without the dedication, professionalism and expertise of our many volunteers. The level of their support and commitment to

our chapter and its membership is key to our successful operations. Please join me in expressing our sincere thanks to them all.



5 Professional Development



Peggy Ah Yong, Vice-President

The Professional Development Portfolio supports three programs: (1) Mentorship Program; (2) Apprenticeship Program (PMAP); and (3) Annual Conference.

Mentorship Program

Our Mentorship Program Director, *Mike Dewing*, has run two intake sessions in 2015. In the summer intake sessions, we have successfully matched 16 mentors and protégés, who all benefited from the advantages mentorship relationships had to offer. In the fall, we ran another intake session, and have matched another 24 mentors and protégés. This year, Mike has also facilitated a feedback session to solicit insights from our participants, in order to build a better program for 2016.

In 2016, we aim to increase the number of mentorship intake and feedback sessions, and are hoping to expand the program to further reach to our members outside of the Lower Mainland and offer more diverse topics that benefits larger segment of our membership community.

Apprenticeship Program (PMAP)

In 2015, *Qaid Jivan* and *Adrian Guemili* reached out to me with a simple idea in their minds: They wanted to create a program within the Chapter that gears specifically for students. Recognizing the new generations entering into the career of project management, the

Board has approved a pilot program, and the Project Management Apprenticeship Program (PMAP) was initiated.

The pilot PMAP program started off with single-campus recruitment at SFU. Despite a short recruiting period, we had over 15 applications and we have selected four students to join our first pilot PMAP program. The pilot was a great success, and we learned a lot to help shape the program offering moving forward.

In 2016, we are making the Apprenticeship Program our standard offering, with target to recruit and develop 15 four-year students across multiple campuses, and will expand our program offerings to suit the needs of this membership base.

Annual Conference

Although we did not deliver a conference in 2015, we are busy preparing the all-new 2-day Conference to be held on May 31 to Jun 1, 2016. Keep an eye for our communication in the months to come and we promise you that it will be the best conference ever!

Acknowledgements

As with the rest of the Chapter, our portfolio cannot achieve all of the above without the hard work and many voluntary hours from the amazing team: *Lilian Dang, Mike Dewing, Elizabeth Fingler, Adrian Guemili, Qaid Jivan, Emily Karras, Zahra Khoshtan, Candy Leong, Tiana Low, Nikita Solovyev, Ken Yeung.*

Thank you for all your effort and amazing drive. I am truly honored to have you as part of the team and look forward for an exciting 2016.



6 Operations



Ram Kodali, Vice-President

“Enable PMI CWCC Board, Portfolios and Volunteers with reliable and efficient technology systems, provide active support to Chapter volunteers, and help Events/Programs team with Registration activities for monthly events”

Operations team manages Chapter Management Solution implemented in 2015 and coordinates with solution provider, Proteon Chapter E-Mail System, access management for chapter solution, publishing weekly e-blasts, and supported Programs team with event creation & registration desk

Major activities of Operations Portfolio



2015 ACCOMPLISHMENTS

- Successful implementation of New Chapter Management Solution
- On-time, prompt handling and resolution of issues reported and new requests
- Preparation and launch newsletter on time every week throughout the

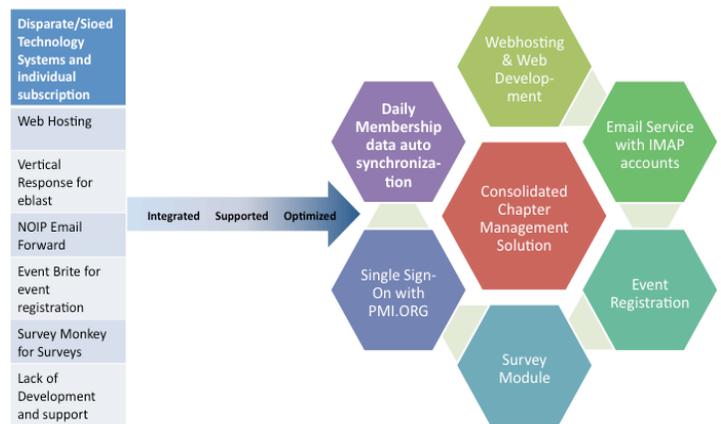
year, including special eblasts through good collaboration with the Marketing team.

