

**Materiel Management Institute
Minutes of the Annual General Meeting
May 4, 2005
Ottawa, Ontario**

1. Call to Order and Appointment of Secretary

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

2. Approval of the Minutes of the 2004 Annual General Meeting

MOVED by Steve Johnston, seconded by Jacques LaBonte to approve the 2004 AGM Minutes.
Carried

3. Report of the President

a. Professional Development Committee

Materiel Management National Workshop

This annual event has grown steadily since its inception in 1990 and is now deemed to be one of the most successful public sector professional development events. The 15th Annual Materiel Management National Workshop (MMNW) entitled “Materiel Management at the Forefront: Working at Reducing Costs and Maximizing Efficiencies”, was held in May 2004 and attracted 625 delegates from across Canada. Realigning structures to meet new priorities, providing a more efficient and cost effective government and innovative approaches to meet these challenges are all integral parts of the government’s blueprint for fiscal success. Sessions addressed the numerous changes and enhancements necessary to help government meet these goals.

Regional Workshops

Eastern and Western Regional Workshops have been offered over the last several years. In 2004, the Western Regional Workshop took place in Vancouver. Unfortunately, due to low registration, the Eastern Regional Workshop was cancelled. The MMI Board assessed the delivery of these regional offerings and has taken a new approach. Across Canada Training Sessions will replace the Regional Workshops and have been rolled out for 2005. Check out the MMI web site for information on the 2005 series.

Procurement Awareness Seminar Series

The Materiel Management Institute in partnership with Algonquin College and Enabling Learning Corporation (ELC) developed and offered in 2004 a series of exclusive Procurement Awareness Seminars for federal, provincial and municipal government employees. The series included eight highly interactive and informative sessions that covered a range of topical subjects related to the public sector procurement process. The sessions provided essential, awareness level information for anyone associated with procurement practices within government departments.

b. Communications/Member Services Committee

As part of our service to members, we have developed and implemented a communications and marketing plan that includes several initiatives to keep you informed of the MMI’s activities.

Staying in Touch Newsletter

Three years ago, the MMI issued the last *Staying in Touch* newsletter. I am pleased to report that this newsletter has been reborn and will be produced two times per year. Issues were produced in September 2004 and March 2005. This newsletter is a way for you to connect with your colleagues. Send us information that you would like to share with the procurement and materiel management community.

Staying in Touch Broadcasts

Electronic communication is today's norm. Monthly e-mail broadcasts are distributed and feature news items with links to the MMI web site where you can obtain detailed information on those items of particular interest.

Information Exchange Series

Another vehicle to keep the community updated on recent developments are morning information sessions. These are currently being delivered in the National Capital Region. Sessions may be offered to the regions as part of the Across Canada Training Sessions. The first of the Information Exchange Series was offered on March 25, 2004 to discuss the government-wide review of procurement policies and processes. Series #2, entitled "The New Canada School of Public Service and MMI Working Together for You" was offered in Ottawa on September 10, 2004 and was also presented at the Fall 2004 Regional Workshop in Vancouver. Additional sessions are planned for the new year.

MMI Web Site <www.cipmm-icagm.ca>

An easy to remember URL and a valuable resource, the MMI web site was re-designed and contains several features. Via the web site you can send us "Your Point of View". For example, suggestions for initiatives that you would like to see offered by the MMI such as professional development, training or information sessions on a particular topic in a preferred location. Another feature is the "Reports, Presentations and Policies". The procurement and materiel management community is constantly producing reports and delivering presentations of merit to share with colleagues. Requests for input to policies under development and those policies that are to be implemented are also of vital interest to the community. Send information and documentation to the MMI webmaster for posting. Recent postings will be featured in the monthly MMI Staying in Touch broadcasts. And finally, "Links of Interest" are included on the site for research and reference purposes. Let us know if additional links should be added.

SUMMIT Magazine

MMI and Summit magazine have had a contract for the last several years whereby MMI is profiled in regular issues of Summit and promotes the Institute's initiatives and how it serves the procurement and materiel management community. Members of MMI receive a complimentary copy of Summit.

MOVED by Steve Johnston, seconded by Colleen Post to accept the President's Report.
Carried

4. Report of the Treasurer

The Treasurer, David Swift, presented the financial report. As at December 31, 2004 there was \$139,483 in assets and \$123,515 in liabilities. Revenue totaled \$574,296 and expenses totaled \$572,507 resulting in a net profit of \$1,789. A new initiative, the Information Exchange Series, and enhancement of the web site incurred significant costs that address the difference in last year's net profit of \$31,735. The National Workshop continues to be financially successful and underwrites many of the Institute's programs. MMI is sound financially and the Board exercises due diligence in authorizing expenditures.

MOVED by David Swift, seconded by Micheline Brunette to accept the Treasurer's Report.
Carried

5. Presentation of the Slate of Officers for 2005-2006

The following Slate of Officers for 2005-2006 is presented for ratification:

President, Jacques LaBonté, PWGSC
Past-President, Steve Johnston, INAC

DIRECTORS

Mike Bartsch, Government of Yukon
Normand Beaudin, The Senate
Barbara Brackett, PWGSC
Micheline Brunette, TBS
Elène Fromanger, PWGSC
Roger Houde , Canada Revenue Agency
Lawrie Huck, Fisheries and Oceans Canada
Larry Lashkevich, National Defence
Geoff Mace, Algonquin College
Colleen Post, TBS
Lucie Séguin, Natural Resources Canada
David Swift, RFP Solutions
Mark Taylor, Natural Resources Canada

MOVED by Steve Johnston, seconded by Mark Taylor, to approve the Slate for 2005-2006.
Carried

On behalf of the MMI Board, the President to extended heartfelt thanks to Bob Myers, Canadian Heritage, and Lucille Chase, PWGSC, who are resigning from the Board. Bob has served for several years, most recently in the position of First Vice President. He has been responsible for professional development initiatives and has served on and chaired the Materiel Management National Workshop. He will be sorely missed. Lucille has also served for many years and contributed significantly to the successful Regional Workshop that was held in Regina. Lucille's most recent position on the Board was Corporate Secretary.

6. Other Business

There was no new business.

7. Adjournment

MOVED by Steve Johnston, seconded by Bob Myers to adjourn.
Carried