



Materiel Institut
Management de gestion du
Institute matériel

Materiel Management Institute
Annual General Meeting
May 19, 2004 – Ottawa

1. Call to Order and Appointment of Secretary

Steve Johnston, President, called the meeting to order and appointed Sue Ryan as Secretary.

2. Approval of Minutes of the 2003 Annual General Meeting

Moved by Micheline Brunette, seconded by Mark Taylor that the minutes from the May 30, 2003 AGM be approved.

3. Report of the President

Ratification of By-Law Amendments

The proposed By-law amendments were distributed to the community and posted on the MMI web site.

Moved by Mark Taylor, seconded by Micheline Brunette that the By-Laws be ratified.
Carried

Development and Approval of a Business Plan for 2004-2005

- **Information Sharing & Professional Development:** Over and above the Materiel Management National Workshop and the Regional Workshops, MMI will actively seek ways to provide quality and relevant training to the procurement and materiel management community. There are a variety of means to accomplish this. We are currently partnering with Enabling Learning Corporation and Algonquin College in the offering of the Procurement Awareness Seminar Series. We will also consider partnering with federal government departments that have existing courses, and partnering with the TBS Professional Development and Certification Program Office.
- **Executive Director:** The Board has felt for some time that the services of a dedicated Executive Director are required to work on behalf of the Officers and to undertake and complete initiatives. The existing position description of an Executive Director was assessed by a group of Officers tasked with this review. Kathy Jones and The

Willow Group have provided support services to the Institute since 1991. The Board approved the appointment of Kathy Jones as the Executive Director with The Willow Group serving as the Executive Secretariat.

- **Advocacy & Recognition:** In accordance with the proposed amended By-laws, the President and Vice-President will actively seek opportunities to meet with senior government officials. The amended By-laws also refer to the Professional Development Committee working closely with the TBS Professional Development and Certification Program Office with an MMI Board representative sitting on various Working Groups.
- **Review and Recommendations for a Governance Structure:** To address the pressures of the workplace and the time available to contribute to volunteer activities, clarification of the roles and responsibilities of the Board was undertaken. Detailed operational responsibilities were developed which led to significant amendments to the existing By-Laws. The proposed amendments apply to the structure of the Board, succession, and financial reporting.

Moved by David Swift, seconded by Colleen Post that the President's report be accepted.
Carried

4. Financial Report

The MMI Board of Directors reviewed and accepted an operating budget. The Institute operated in general accordance with the operating budget. Actual revenues were roughly higher by 3% to 4% due primarily to the success of MMNW 2003. However, expenses were slightly higher due to MMNW 2003. The MMI remains in a stable financial position with a profit of \$35,000 which will be re-injected in the Institute for professional development, communications and for member services.

Moved by David Swift, seconded by Steve Johnston to appoint Parker Prins Seel as auditor for fiscal year ending 2004.

Carried

5. Professional Development Committee Report

MMNW

MMNW 2004 was another successful professional development event with over 625 delegates in attendance.

2003 Eastern and Western Regional Workshops

Though the 2003 Workshops delivered valuable program content, the low attendance in the East generated a significant financial loss.

2004 Eastern and Western Regional Workshops

Plans are well underway for delivery for September 20-22 in St. John's, Newfoundland & Labrador, and October 18-20 in Vancouver, BC. The Hon. Walt Lastewka, Parliamentary Secretary to the Minister of PWGSC will deliver a keynote address on the government-wide review of procurement practices and policies. A half-day training program from the Procurement Awareness Seminar Series on "How to Write Better Statements of Work" and "Better Evaluation Criteria" will also be offered. A "Values and Ethics" workshop recognized by the Professional Development and Certification Program will be delivered.

Professional Development and Certification Program

As some of you may have heard yesterday at the Concurrent Session entitled "Professional Development and Certification - It's Your Move", the Standard for Competencies of the Federal Government Procurement, Materiel Management, and Real Property Community is now being balloted by the Standards Committee Members (over 60 representatives from departments and agencies in headquarters and Regions). The Standard defines the competencies, knowledge, experience and training required by the community for purposes of Professional Development and/or Certification. This initiative is being carried out by the Canadian General Standards Board of Canada at PWGSC, working closely with the TBS Program Management Office.

Based on the results of the voting members, expected mid-June 2004, it is anticipated that the Standard for Competencies will be approved and that a governance structure, program administrator and certification body will be confirmed in order to be in a position to launch the program in early Fall.

A Certification Program Manual is also being finalized, which provides a description of the Program, the requirements as to how a person will be assessed and the process to apply and maintain certification. This will be your reference tool to register with the Certification Program.

We invite you to visit the Professional Development and Certification Program Web-site at <http://www.tbs-sct.gc.ca/pd-pp> for further updates on this Program and to access the Continuous Learning Course Catalogue for FY 2004-2005 to assist you in your on-going Professional Development activities.

Procurement Awareness Seminar Series

MMI, in partnership with Enabling Learning Corporation and Algonquin College has developed a series of highly interactive and information sessions that cover a range of topical subjects related to the public sector procurement process. The first series was highly successful and the program is being rolled out across the country.

Moved by Micheline Brunette, seconded by David Swift that the Professional Development Committee report be accepted.

Carried

6. Membership and Communications Committee Report

Development and Implementation of a Communications and Marketing Plan

The plan for the upcoming year includes:

- production of two hard copy issues of Staying In Touch
- articles in Summit magazine to profile MMI and promote the ways in which MMI serves the procurement and materiel management community
- regular monthly Staying In Touch e-mail broadcasts
- Information Exchange Series to be offered initially in the NCR. The first one planned for September will feature the new Canada School for Public Service.

Enhancement of the MMI web site <www.cipmm-icagm.ca>.

The web site was re-designed making it easier to navigate. Information on the MMI's activities are featured with plans to expand the site to make it "the" reference source for the Materiel Management community.

Awards

A new award, the Ambrose Churko Good Citizenship Award, was created in 2003 and was presented posthumously in Regina last year. The process for future awards is under review.

Moved by Steve Johnston, seconded by Micheline Brunette that the Membership and Communications Committee Report be accepted.

Carried

7. Presentation of the Slate of Officers for 2004-2005

The President presented the Slate of Officers for ratification.

- President, Steve Johnston (Indian and Northern Affairs Canada)
- Past-President, Larry Lashkevich (National Defence)

Directors-at-large

- Micheline Brunette (Treasury Board Secretariat)
- Lucille Chase (PWGSC)
- Elène Fromanger (PWGSC)
- Roger Houde (Canada Revenue Agency)
- Lawrie Huck (Fisheries & Oceans Canada)
- Jacques Labonté (PWGSC)
- Geoff Mace (Algonquin College)
- Robert Myers (Canadian Heritage)
- Rhona Sullivan (Parks Canada Agency)
- David Swift (RFP Solutions)
- Mark Taylor (Natural Resources Canada)

Executive Director, Kathy Jones

Moved by Bonnie Chatelain, second by Marge Rabouin that the Slate of Officers for 2004-2005 be approved.

Carried

8. Adjournment

On behalf of the Board of Directors, thank you 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 Mark Taylor, seconded by Micheline Brunette that the 2004 MMI AGM be adjourned.

Carried