



**Materiel Management Institute
Minutes from the Annual General Meeting
May 16, 2001 – Ottawa, Ontario**

The President brought the Annual General Meeting to order and welcomed members.

1. Opening Remarks

As a first order of business, the President recognized the winners of the MMI Awards, namely:

Environmental Recognition Award – Team Category: DSVPM and Natural Resources Canada.

Materiel Management Recognition Award – Team Category: Fred Dupuis, RCMP and Doug Woods, DFAIT, Co-Chairs of the MSMSC.

Materiel Management Recognition Award – Individual Category: Tom Ramsey, Agriculture & Agri-Food Canada.

Recognition for Excellence in Service as a Materiel Manager – SUMMIT sponsored awards to two separate individuals: Bonnie Chatelain from INAC and Roger Pineault from CCRA.

The Materiel Management National Workshop Organizing Committee was given thanks, with special recognition to PWGSC and Jacques Labonte who served as the Chair of MMNW and represented the host department. Sarah Zraggen and The Willow Group, the Workshop's event planners, were also thanked.

The President then provided brief remarks, stating that feedback received from delegates attending the 2000 Workshop commented on their frustration with where materiel management was going in the federal government. Since that time, progress has been made and there are many opportunities for the materiel management community to play a significant role in the public service and to be a part of the future. The public service is recognizing the contribution of materiel managers and the MMI is committed to helping lead the way.

2. Appointment of Secretary for the AGM

Kathy Jones with the MMI National Office was appointed as secretary for today's proceedings.

3. Review and Approval of the May 24, 2000 Annual General Meeting

Moved by Steve Johnston, seconded by Lawrie Huck, to accept the minutes as a reflection of what happened at last meeting.
Carried

4. Presentation of Slate of Officers for 2001-2002

The following changes were mentioned: Jean Bilodeau, Chair of the Green Procurement/Environment Group, will be assisted by Karen Anderson.

Jacques Urbain, Regional Director for Quebec has resigned. The incoming Regional Director for Quebec is Serge Généreux from DND.

A new position on the Board has been approved. Don Van Dusen, RCMP, will serve as a Director-at-Large and will assist in the training and professional development portfolio.

Other individuals have indicated an interest in providing assistance in various activities and such opportunities will be discussed. The President issued a call for volunteers for the current and/or future years.

The Slate of Officers for 2001/2002 was presented:

President

Larry Lashkevich, National Defence

First Vice President

Steve Johnston, Indian and Northern Affairs Canada

Second Vice President

Robert Myers, Canadian Heritage

Secretary/Treasurer

Nicole Labelle, National Defence

Past-President

Peter Elias, Treasury Board Secretariat

DIRECTORS

Chair – Green Procurement/Environment Group

Jean Bilodeau, Environment Canada

Chair – Materiel Management Speaker Series

Monique Thibault, National Defence

Regional Director – British Columbia & Yukon

Lawrie Huck, Fisheries & Oceans Canada

Regional Director – Saskatchewan, North West Territories & Nunavut

Lucille Chase, Public Works and Government Services Canada

Regional Director – Southern Alberta

Bryan Labbé, National Energy Board

Regional Director – Northern Alberta

Heather R. Harrison, Public Works and Government Services Canada

Regional Director – Manitoba

Donald Vanderhooft, Western Economic Diversification Canada

Regional Director – Québec

Serge Généreux, National Defence Canada

Regional Director – Eastern Canada
Mark Taylor, Natural Resources Canada

Director-at-Large
David Swift, Cartier Consulting Group

Director-at-Large
Don Van Dusen, RCMP

Moved by BGen. Larry Lashkevich, seconded by Bob Myers, to accept the Slate as presented.
Carried.

5. Report of the President

BGen. Larry Lashkevich, MMI President, stated that the objective of the Institute is to serve the materiel management community and be the leader in Information Sharing, Professional Development, Advocacy and Recognition.