2016 PLAN

Major activities planned for 2016 are:

- Upgrade Joomla version to current version to enable new features
- Upgrade/change Newsletter module of Proteon for improved analysis

Consolidated and integrated Chapter Management Solution implemented in 2015



THANK YOU TO THE TEAM

Special thanks to all volunteers who made it possible to implement new solution and maintain regular chapter activities without any disruption. As VP of Operations for 2015, I have had the great pleasure to work with the following volunteers in the Operations portfolio:

- | | |
|--------------------|----------------|
| Kielse Nodari | Jane Wu |
| Dave Clement | Gary Schring |
| Joshua Chang Park | Duane Neufeld |
| Katherine Son Sun | Devlin O'Neil |
| Jiawei Lui (Wavel) | Paula Slavicky |
| Lilly Vakili | Ghada Kilani |

7 Marketing



Carrie Ng, Vice-President

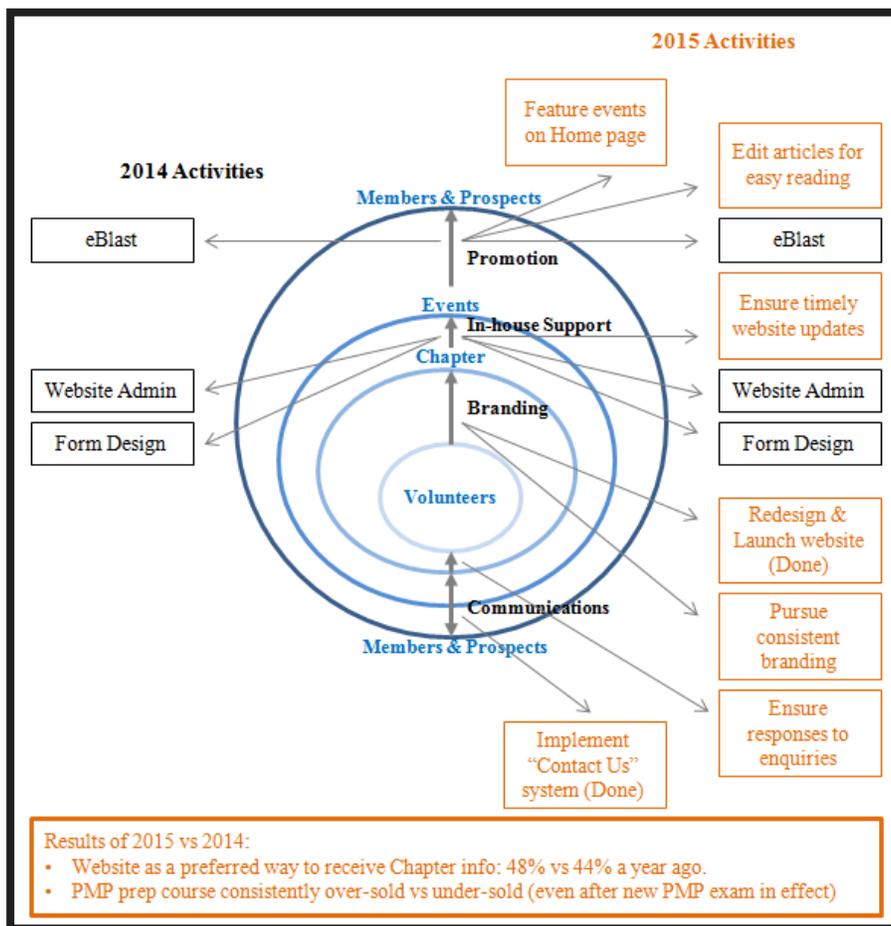
ACCOMPLISHMENTS

Please see the diagram below.

Our dynamic team of dedicated volunteers and the feedback from members and prospects made all the accomplishments possible. Thank you all.

