



Canadian Institute
for Procurement
and Materiel
Management

Institut canadien
d'approvisionnement
et de gestion
du materiel

ANNUAL GENERAL MEETING
August 20th, 2020
1:00 pm – 2:30 pm EST

Location: Virtual

1. WELCOME AND CALL TO ORDER

Carolyn Montague, the CIPMM President chaired the meeting. Carolyn Montague welcomed everyone and called the meeting to order at 1:00 pm.

The meeting was held in the virtual format. The attendance list will be available at the Secretariat upon request. Members will approve the motions by an electronic vote. The vote results will be available at the Secretariat upon request. Carolyn advised that in accordance with by-laws 4 votes were required to approve the motions. The video recording of this AGM meeting will be available on the CIPMM website.

Carolyn thanked the CIPMM Board and all CIPMM volunteers who worked hard to move forward the CIPMM mission. We are thankful to all our partners, departments, and agencies, as well as private sector companies that continue supporting CIPMM throughout the year. Carolyn thanked the CIPMM Secretariat for their hard work. We would not be able to accomplish what we did without all of you as one team!

2. APPROVAL OF THE 2020 AGM AGENDA

APPROVED by a majority vote to approve the 2020 Annual General Meeting Agenda as presented. Carried.

3. APPROVAL OF THE 2019 ANNUAL GENERAL MEETING MINUTES

APPROVED by a majority vote to approve the Minutes of the 2019 Annual General Meeting as presented. Carried.

4. PRESIDENT'S REPORT – 2019/2020 ACHIEVEMENTS AND 2020/2021 PRIORITIES

Carolyn Montague, the CIPMM President, provided an update on the CIPMM activities and programs as per below.

This will certainly be a year that we will not forget. Normally we would be congratulating the National Workshop Committee on a great National Workshop at this time, and others who have run successful Regional Workshops, Learning Events, and networking events but we had to reschedule our busy spring and upcoming fall program of events and activities predominately to 2021. We also had to explore new ways of doing things.

Carolyn noted that one of the underlying themes this year had been getting our “house” in order, including the by-laws review and website development.

Carolyn noted that there were still lots of unknowns in future, considering the COVID environment, and we would rely on our members to let us know how best we could serve CIPMM and our communities, moving forward.

The following points were presented:

- After trying for 3 years, we finally launched a new web site, which allowed us to rebrand CIPMM with a fresh look and feel but also to revise and update most of the content. Thank you to all who were involved. If you haven't visited our website yet, we invite you to do so and discover everything that CIPMM has to offer.
- One of the benefits of the new website is our new membership section - free to join, with content restricted to members only such as past presentations, award winners, past events' programs, and webinars recordings. Stay tuned as we plan many more enhancements of that section to come.

- The new Website is also allowing us to consider features such as a Job Posting section for both outside organizations and for CIPMM itself. This is where we will increasingly be identifying when we are looking for volunteers for our various activities.
- Most of the Board of Directors participated in a one-day training on the roles and responsibilities and best practices for a Board of Directors. As a result, this led to our decision to update many of our policies; draft new ones where we are missing ones and develop tools such as a, Onboarding package for new members of the Board.
- Significant highlights of this year's work also include the CIPMM new Bylaws that we will be voting on today; the drafting of a Financial Policy; and work on drafting job descriptions and Roles and Responsibilities descriptions for all positions within CIPMM. These initiatives have helped to strengthen the governance of CIPMM, while allowing CIPMM and its various committees and processes to work more effectively.
- CIPMM continues growing and becoming a complex operation with a high budget. The last 5 years have been successful for CIPMM in many areas. Many new initiatives have been added. We remain transparent while streamlining all our operations and developing processes for the best management of this organization.
- We have completed a review of our awards and adjusted a number of the awards. We have also developed a new Award Category "Unsung hero" for this year. The details about the new Award will be found on our web site and the deadline to apply is October 1st. This Award will allow us to recognize our community and the role we play during this challenging time. Make sure to nominate your colleague or teams for this outstanding award. The awards ceremony, the mentorship graduation and the recognition of the people who achieved the TBS certifications will be held as part of our December 1, 2 Virtual Summit.
- We have had a third year of a very successful Mentorship Program with over 58 mentees and 11 mentors involved from 22 different departments and agencies. The program now has expanded to include not only the group meetings with mentors but also two full day training events, including the Kick off event and Mid-year event, providing the exceptional value to the program and mentees. Due to the eruption of

