



Materiel
Management
Institute
of Canada

Institut
de gestion du
matériel
du Canada

Minutes of the Annual General Meeting May 9, 2007 Ottawa, Ontario

1. 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 in Canada. The 17th Annual Materiel Management National Workshop (MMNW) entitled “Beyond Boundaries: Meeting our Government’s Needs”, was held in May 2007 and attracted 550 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. Again this year the Workshop as added an extra day of training. This gives everyone the opportunity to attend both training sessions.

Regional Workshops

The Regional Workshops in 2006 were a great success and MMI is proud to bring them back in 2007. The 9th Western Regional Workshop will be held on October 22-24, 2007 in Edmonton and the 8th Eastern Regional Workshop will be held on November 19-21, 2007 in Halifax. More information will be available on our web site.

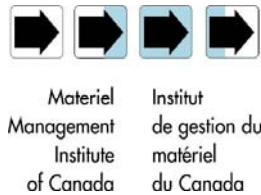
TBS Professional Development and Certification Program

I would like to take a few moments to thank Colleen Post and Micheline Brunette for all their hard work on the Professional Development and Certification Program.

The Professional Development and Certification Program Management Office worked with the Materiel Management National Workshop and the Regional Workshop planning committees to ensure that courses required for Certification were delivered for the pre- and post-workshop training sessions.

The first professional designation of Certified Federal Specialist in Procurement and/or Certified Federal Specialist in Materiel Management to be granted by Fall 2007.

The pre- and post-workshops delivered at the Materiel Management National Workshop where “Introduction to Risk Management” and “How to Write Better Statements of Work



and Bid Evaluation”. The Workshop delivered in the Regions was “How to Write Better Statements of Work and Bid Evaluation”.

b. Member Services and Communications 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 October 2006 and the March 2007 *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.

MMI/RFP Morning Briefings

This year the Materiel Management Institute and RFP Solutions worked together to offer the first MMI Morning Briefings formally called “Speaker Series”. Our first Morning Briefing took place on December 5, 2006 and our guest speaker was The Hon. Pierre Poilievre M.P., Parliamentary Secretary to the President of the Treasury Board. He addressed the *Federal Accountability Act* and Action Plan. The session was well received and sold out. For more information on this or other topics of interest, visit the MMI web site.

2. Presentation of the Slate of Officers for 2007-2008

MMI is moving forth on several initiatives. An Executive Board was created to provide more services to the procurement and materiel management community in a timely manner and to ensure financial sustainability of the Institute. The Executive would be responsible for different services such as, but not limited to Member Services and Communication, Professional Development, and Portfolio Outreach.

The following Slate of Officers for 2007-2008 is presented for ratification:

The Executive Board members are as follows:

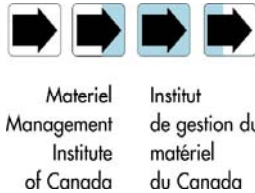
President – Jacques LaBonté, PWGSC

Vice President – Robert Myers, Heritage Canada

Treasurer – Normand Beaudin, The Senate

Past President – Steve Johnston, INAC

Chair of Member Services and Communications – Colleen Post, TBS



Chair of Professional Development – Elene Fromanger, PWGSC
Chair of Portfolio Outreach – Micheline Brunette, TBS
Executive Director – Kathy Jones
Corporate Secretary – Sue Ryan

Directors at Large are as follows:

Mike Bartsch, Government of Yukon
Barbara Brackett, TBS
Patti Darling, PWGSC
Elaine Ford, Social Development Canada
Roger Houde, Canada Revenue Agency
Larry Lashkevich, National Defence
Geoff Mace, Algonquin College
Lavelle Meyers, Agriculture and Agri-Food Canada
Lucie Séguin, Natural Resources Canada

On behalf of the MMI Board, I would like to extend heartfelt thanks to Mark Taylor, NRCan, who is resigning from the Board. Mark has served for several years and his most recent position on the Board was Eastern Regional Director.

3. Treasurer's Report

a. Financial Performance

MMI's financial performance for 2006 was remarkable, a very profitable year all around. The revenues were in excess of \$716,000, while expenses were well within budget at approximately \$620,000, leaving us with a \$96,000 surplus at year-end.

Respecting MMI's raison-d'être as a non-profit organization, all of these surpluses will be re-directed back into the delivery of professional development programs and services for you, members of the Materiel Management Institute.

In accordance with a strategy approved by the Board of Directors in 2005, a portion of the surpluses was allocated to a long term savings/contingency account with the intention to grow the account and provide our successors with funds to pursue worthwhile initiatives in years to come. Again in 2006, surpluses will allow us to contribute a comparative amount to monies invested last year.

b. 2006 Audited Financial Statements

As authorized by the members during the 2004 Annual General Meeting, we have had an independent auditor appointed to review the 2006 financial statements. This audit was completed in February 2007 and MMI once again received a clean bill of health.



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c. 2007 Operating Budget

The final item of the Treasurer's report is the MMI's operating budget for 2007. As usual Board members had a chance to review the budget early this spring and approve the 2007 Operating Budget. The 2007 budget is very similar to last year's with the exception of a few slight re-alignments. According to the 2006 performance, the MMI forecast is that we will have a very similar financial performance for 2007.

MOVED by Micheline Brunette, seconded by Roger Houde to approve the Presidents Report, the Treasurer's Report and the Slate for 2006-2007.

4. Adjournment

MOVED by Robert Myers, seconded by Colleen Post to adjourn.

Carried