



Materiel
Managemen
Institute Institut
de gestion du
matériel

**Materiel Management Institute
Minutes from the Annual General Meeting
May 30, 2002 – Ottawa, Ontario**

Steve Johnston brought the Annual General Meeting to order and welcomed members.

1. Appointment of Secretary for the AGM

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

2. Review and Approval of the May 16, 2001 Annual General Meeting

Moved by BGen. Larry Lashkevich, seconded by Don Van Dusen, to accept the minutes.
Carried

3. President's Report

BGen. Larry Lashkevich presented his President's Report with highlights from three main areas:

A. Primary Activities

- Professional Development and Certification Program: MMI has been a strong supporter of the Program since it's beginning and has dedicated a great deal of energy to the Program this year. The Program is vital to the community in defining who we are and where we are going. MMI is confident that the Program will contribute to the future of the community. Senior level officials are quoting the accomplishments of the materiel management community and the MMI has a solid commitment to continue to support the community and represent its interests.
- National and Regional Workshops: MMI has been delivering professional development workshops across Canada for a number of years. The National Workshop is held in Ottawa while the Regional Workshops are offered in various cities in the East and West and Quebec.
- Dialogue with Central Agencies and Key Organizations: the President delivered a presentation to CCMD in January 2002 with a focus on the challenges facing the materiel management community in the federal government.
- Communication: the Institute is striving to deliver informative, effective, timely and relevant communication throughout the community. In this regard, MMI has collaborated with TBS on a number of occasions.

B. MMI Leadership Team

- The Board consists of representatives from across Canada. It is the intention of the Institute to expand the Board to have participation and oversight of all of the major MMI activities as well as key government initiatives.

C. Accountability and Due Diligence

- The Institute is on solid financial footing and conducts its affairs in an accountable and transparent manner. A Third Party Review was conducted and the

Board is following the recommendations presented in the Review. Confident that the MMI is managing its resources efficiently and effectively.

The President expressed his pride in the materiel management community at large. In previous years, materiel management was perceived as subordinate to other functions. That is not the case today. Senior officials are constantly informed of the important role the community plays in the effective governance of the public sector. Impressive changes are being put in place. He extended hearty congratulations of the community and recognized the great progress being made.

The President closed his remarks by saying that the last four years while involved with the MMI has been a wonderful experience. He fully intends to continue to support the MMI and the community at large. He thanked the Board for their dedication and the opportunity to work with them.

4. Presentation of Slate of Officers for 2002-2003

The President presented the following slate for ratification:

EXECUTIVE COUNCIL

President – Steve Johnston, INAC
First Vice President – Robert Myers, Canadian Heritage
Second Vice President – Nicole Labelle, National Defence
Secretary-Treasurer – Don Van Dusen, RCMP
Past-President – Larry Lashkevich, National Defence

DIRECTORS

Chair – Materiel Management Speaker Series – Monique Thibault, National Defence
Regional Director – British Columbia & Yukon – Lawrie Huck, Fisheries & Oceans
Regional Director – Southern Alberta – Bryan Labbé, National Energy Board
Regional Director – Northern Alberta – Heather R. Harrison, PWGSC
Regional Director – Saskatchewan, North West Territories & Nunavut – Lucille Chase, PWGSC
Regional Director – Manitoba – Donald Vanderhooft, Western Economic Diversification
Regional Director – Québec – Serge Généreux, National Defence
Regional Director – Eastern Canada – Mark Taylor, Natural Resources Canada

DIRECTORS-AT-LARGE

Micheline Brunette, TBS
Gary Graham, Cosmos Consulting Ltd
Jacques Labonté, PWGSC
Colleen Post, TBS
David Swift, Cartier Consulting Group

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

Carried.

Steve Johnston delivered the following reports.

5. Report of the Treasurer

MMI remains in a stable financial position. Last year's National Workshop generated a healthy profit in excess of \$180k. Training courses held in conjunction with PWGSC produced an additional \$60k of revenue. The Fall 2001 Regional Workshops, along with communication vehicles operated at a net cost of \$151k. Pleased to report the pre-audit surplus as of December 31, 2001 is \$96k. All balances were within our forecast, and we are pleased with the results!

Based on the results of a financial practices review undertaken last year, a finance committee was formed and new financial reporting procedures have been developed. Work is progressing on the establishment of a new chart of accounts for a program-based or cost centre method of accounting. This new method of tracking budgets and actuals for each activity will enable the Board to assess its financial situation quickly and easily. Consideration is being given to the creation of a cash reserve and to use this reserve for program activities.