Covid we are extending the Mentorship Program until the end of November 2020. Stay tuned for details on applying for the next cohort. We have adjusted the program to also run on the calendar year basis with the new program starting in the New Year.

- We have also launched new programs this year:
 - Emerging Trends Symposium is a new addition to CIPMM professional development program. This year we chose the topic on Agile Procurement and Innovation. The one-day Symposium was very successful and received a lot of positive feedback. Registration numbers went beyond our expectations. The next Emerging Trends Symposium in April 2021 will be focused on Materiel Management Trends.
 - CIPMM Community Celebration event – this beautiful evening that took place at the Museum of Aviation provided not only a great networking opportunity but also showed appreciation to what our community does as we celebrated our achievements. This event is free to attend but requires registration. The next event will take place in the fall of 2021.
 - Webinar Wednesdays program was our new addition this year. Beginning July 8 we have hosted a free Webinar that many of you have participated in and from our feedback are making a regular part of your week. We have three streams in the Webinars a) a stream that showcases procurement and materiel management content; b) a stream that showcases various speakers on leadership and mental Health topics; and c) a stream we are doing in partnership with TBS the Community Office focused on the technical competencies. We have averaged over 100 people each time as part of the webinars and have seen the numbers go as high as 190 people registered for one of the sessions. Registration is required to participate and to do so people go to the Member section of the CIPMM Website for instructions. We have committed to continuing these Webinar Wednesdays until the end of November 2020 and then to start up again in January until the end of March 2021.
 - The other new program or event is a Virtual Summit we are hosting on December 1, 2, 2020. The cost will be \$175 per person and it will be filled with panels, hands on demonstrations, case studies, interactive table discussions and a whole bunch more.

- We have also worked with partners such as TBS supporting Onboarding activities and other initiatives to support the procurement and materiel management community.
- Stay tuned as there will be announcements coming about our two Regional Workshops, our new Trends Symposium, our Fleet Management Workshop, our National Workshop and much more.
- Please follow us on Social media for more news and updates.

Carolyn advised that the priorities for 2021 would be on increasing our support to the Regions through the launching of Regional Chapters and support for regionally led events; expanding our partnerships with other related organizations; increasingly using new technology to provide more networking and learning opportunities; and enhancing our offerings.

5. TREASURER'S REPORT

Carolyn Montague presented a brief financial report on behalf of Christine Lamarche, the CIPMM Treasurer, who was not available for this AGM.

Carolyn compared the 2014 revenues (\$200K) and expenses with 2018 and 2019 , noticing the significant increase in revenues up to \$1M in 2019. Carolyn advised that we had almost 800 people at the National Workshop in 2019, compared to 200 people in 2014. We have also added many new programs and events. We have grown a lot over the last few years.

Carolyn indicated that CIPMM was in a good financial shape and continued its financial growth; the difference in revenue and expenses had allowed us to save for the rainy-day and set aside some funds into the GIC account and reserve fund. We must remain very careful with our activities in 2021 as we know that the revenues will be limited this year while we try to maintain good programs for members and the same level of the operations. We have a rainy-day fund, we have insurance, and we can operate well in the next few years but we must remain mindful.