FORWARD PLAN

In 2016, Marketing will continue to operate in the same direction, and will expand the Chapter's reach to the members through social media, like LinkedIn and Twitter.





8 Outreach



Fadi Attal, Vice-President

CWCC's Outreach portfolio is responsible for the planning, executing, and monitoring of several programs that connect members to local organizations providing project, program or portfolio management related services.

The Outreach portfolio proactively builds partnerships with sponsors and advertisers, other non-profit professional associations, and industries interested in project, program and portfolio management professionals, courses, and events or who offer PPM services.

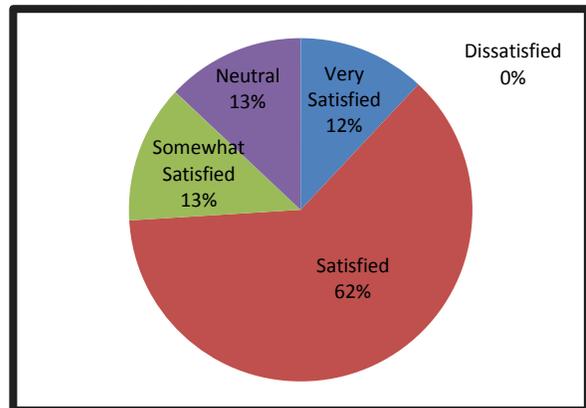
2015 ACCOMPLISHMENTS

- Successful transfer of duties from the previous VP, Outreach to the current VP at end of February 2015
- Expanded the Outreach Team by recruiting three new directors to support the Outreach Portfolio namely: Director of Industry; Construction & Engineering and Sponsorship & Advertising
- Partnered with Diversified Communications Canada and participated in the event known as ProjectWorld Vancouver
- Established strategic relationships with new companies and organizations
- Continued the CWCC-Workopolis Job Board partnership to generate exclusive jobs opportunities for our CWCC members

- Secured new sponsors for eBlast advertising
- Collaborated with the Professional Development Team to secure sponsorships for the upcoming Conference & Career Fair in 2016
- Continued to build on our long-standing partnership with the non-profit Wideman Education Foundation.

2016 PLAN

- Generate awareness and sponsorships for the May/June two-day Conference & Career Fair – Objective to provide value for our Exhibitors/Sponsors with a satisfaction levels of 83% as depicted in the pie chart below



- Continue to build key strategic relationships with 'for profit', as well as "non-profit" professional associations and organizations
- Create an Outreach Sponsorship & Affinity package for 2016 with a spectrum that targets potential partnering organizations and sponsors
- Continue recruitment of Business Outreach staff
- Deepen existing relationships with our current and past sponsors and advertisers while identifying new partnership opportunities
- Retain between three and five annual sponsors for 2016