6. Professional Development Report

Bob Myers, First Vice President responsible for professional development had a very busy year. Among many activities in this portfolio, he chaired this year's Annual Materiel Management National Workshop and led a dedicated group of volunteers from various departments. The National Workshop is the major professional development event that the Institute organizes. Its financial contribution to MMI is significant and enables the Institute to undertake a variety of other programs and initiatives and to maintain a National Office. We are proud to say that it is recognized as "the" professional development event in the federal government's materiel management community.

The Eastern and Western Regional Workshops involve the leadership of the MMI's Regional Directors. Plans are well underway for these workshops this October in Halifax under Mark Taylor's guidance and Regina, with Lucille Chase serving as chair. All Regional Directors contribute to the hosting of these workshops and members are encouraged to talk with them to share thoughts on topics of interest. Refer to the promotional flyer in your delegate kit.

Two course offerings were held in conjunction with PWGSC: "Bid Evaluations and Contractor Selection Methodologies" in January 2001 and "Introduction to Procurement" in February 2001. Both were well attended.

A considerable amount of time and energy has been dedicated by members of the Board over the past year to the Professional Development and Certification Program. MMI is committed to this program and holds a seat on the advisory committee. The Institute also plays a role in the dissemination of information on this program.

7. Materiel Management Speaker Series

Monique Thibault has been the driving force for the past several years in the successful delivery of the speaker series offered in the National Capital Region. A program of monthly two-hour sessions on attractive subjects was rolled out to all in the materiel management community. The series is promoted principally via e-mail and presentations are posted to the MMI web site following each series. An official breakfast launch of the series was held in September and was well attended. The closing breakfast will be held

on June 20 at the Crowne Plaza. Because of the hard work of the Committee, attendance has significantly increased, communication has improved and excellent feedback has been received. Objectives for the future include a review of what worked well and what can be improved, determine ways to attract higher level management to attend, and develop next year's program.

8. Membership & Communications Report

Of significance is the "new and improved" dynamic web site. It is updated on a regular basis and features current information on all MMI events including available presentations and links to exhibit and sponsor participants. It also highlights the award program and winners, contact information for the MMI Board and links to other sites of interest including the Professional Development and Certification Program. The web site will serve as a key communication tool and your feedback on its content and ease of use is appreciated. The URL is www.cipmm-icagm.ca

Another dramatic undertaking was the enhancement of the Institute's distribution list. We now have close to 6000 names, two-thirds with e-mail addresses. Electronic communication is an effective and cost efficient way of doing business. We plan on regular MMI News Updates to keep you informed of activities of interest to the materiel management community.

9. Future Strategic Goals of the Institute

The MMI Board met at the end of February and conducted a session on strategic planning. Many items were discussed and I'm pleased to report that you have an energetic Board committed to serving you and solidifying the Institute's position in the community. The new Board structure as presented in the Slate of Officers, will enable focussed attention to the activities of the MMI.

Three "key" areas that the 2002-2003 Board will focus on:

- Continue with activities that we do well: As with any volunteer Board, resources are limited. The overall mandate of the MMI is to work on behalf of materiel management professionals, by sharing information (Materiel Management Speaker Series, News Updates, web site, Summit); by offering professional development events (MMNW, Regional Workshops, training courses); and, promoting advocacy and recognition (special awards, presentations to senior government officials, a player in the Professional Development and Certification Program). Over the years, we believe that we have achieved success in a number of these areas. Our goal is to continue to deliver the "tried and true".
- Continue in the Professional Development Advocacy Role: As mentioned earlier, MMI is involved with, and has been for several years, the Professional Development and Certification Program. Also as ratified earlier, the MMI Board will have two representatives from the Program Office serving as Directors-at-Large, namely Colleen Post and Micheline Brunette. Though they will bring other areas of expertise to the Board, the close contact between MMI and the Program Office can only aid in the successful implementation of the program. And the MMI will continue to foster relationships with other professional development organizations such as Training and Development Canada, PWGSC, PMAC, NIGP and others.

- Add value: The materiel management community is buried under constantly changing and emerging issues. The MMI will strive to develop innovative programs to address these issues, to communicate effectively and efficiently and to inform you in a timely manner. Mighty objectives indeed, but necessary if we want to retain and enhance our position in the community.

10. Appointment of Auditors

Moved by Nicole Labelle, seconded by Monique Thibault to appoint Scott Rankin Gordon Gardiner as auditor for FYE 2001.
Carried.

11. Closing Remarks

Steve Johnston expressed his honour to serve as President of the Institute for the next two years. On behalf of the Board and the membership, he acknowledged Larry Lashkevich's tremendous leadership for both the MMI and the community at large.

On behalf of the 2002-2003 Board of Directors, Steve Johnston thanked all for participating and encouraged members to notify the National Office if they wish to serve on various working groups. Volunteering is a worthy cause and can be very rewarding.

12. Adjournment

Moved by Steve Johnston, seconded by Bob Myers that the meeting be adjourned.
Carried