The highlights of the audited financial statements, our auditor is specializing in non-for-profit organizations, for the 2019FYE were presented as follows:

Total Revenue: \$1,003,192 (2018FYE - \$709,630)

Total Expenses: \$948,345 (2018FYE - \$635,597)

Net Assets: \$523,509 (2018FYE - \$385,748)

Excess (deficiency) of revenue over expenses for the year: \$54,847
(2018FYE - \$74,033)

Variable rate GIC: \$100,000 (Prime rate less 2.6% expiry Feb 27, 2020).

APPROVED by a majority vote to approve the 2019FYE audited financial statements as presented. Carried.

APPROVED by a majority vote to appoint Parker Prins Lebrano as the auditor for FYE 2020. Carried.

Carolyn advised that CIPMM had developed Financial Policy, highlighting the following items:

1) Budget Development

- Introduction of planned contingency
- Introduction of budget tolerances
- Introduction of mid-year review
- Budget Management

2) Roles and Responsibilities

- Board of Directors
- Treasurer
- Committee Leads
- Secretariat

3) Elements of Financial Policy

- Revenue
- Expenses
- Records Management
- Financial Reports
- Cash Management

4) Financial Controls

- Audits
- Conflict of Interest and CIPMM Code of Conduct
- Asset Protection
- Dissolution of Corporation

6. APPROVAL OF THE BY- LAWS AMENDMENTS

Carolyn noted that the CIPMM By-laws had been reviewed and amended this year by the CIPMM Board. The amended copy of by-laws had been provided to members prior to the AGM. The copy of the by-laws is available on the CIPMM website. The last update of by-laws took place in 2016. We must comply with the requirements of the CRA and Corporations Canada Act for Not-for-Profit organizations.

We have added some new sections, including definitions and removed some contradicting items for consistency. We did a lot of work on community and membership definitions, adding voting and non-voting members definitions.

We have also defined our roles and responsibilities at the Board level. We changed the term from 2 years to 3 years for Board members. We have also clarified how we act as Board members and how officers will be appointed.

APPROVED by a majority vote to approve the by-laws amendments as presented. Carried.

7. APPROVAL OF THE 2020/2021 SLATE OF OFFICERS

In accordance with the by-laws, we have a number of positions (15) and roles established on the Board. We have a lot of different activities and good collaborations across the Board, and we continue maintaining a good balance from regions and HQ, materiel management and procurement communities and various departments representation.

Carolyn Montague presented the Slate of Officers for 2020/2021 as per below.

EXECUTIVE:

President – Carolyn Montague (2019 - 2021)

Vice President - Blair Hurd (2019 - 2021)

Vice President – Derek Bizewski (2020 - 2023)

Treasurer – Christine Lamarche (2019 - 2021)

Past President – Vincent Robitaille (2019 - 2021)

DIRECTORS:

Laura Clowater-Peters (2020 -2023)

Dominique Belanger (2020-2023)

Richard Quinn (2020 -2023)

Catherine St-Louis (2019 - 2021)

Guylaine Carrière (2019 - 2021)

Eve Corbin (2019 - 2021)

Kelly Hartle (2019 - 2021)

Hellas Uddin (2019 - 2021)

Robert Ashton (2020 -2023)

APPROVED by a majority vote to approve the Slate of Officers as presented. Carried.

8. OTHER BUSINESS

There were a few questions asked at the end of the AGM, and Carolyn provided the overview and examples of engagement, and advised that the CIPMM leads would provide responses directly:

- CIPMM considerations for small departments involvement and participation?
- What's happening in regions and CIPMM regional engagement?
- How to become the CIPMM volunteer?

Carolyn invited everyone to get involved with CIPMM and participate on various committees and events. We will post more on the website as some volunteers' positions become available shortly.

Carolyn reminded of the upcoming events and talked about the Virtual event in December with a lineup of various activities. We had the mid-term review at the Board meeting earlier today, and we will add some new activities, including the job postings and short videos on how-to tools. We would like to hear from regions on their needs so we can deliver the programs as needed in regions.

9. ADJOURNMENT

APPROVED by a majority vote that the Annual General Meeting be adjourned at 1:56 pm. Carried