



**Materiel Management Institute  
Annual General Meeting  
May 29, 2003 – Ottawa**

**1. Call to Order and Appointment of Secretary**

Steve Johnston, President, called the meeting to order and appointed Kathy Jones as Secretary.

**2. Approval of Minutes of the 2002 Annual General Meeting**

Moved by David Swift, seconded by Monique Thibault that the minutes from the May 30, 2002 AGM be approved.

**3. Report of the President**

Steve Johnston reported that the Institute has made significant progress in a number of areas due to a strategic planning session that was held in November 2002. This session was a follow-up to the session held in March 2002. Critical issues were identified and an “MMI 2003-2005 Strategic Plan” and the “MMI 2003 Program Plan and Budget” were developed. Ten top issues were identified, 22 action items to address these issues were identified, and 10 priorities were developed for action in the 2003-2005 timeframe.

The President was pleased to report that the MMI Board has accomplished much of what we set out to do, namely:

- we have met and will continue to consult with senior management on professional development issues
- we have examined the role of MMI in the PD Program and we are in the process of clearly defining its role
- we have acquired the services of an Executive Director who is working on governance issues and assisting Board members in several major portfolios
- preliminary work has been done on the development of Terms of Reference for the Materiel Management National Workshop
- work has been done on the development of a communications plan with expected roll out this coming year
- dialogue with sister organizations has taken place and establishment of partnership criteria, reasons and outcomes are being developed
- two very successful regional workshop increased visibility in the regions

The Institute has served the materiel management community well since its creation in 1990. To maintain the momentum, we will be looking at a restructuring of the Institute and the Board. The aim is to set a direction for the future and to be more inclusive. A working group will be struck to look at the issues of governance and the Institute’s by-laws. An amended governance structure and by-laws will be presented to the membership for approval at next year’s Annual General Meeting. In the interim, the Board will proceed diligently to ensure activities are undertaken and delivered.



a. Financial Report

MMI remains in a stable financial position and the Board is exercising due diligence in the management of its financial affairs. Last year's National Workshop generated a profit in excess of \$115k. The Fall 2002 Regional Workshops generated a profit of \$23k. Board expenses were higher than previous years due to the two strategic planning sessions. The major communications vehicle currently in place is an expense of \$56k. Because the Institute is assessing its role in the professional development and training arena, it did not offer training courses. Without this revenue source, the unaudited balance at the end of FYE 2002 is a deficit of \$6k.

As a result of the strategic planning sessions and the work that is being undertaken by the Board with respect to training initiatives, we expect to generate a surplus of \$100k for FYE 2003.

Moved by Steve Johnston, seconded by Larry Lashkevich to appoint Thomas Foran as auditor for FYE 2003.

Carried

b. Professional Development Report

Bob Myers, First Vice President is responsible for professional development. The Materiel Management National Workshop falls under this portfolio. The Institute wants to thank the Department of National Defence for serving as host department for this year's workshop, the success of which is due to the capable leadership of Virginia Poter and Col. Denis Dion and a dedicated group of volunteers from various departments.

The Eastern and Western Regional Workshops involve the leadership of the MMI's Regional Directors. The Fall 2002 Workshops held in Dartmouth and Regina were an outstanding success and were the "best and biggest" since being offered. Thanks to Mark Taylor and Lucille Chase for championing these events. Plans are underway for these workshops this October, again being held in Dartmouth under Mark Taylor's guidance and Vancouver, under Lawrie Huck and Gary Graham's guidance. All Regional Directors contribute to the hosting of these workshops and you are encouraged to talk with them and share your thoughts on topics of interest. Refer to the promotional flyer in your delegate kit.

At the November 2002 Merrickville retreat, it was agreed that to satisfy MMI's financial objectives, activities must be diversified and not limited solely to MMNW. In previous years, MMI offered professional development training and from a financial view was successful, enabling MMI to fund other activities. A special meeting of the Board to discuss the 2003 training strategy and plan was held February 18, 2003. Subsequent meetings followed. Progress is being made on the development and implementation of an action plan for a "Seminar Series" and a "Training Program".

c. 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. She and her committee developed, published and delivered a program with relevant subjects that attracted significant numbers of attendees. Thanks are to be extended to departmental



sponsors, namely PWGSC, DND and TBS. Presentations are posted to the MMI web site following the series. The closing breakfast will be held on June 19, 2003. Monique has tendered her resignation as Chair of the Materiel Management Speaker Series and it is with regret that we see her leave. She has contributed much to the materiel management community and has delivered an excellent program.

d. **Membership & Communications Report**

The MMI web site was enhanced last year and continues to be a sound vehicle to disseminate relevant information to the materiel management community. 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](http://www.cipmm-icagm.ca)

The criteria for the 2003 MMI Awards was examined and revamped. You are encouraged to nominate your colleagues and recognize their contributions to the community.

Moved by Steve Johnston, seconded by David Swift that the President's report be accepted.

Carried

**4. Presentation of the Slate of Officers for 2003-2004**

The President presented the Slate of Officers for ratification.

- President , Steve Johnston (Indian and Northern Affairs Canada)
- First Vice President, Robert Myers (Canadian Heritage)
- Second Vice President, Colleen Post (Treasury Board Secretariat)
- Secretary-Treasurer, David Swift (RFP Solutions)
- Past-President, Larry Lashkevich (National Defence)
- Regional Director – British Columbia & Yukon, Lawrie Huck (Fisheries and Oceans Canada)
- Regional Director – Alberta, Bryan Labbé (National Energy Board)
- Regional Director – Saskatchewan, North West Territories & Nunavut, Lucille Chase (PWGSC)
- Regional Director – Manitoba, Judy Robbins (Indian and Northern Affairs Canada)
- Regional Director– Québec, Serge Gagnéux (National Defence)
- Regional Director – Eastern Canada, Mark Taylor (Natural Resources Canada)

**Directors-at-Large**

- Micheline Brunette (Treasury Board Secretariat)
- Gary Graham (Cosmos Consulting Ltd)
- Nicole Labelle (National Defence)
- Jacques Labonté (PWGSC)
- Mylène Ouellet (PWGSC)

Moved by Larry Lashkevich, seconded by Nicole Labelle that the Slate of Officers for 2003-2004 be approved.



Carried

**5. Adjournment**

On behalf of the 2003-2004 Board of Directors, the President thanked all for participating. We welcome your feedback and encourage you to send your comments to the National Office. We also welcome those of you who wish to serve on various working groups. Volunteering is a worthy cause and can be very rewarding. Again, contact the National Office if you are interested in participating in some way.

Moved by David Swift, seconded by Mark Taylor that the 2003 MMI AGM be adjourned.

Carried