Training and professional development remains as our single greatest priority and the MMI will continue to be active in this regard. The Institute participates in various working groups and advisory committees in the federal government and it supports and administers the professional development and certification program according to those responsible for its development and implementation.

Pleased to report that all regions across Canada have a representative on the MMI Board. The Regional Directors play a major role in the planning and delivery of the Annual Regional Workshops.

To address the Institute's fiscal responsibility, an external review of the MMI's operations and activities was recently conducted. This review will result in the implementation of processes and structures to ensure the transparent financial management of the organization.

Jean Bilodeau developed a "Buying Green" program that unfortunately was put on hold for the past year. It is expected that with Karen Anderson's assistance to profile the program, the MMI can once again promote sustainable development.

In the area of performance measurement, the MMI is working with several agencies to develop performance measurement tools that specifically address materiel management.

The MMI is currently a \$1 Million operation per year that requires full time support to ensure the successful delivery of a number of activities. In this regard, the Board is in the process of engaging a full time Executive Director to facilitate our business.

An update on the Professional Development and Certification Program will be issued in the next several weeks. The course information will be posted on the MMI web site and will list all courses to be offered in the coming year.

6. Report of the Treasurer

The MMI's financial situation remains stable. A financial management review to strengthen stewardship of finances was conducted. A draft audited financial statement, at the time it was prepared, projected a modest deficit of \$3k. At the end of the fiscal year, a projected reserve of \$35k will be available to fund activities. The financial situation is good and is getting brighter. The MMI is a non-profit organization and every available resource is contributed to offering regional events and workshops. It is important that the Board exercise stewardship and the external review has provided additional advice to assist in this regard. Questions on the MMI finances are to be directed to Nicole Labelle, MMI Treasurer.

7. Professional Development Committee

Efforts are being made in the public service to move forward with professional development. The MMI is actively engaged with various groups that are involved in this initiative. MMI plays a key role in identifying training needs and serves as the delivery vehicle for training sessions. The single largest event is the Materiel Management

National Workshop, followed by the Annual Regional Workshops, being planned in the Fall of 2001 in Fredericton and Calgary. The Institute is constantly looking at other training opportunities and initiatives. Feedback and suggestions are to be directed to Bob Myers, Chair, MMI Professional Development Committee.

8. Membership and Communications Committee

The MMI currently has over 700 “paying” members. The external financial review indicated that additional initiatives should be considered. Membership in the MMI has privileges such as the receipt of the MMI newsletter “Staying in Touch”, the SUMMIT magazine, the Materiel Management Speakers Series offered in the National Capital Region, and discounts for other training events. The MMI sits on the SUMMIT editorial board that allows some influence over the content. Staying in Touch was temporarily suspended a few months ago due to financial considerations. It is a popular medium and the Board is anxious to resume publication. The “Hero/Heroine” column features people in the community who make a difference. Comments and suggestions are to be directed to Steve Johnston, Chair, MMI Membership and Communications Committee.

9. Materiel Management Speakers Series (MMSS)

The MMSS is currently only offered in the National Capital Region. The series features the delivery of timely and topical issues by knowledgeable presenters. The series is well received and attendance has increased over the course of the year. Regional offerings are encouraged and sessions are not restricted to MMI members. Members of the materiel management community are asked to contact the MMI Regional Directors with suggestions. Monique Thibault serves as the Chair, MMI MMSS.

10. Green Procurement

Jean Bilodeau, Chair of the MMI Green Procurement/Environment Group, has been pre-occupied with international commitments. A number of activities were planned under the MMI banner, but in some respects these activities have been carried out under the broader federal government umbrella. Karen Anderson is expected to make a significant contribution to this area on behalf of the MMI.

11. Appointment of Auditors

Moved by Steve Johnston, seconded by BGen. Larry Lashkevich to allow the Treasurer to approve the selection of an auditor with the concurrence of the Board.
Carried.

12. Adjournment

Moved by Steve Johnston, seconded by Heather Harrison that the meeting be adjourned.
Carried

The Annual General Meeting adjourned at 1:35 pm