

**Materiel Management Institute
Minutes of the Annual General Meeting
May 31, 2006
Ottawa, Ontario**

1. Call to Order and Appointment of Secretary

The President, Jacques LaBonté, called the meeting to order and appointed Sue Ryan as Secretary.

2. Approval of the Minutes of the 2005 Annual General Meeting

MOVED by Micheline Brunette, seconded by Mark Taylor to approve the 2005 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 16th Annual Materiel Management National Workshop (MMNW) entitled “Teaming up to Navigate New Waters”, was held in May 2005 and attracted 628 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. This year the Workshop has added an extra day of training. This gives everyone the opportunity to attend both training sessions.

Regional Workshops

The Regional Workshops are back by popular demand. The Regional Workshops will be held in October for Halifax and Vancouver. More information will be provided on our web site.

TBS Professional Development and Certification Program

The President thanked Colleen Post and Micheline Brunette for all their hard work on the Professional Development and Certification Program.

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

The *Staying in Touch* Newsletter has been an excellent tool in keeping members up to date with current issues and events as well as accomplishments of their fellow peers in the materiel management and procurement fields. The September 2005 and the March 2006 *Staying in Touch* Newsletters were warmly received by the community and we received a good deal of positive feedback from these issues. The bi-annual newsletters are available in hard copy as well as in pdf format on the MMI web site.

Staying in Touch Broadcasts

These monthly electronic broadcasts provide a regular source of information to both MMI members and non-members. The purpose of these e-broadcasts is to provide the community with latest news items, upcoming events and to demonstrate the services that the MMI offers. These *Staying in Touch* Broadcasts keep everyone au courant and are greatly appreciated by the community.

MMI Membership Survey

This membership survey was designed to provide an avenue for the MMI members to have a direct voice in the services available through The Materiel Management Institute. The results of the survey will serve to inform the various committees of MMI during its coming planning cycles in areas such as member services and professional development.

Information Exchange Series

This year the Materiel Management Institute and the Real Property Institute of Canada worked together to offer two MMI/RPIC Joint Speaker Series. The first of these sessions, entitled "Overview of The Way Forward for Government Acquisitions and Progress to Date", was offered January 19, 2006 and examined the Government of Canada's changing approach to procurement under "The Way Forward" initiative. The second session, entitled "Procurement Reform From an SME Perspective" was offered February 23, 2006 and discussed procurement reform from an SME perspective. These popular sessions offer the materiel management and procurement and real property communities the opportunity to come together to interact and learn under a common interest.

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, 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.

MOVED by Micheline Brunette, seconded by Elaine Ford to accept the President's Report.
Carried

4. Report of the Treasurer

a. 2005 Financial Performance

The first item covers the MMI's financial performance against its budget during the year 2005, our most recent completed financial period. The Treasurer reported that MMI had a successful financial year during 2005. MMI's revenues were just over \$600,000, and expenses were within budget at approximately \$570,000, leaving a \$30,000 surplus at year-end.

As our long-time members are well aware, MMI is a non-profit organization. As such, all of our surpluses are directed back into the delivery of professional development programs for you, our members.

In accordance with a Board approved strategy, MMI also allocated a portion of this surplus to a long-term savings account. Our intent is to be able to grow this account over the years, and to leave our successors with the funds to be able to pursue one or more worthwhile initiatives in the years to come.

b. 2005 Audited Financial Statements

The second item covers the audit of our 2005 financial statements. At last year's Annual General Meeting, the members authorized the MMI to appoint an independent auditor to review our financial statements. This audit was completed two months ago and distributed to the Board. The MMI again received a clean bill of health from the auditors.

c. 2006 Operating Budget

The third and final item in the Treasurer's Report covers MMI's operating budget for 2006. At a Board meeting earlier this Spring, the Board members approved MMI's 2006 Operating Budget. The 2006 budget is very similar to 2005, with only a few adjustments. MMI forecasts that it will have a very similar financial performance in 2006.

MOVED by Jacques LaBonté, seconded by David Swift to accept the Treasurer's Report.
Carried

5. Presentation of the Slate of Officers for 2006-2007

The following Slate of Officers for 2006-2007 was 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
Patti Darling, PWGSC
Elaine Ford, Social Development Canada
Elène Fromanger, PWGSC
Roger Houde , Canada Revenue Agency
Larry Lashkevich, National Defence
Geoff Mace, Algonquin College
Robert Myers, Canadian Heritage
Colleen Post, TBS
Lucie Séguin, Natural Resources Canada
David Swift, RFP Solutions
Mark Taylor, Natural Resources Canada

MOVED by Jacques LaBonté, seconded by Colleen Post, to approve the Slate for 2006-2007.

Carried

On behalf of the MMI Board, the President extended heartfelt thanks to Lawrie Huck, Fisheries and Oceans, who is resigning from the Board. Lawrie has served for several years and contributed significantly to the success of the Western Regional Workshop. Lawrie's most recent position on the Board was the Western Regional Director.

6. Other Business

There was no new business.

7. Adjournment

MOVED by Micheline Brunette, seconded by Roger Houde to adjourn.

Carried