9 pm-volunteers.org™



**Shawn Hawkins, Vice-President
 and Executive Director of pm-volunteers.org™**

**PROJECT MANAGEMENT &
 SOCIAL IMPACT**

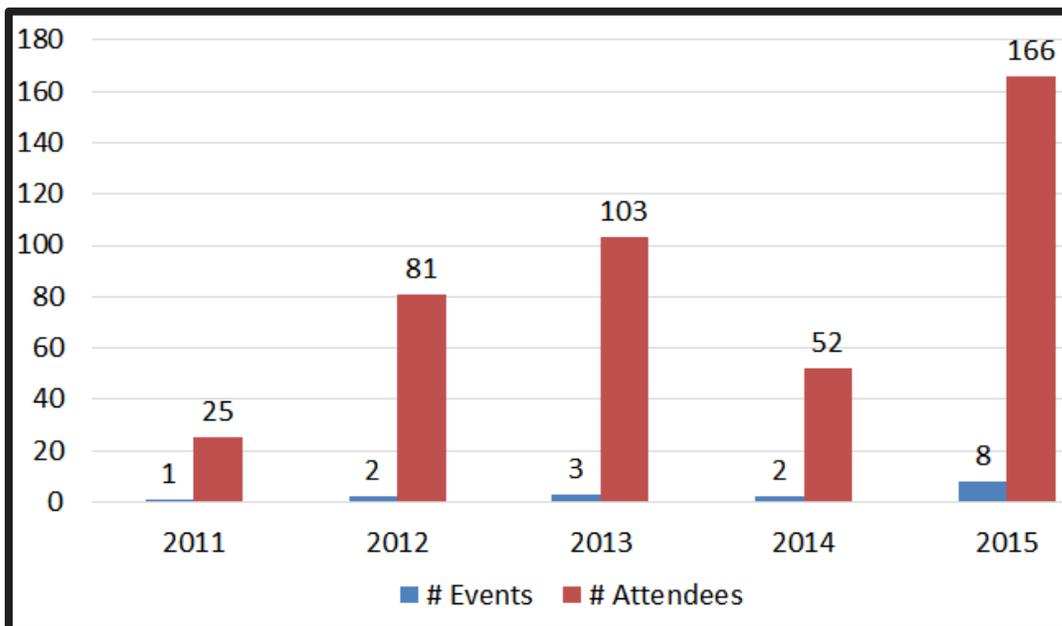
pm-volunteers.org™ (PM-V) focuses on charitable not-for-profit organizations by leading workshops and mobilizing professional project management services. It's a win-win-win proposition - meaningful opportunities for skilled project management professionals to enhance their career development and earn PDU's, meaningful benefits for not-for-profit organizations in completing projects that advance their goals, and meaningful benefits to the community at large where we all live, work and play. PM-V is creating lasting legacies.

AN EXCITING FUTURE

All around us we see indicators of **the** maturity and resilience of the PM-V organization.

- A strong network of supporters and sponsors outside the Chapter.
- Referrals by word-of-mouth from inside the Not-For-Profit community.
- Greatly increased attendance at our Project Management workshops, resulting in a second break-even year.
- Connections from areas not served by other parts of the Chapter.

These indicators, plus the financial benefits available to independent charitable bodies, suggest that a spin-off is advantageous to both the Chapter and to PM-V and its clients. We are therefore delighted that the Board has agreed in principal to proceed along those lines in 2016.



2015 Annual Report



10 Finance



Mark Freeman, Vice-President

The Chapter as a whole is challenged to translate the surpluses arising from its excellent control of spending into the provision of additional services for its members.

The Finance Portfolio is responsible for overall management of the revenue and expenses and investments of the Chapter

The 2015 year was financially successful. The Budget set for the year was conservative, with a plan to have a \$10.3K deficit. A one-day conference was included in the budget, but a mid-year course correction resulted in its replacement with a 2-day 2016 conference. This resulted in lower expenses and lower revenues in 2015. Along with lower expenses in other portfolios, the Chapter finished the year with a \$46.1K surplus.

Revenues for the Chapter were \$273.7K, an unfavourable to Budget of \$85.0K primarily due to the revision of the conference plans and to lower revenues in other Portfolios (most notably Outreach, which faced a rebuilding year due to a lack of volunteers). An exception was the Membership portfolio which benefited from the rising US dollar in which our members pay their Chapter dues.

Expenses were \$227.6K, a favourable variance to Budget of \$141.4K. A major contributor was the absence of conference spending, but nearly all Portfolios spent below their budgets.

Canadian West Coast Chapter PMI Balance Sheet As at Dec 31st

Canadian West Coast Chapter PMI

Balance Sheet As at 12/31/2015

	FY 2015
Current Assets	
Cash and Short Term Investments	390,486
Prepaid Expense	975
TOTAL ASSETS	391,461
Current Liabilities	
Accounts Payable	17,557
Audit Accrual	12,000
Accrued Expenses Payable	2,625
TOTAL LIABILITY	32,182
Equity	
Retained Earnings - Previous Year	313,172
Current Earnings	46,106
TOTAL EQUITY	359,278
LIABILITIES AND EQUITY	391,461

