

**Minutes of the Annual General Meeting – PMI Vancouver Island Chapter
Thursday, June 3, 2021
Via Zoom, hosted from Victoria BC**

- 1. AGM 2021 Called to Order** at 6:00pm by Slav Grygierowski, President
 - Confirmation that the meeting had a quorum of 29 as of 6:07pm by Nancy Kwong, Director of Operations

- 2. Approval of 2021 AGM Agenda**
 - Motion: Manji Sekhon
 - Seconded by: Zachy Olorunjojon
 - Accepted by the majority

- 3. Approval of 2020 AGM Minutes (as amended)**
 - Motion: Ivan Rincon
 - Seconded: Flavia Guarnieri
 - Accepted by the majority

- 4. President's Report: 2020/21 Accomplishments**
 - Mandate:
 - Slav Grygierowski, President
 - Zachy Olorunjojon, President Elect
 - Liam McKeracher, Past President
 - Pawan Yadav, Treasurer
 - Nancy Kwong, Director of Operations
 - Brenda Brassette, Volunteer Director
 - Luke Chen, Membership Director
 - Hélène Roberge, Outreach Director
 - Cara Segger, Communications Director
 - Flavia Guarnieri, Professional Development Director
 - Marisa Wu, IT Director
 - Linda Hiemstra and Jeffrey Ma, Up-Island Director
 - Stephanie Poole, Sponsorship Director
 - Ernesto Guevara-Ortiz, Programs Director

- Ivan Rincon, Academics Director
 - Alan Calder and Vineet Kumar, Certifications Director
- Treasurer
 - Operating budget for 2020/2021 Fiscal Year approved
- Operations
 - Organized all Board meetings and ensured orderly everyday operations of PMI-VI Chapter
- Communications
 - Continued bi-monthly newsletters
 - Expanded social media presence on Twitter, LinkedIn and Facebook
 - Ensured all events and programs were communicated on time to our general membership
- Outreach
 - Managed free admission program for Vancouver Island students to the PMP/CAPM Exam Prep courses
 - New initiative - Projects from the Heart for supporting project management for not-for-profit organizations on Vancouver Island
 - Managed corporate and not-for-profit outreach programs for our Chapter
- Programs
 - Virtual Chapter Meetings - New Normal Series: #1 Feb 2021, #2 Mar 2021, and #3 Apr 2021
- IT
 - Managed website and all IT related operations for PMI-VI Chapter, supported all virtual events and meetings
- Membership
 - Continuation of the Membership Recognition Program for new PMPs/CAPMs and Milestone Members
 - Welcome messages for all new members and those members who renewed their membership
- Volunteers
 - Victor of the month - volunteer recognition program
 - Coordinated volunteers involvement for all portfolios and programs
 - Member benefits program

- Certifications
 - Two PMP Exam Prep sessions (CEPS) with a high satisfaction rate
 - Offered 5 scholarships to deserving students from Vancouver Island universities
 - Managed transition from locally delivered certification program to PMI - ATP program
- Professional Development
 - First ever successful virtual Mentorship Program (Feb - May 2020)
 - Professional Speaker Series 3 virtual events - 5 speakers - Fall 2020
- Up Island
 - PMP Exam Prep session with Excel Career College - Courtney
 - Nanaimo District Chamber of Commerce continued involvement
- Academics
 - Offered three formerly existing and initiated one new scholarship of \$1,000 each to post-secondary PM students at the University of Victoria, Royal Roads University, and Camosun College and the new one to Vancouver Island University in Nanaimo
- Sponsorship
 - Secured annual sponsorship with University of Victoria, Gustavson School of Business
- Other Accomplishments
 - Finalist of the PMI Chapter of the Year Award
 - 500 Members Club - very successful Guest Pass Program
 - PMI-VI Project of the Year Award 2020/21 first time awarded on May 12, 2021 during virtual ceremony
 - Celebrating 25th Anniversary of the Chapter this year
 - ProjectBites access for all PMI-VI members
 - Great member retention despite the difficult pandemic situation
- 2020 Scholarship Fund
 - Royal Roads University - \$1,000 awarded
 - University of Victoria, Gustavson School of Business - \$1,000 awarded
 - Camosun College - \$1,000 awarded
 - Vancouver Island University - \$1,000 awarded

5. Treasurer's Report: Balance Sheet and Financial Statements

- TOTAL REVENUE: **\$61,265.00**

as of December 2020

Balance Sheet and Income Statement

	2020	2019
Balance Sheet		
Assets	\$ 182,317	\$ 169,677
Liability	\$ 3,998	\$ 1,500
Equity	\$ 178,320	\$ 168,177
Income Statement		
Revenues	\$ 61,265	\$ 75,458
Expenses	\$ 51,121	\$ 93,691
Net Income	\$ 10,144	-\$ 18,233