ASSET	
Current Assets	
Chequing Bank Ac	23,941.29
Vancity - Account	10,000.00
Vancity-Account 6	23,542.04
GIC- CAD Account	225,000.00
Chequing Bank Ac	49,832.68
Pay Pal Account	39,034.00
USD Cash-in CAD	68,968.43
USD Cash-Ctrl Acc	-49,832.68
Total Cash	390,485.76
Prepaid Expenses	975
Total Current Assets	391,460.76
Capital Assets	
Chapter Equipme	5,739.43
Accum. Amort. -Fi	-5,739.43
Net - Furniture & Equipment	0
Computer Equipr	886.36
Accum.Amort.-Co	-886.36
Net-Computer Equipment	0
Total Capital Assets	0
Other Non-Current Assets	
Computer Softwa	1,620.00
Accum.Amort-Sof	-1,620.00
Net-Computer Software	0
Total Other Non-Current Assets	0
TOTAL ASSET	391,460.76
LIABILITY	
Current Liabilities	
Accounts Payable	16,966.46
Audit Fee Payable	12,000.00
Accrued Expenses Payable	2,625.00
GST/HST Charged	2,545.67
GST/HST Paid on f	-1,743.78
GST/HST Filed ret	-210.92
GST Owning (Refund)	590.97
Total Current Liabilities	32,182.43
TOTAL LIABILITY	32,182.43
EQUITY	
Owners Equity	
Retained Earnings - Previous Year	313,172.10
Current Earnings	46,106.23
Total Owners Equity	359,278.33
TOTAL EQUITY	359,278.33
LIABILITIES AND EQUITY	391,460.76



Canadian West Coast Chapter PMI
2015 Actual vs. Budget

For the Year Ending Dec 31st

	2015 Budget	2015 Actual	Over <Under> Budget	%
R Board	0	0	0	
E Education	142,400	125,524	(16,876)	-11.9%
V Finance	0	1,123	1,123	
E Marketing	0	0	0	
N Membership	72,636	77,903	5,267	7.3%
U Mentorship	1,200	1,466	266	22.1%
E Operations	0	0	0	
Outreach	23,000	9,889	(13,111)	-57.0%
PM Volunteers	23,000	24,037	1,037	4.5%
Professional Development	62,000	0	(62,000)	-100.0%
Programs	34,505	33,737	(768)	-2.2%
Total Revenue	358,741	273,678	(85,063)	
E Board	(21,450)	(18,816)	(2,634)	-12.3%
X Education	(85,406)	(65,792)	(19,614)	-23.0%
P Finance	(35,475)	(20,197)	(15,278)	-43.1%
E Marketing	(8,875)	(3,107)	(5,768)	-65.0%
N Membership	(13,300)	(3,897)	(9,403)	-70.7%
S Mentorship	(1,600)	(41)	(1,559)	-97.4%
E Operations	(16,049)	(15,922)	(127)	-0.8%
Outreach	(4,695)	(506)	(4,189)	-89.2%
PM Volunteers	(29,750)	(25,521)	(4,229)	-14.2%
Professional Development	(68,425)	(4,063)	(64,362)	-94.1%
Programs	(83,973)	(69,709)	(14,264)	-17.0%
Total Expenses	(368,998)	(227,573)	(141,425)	-38.3%
Excess <Deficiency> of Revenues Over Expenses	(10,257)	46,106	56,362	

2015 Annual Report



11 2015 AGM Agenda

Date: February 17, 2016

Location: Four Seasons Hotel Vancouver, 791 W Georgia Street, Vancouver

Commences: 7:00PM

- 1) Confirmation of quorum
- 2) Acceptance of Agenda
- 3) Acceptance of the 2014 AGM Minutes
- 4) Presentation of the 2015 Annual Report
- 5) Presentation of the 2016 Operating Budget
- 6) Nomination and election of Chapter officers for 2016
- 7) Recognition of retiring office-holders
- 8) Other business
- 9) Adjourn the 2015 AGM



12 2014 AGM Agenda & Minutes

Date: February 17, 2015

Location: Four Seasons Hotel Vancouver, 791 W Georgia Street, Vancouver, BC

Chairperson: Ron Manson, President

Minute Taker: Barbara Gilmore, AVP, Outreach

Meeting: CALLED TO ORDER at **8:02pm**

1. Confirmation of Quorum & Acceptance of Agenda:
 - a. CWCC PMI members present at time of Call to Order = **43** total attendance
 - b. Quorum **Confirmed**

Motion: the membership approves the 2014 Annual General Meeting Agenda

Move: **Shawn Hawkins**

Second: **Onyeka Dozie**

Resolution: Motion **Carried**

2. Acceptance of the 2013 AGM minutes

Motion: the membership approves the minutes of the 2013 Annual General Meeting

Move: **Rosmary Conte**

Second: **Nico Primak**

Resolution: Motion **Carried**

3. Highlights from the 2014 Annual Report Presented

4. Acceptance of the 2014 Annual Report

Motion: the membership approves the 2014 Annual Report

Move: **Ronald Desjardins**

Second: **Joan Vincent**

Resolution: Motion **Carried**

5. The 2015 Board Approved Operating Budget Presented

6. Proposed Changes to Chapter Bylaws

2015 Annual Report



Motion: the membership approves the changes to the Bylaws as presented at the Annual General Meeting on February 17, 2015 (see presentation slides: ‘Remove a Role’ in Article III Section 8 & Article IV Section 6; ‘Allow Branches’ in Article II Section 3, Article III Section 8 & Article IV Section 6; ‘Remove Ambiguous Terminology’ in Article III Section 8, Article III Section 9 & Article III Section 15)

Move: **Murray Clark**
Second: Rodney Shaughnessy
Resolution: Motion **Carried**

7. Nomination and Election of Chapter Officers for 2015

Motion: the membership approves the nominated slate of candidates for the Board of Directors:

Slate for the standard election cycle (year two of a two year term and already elected)

- | | |
|------------------------------|--------------------------------|
| a. President: | Ron Manson until Feb 2016 |
| b. Vice President Education: | Eamonn O’Laocha until Feb 2016 |
| c. Vice President, Finance: | Mark Freeman until Feb 2016 |
| d. Past President: | Richard Brodowski N/A |

Two Year Term (this position is half-way through the election cycle)

- | | |
|-----------------------------------|----------------------------------|
| e. Vice President, Marketing: | Carrie Ng (expires Feb 2017) |
| f. Vice President, Membership: | Qudsia Ahmed (expires Feb 2017) |
| g. Vice President Operations: | Ram Kodali (expires Feb 2017) |
| h. Vice President, pm-volunteers: | Shawn Hawkins (expires Feb 2017) |
| i. Vice President, Outreach: | Vacant (expires Feb 2015) |

Candidates New to the Board (this position is year two of a two year cycle and seeking election)

- | | |
|--|-----------------------------------|
| j. Vice President, Professional Development: | Peggy Ah Yong (expires Feb 2016) |
| k. Vice President, Programs: | Rodolfo Yoshii (expires Feb 2016) |

Move: **Richard Brodowski**
Second: **Nico Primak**
Resolution: Motion **Carried**

2015 Annual Report



8. Recognition of retiring Board Members

- Barbara Gilmore VP, Outreach
- Milos Pospisil VP, Professional Development
- Roya Compo VP, Prince George
- Zsuzsanna Hollander VP, Programs

Also

- Gwynne Fane
- Jas Gill

9. Recognition of Distinguished Volunteers

- Carrie Ng in Operations for eBlast distributon
- Dana Sliman in Education for ACP
- Edoye Porbeni in Education for Jobseekers PMP class with SFU
- Ehson Syed in Marketing for eBlast content
- Jaimini Thakore in Education for Digital PMP course materials
- Laura Piazza in PM-volunteers for a successful Jewish Family Services project
- Nico Primak in Membership for the Job Seekers program
- Qaid Jivan in Professional Development for the Design of the Apprenticeship program
- Rosmary Conte in Programs for the effectiveness in the Programs portfolio
- Sandra Phillips in Professional Development for the 2014 Annual Conference
- Winyee Leung in PM-volunteers for ERP for SHARE

10. Other Business: No other business was presented

11. Motion to ADJOURN Meeting

Move: **Rosmary Conte**
Second: **Joan Vincent**
Resolution: Motion **Carried**
Meeting: **ADJOURNED at 9:27pm**