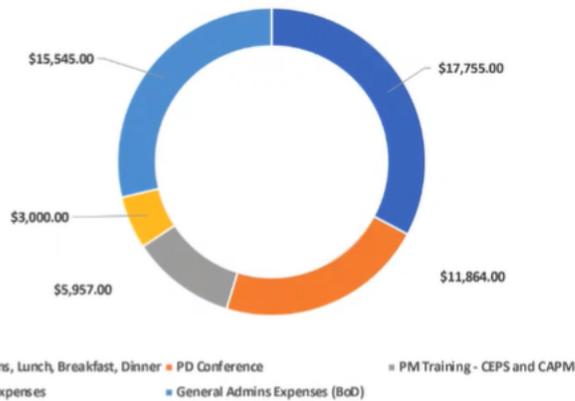


Revenue Statement

■ Programs, Lunch, Breakfast, Dinner
 ■ PD Conference /Region 1 Conference
 ■ PM Training - CEPS and CAPM
■ Membership Dues and Fees
 ■ Other Functions and Social Events
 ■ Interest Revenues

Revenues	2020	2019	2018
Programs, Lunch, Breakfast, Dinner	\$ 5,800.00	\$ 10,439.00	\$ 7,038.00
PD Conference /Region 1 Conference	\$ -	\$ 12,647.00	\$ 35,665.00
PM Training - CEPS and CAPM	\$ 20,045.00	\$ 17,399.00	\$ 25,755.00
Membership Dues and Fees	\$ 28,478.00	\$ 31,636.00	\$ 27,957.00
Other Functions and Social Events	\$ 1,796.00		\$ 4,694.00
Interest Revenues	\$ 5,146.00	\$ 3,337.00	\$ 3,614.00
Total Revenues	\$ 61,265.00	\$ 75,458.00	\$ 104,723.00

Expense Statement



Expenses	2020	2019	2018
Programs, Lunch, Breakfast, Dinner	\$ 17,755.00	\$ 14,267.00	\$ 24,943.00
PD Conference	\$ 11,864.00	\$ 22,035.00	\$ 35,718.00
PM Training - CEPS and CAPM	\$ 5,957.00	\$ 6,272.00	\$ 10,906.00
Other expenses	\$ 3,000.00	\$ 18,314.00	\$ 27,588.00
General Admins Expenses (BoD)	\$ 15,545.00	\$ 32,803.00	\$ 26,357.00
Total Expenses	\$ 54,121.00	\$ 93,691.00	\$ 125,512.00

- Approval of 2020/21 Financial Statements
 - Motion: Landon Schmidt
 - Seconded: Peter Breen
 - Accepted by the majority
- Waive to audit
 - Motion to waive: Peter Breen
 - Seconded by: Ivan Rincon
 - Accepted by the majority

6. Board of Directors Elections 2021/2022

- All information about the voting was sent to Members via email
- Voting polls closed May 20, 2021

a. Available Positions:

- Executive Positions
 - Treasurer: 1 year
 - President Elect: 3 years - 1 year with a commitment to follow on to President and Past President

- Director Positions
 - All are 2 year terms: IT, Volunteers, Memberships, Up-Island, Sponsorship, Certifications, and Programs

b. Announcing the 2021/2022 PMI-VI Board Election Results

- Executive Positions
 - President: Zachy Olorunjojon
 - Past President: Slav Grygierowski
 - President Elect: Ernesto Guevara-Ortiz
 - Treasurer: Kerice Richards
 - Director of Operations: Nancy Kwong
- Directors
 - Jeffrey Ma, Up-Island Director
 - Vineet Kumar, Certifications Director
 - Pawan Yadav, IT Director
 - Shalini Yadav, Programs Director
 - Cara Segger, Communications Director
 - H  l  ne Roberge, Outreach Director
 - Flavia Guarnieri, Professional Development Director
 - Brenda Brassette, Volunteers Director
 - Luke Chen, Scholarship Director
 - Ivan Rincon, Academics Director
 - Miriam Kaplan, Membership Director

c. Approval of the 2021/2022 PMI-VI Board Elections

- Motion: Peter Breen
- Seconded: Manji Sekhon
- Accepted by the majority

7. Adjournment of the 2021 PMI-VI AGM (6:37 pm)

- Motion: Cara Segger
- Seconded: Flavia Guarnieri
- Accepted by the majority

– End of Minutes –