



Canadian Institute  
for Procurement  
and Materiel  
Management

Institut canadien  
d'approvisionnement  
et de gestion  
du materiel

## **ANNUAL GENERAL MEETING**

**June 9<sup>th</sup>, 2021**  
**3:30 pm – 4:30 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 3:30 pm.

The meeting was held in the virtual format. Members approved the motions by electronic votes. The vote results are available at the Secretariat. The video recording of this AGM meeting is available on the CIPMM website in the members' area.

### **2. APPROVAL OF THE 2021 AGM AGENDA**

**APPROVED** by a majority vote to approve the 2021 Annual General Meeting Agenda as presented. Carried.

### **3. APPROVAL OF THE 2020 ANNUAL GENERAL MEETING MINUTES**

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

#### **4. PRESIDENT'S REPORT – 2020/2021 ACHIEVEMENTS AND 2021/2022 PRIORITIES**

Carolyn Montague, the CIPMM President noted that we had talked at the 2020 AGM about our plans for future and thought that we would be returning to “normal” by the beginning of 2021 but 2021 continued presenting a lot of unknowns and we had to rethink and readjust many CIPMM activities accordingly. 2020-2021 certainly was a year we will remember.

We had to move all our planned in-person events to 2022. We learned how to run a weekly free Webinar Wednesday series that became a regular part of the procurement and materiel management community's week. We provided Webinars on a broad number of topics - highlighting technical skills such as business acumen required as part of the Certification process; leadership skills and mental health topics; or content on subjects such as Logistics in an Emergency, Intellectual Property, Trade Agreements and Nunavut Agreement. Week after week we saw record attendance at the Webinars from multiple departments and agencies spread across Canada. We concluded the series on May 26, 2021, with close to 80 people attending and asking questions of the speakers related to Software procurement.

We mounted again a Mentorship Program that attracted 55 mentees from over 25 different departments and agencies with over 12 mentors spread over 10 groups. The groups continued to meet monthly but in addition a speaker's bank of possible speakers was established and an extra monthly session on key topics was set up as well for the Mentorship Program participants. All the mentees and mentors were also invited to participate in the June Virtual Summit free of charge to provide them another opportunity to learn and network. We hope to continue to grow the Mentorship Program and where possible return to “in person meetings”. If people are interested Caroline Landry who chairs the Program is always looking for people to join the Mentorship Committee, recommend potential mentors and promote the program to potential mentees.

We continued to build our relationship with the community located in the Regions and established a Regional Council. We plan on continuing to enhance this during 2021 and into 2022. Carolyn invited anyone who was interested in helping CIPMM to expand the Regional Council and regional activities to contact Hellas Uddin. Hellas will begin working this fall on the program for the Winnipeg Regional Workshop to be held in the spring of

2022. We are trying to include regional people in our programming more and this would be a great opportunity for anyone interested in trying their hand at programming and planning an event.

We planned and delivered two 2-day Virtual Summits - one in December 2020 and one in June 2021. Thank you to Global Affairs Canada for being our Premier Partner for the December 2020 Virtual Summit and Department of National Defense for being our Premier Partner for our June 2021 Virtual Summit. We appreciate the support they gave us. Both events attracted amazing numbers of participants with December's Virtual Summit at 550 and June's at close to 600! What was amazing was at each of these events we achieved parity in our programming between procurement and materiel management topics; we attracted delegates from over 35 different departments and agencies; and our representation was from coast to coast with higher numbers of regional participants than we have seen at CIPMM ever! We incorporated a lot of fun with the learning at these events and heard from great presenters on the latest trends and topics. The June event's theme of Managing Complexities proved that we could highlight the incredible work of so many in the community. The ability to see the recordings of all the sessions for 6 months after proved to be very attractive way of resolving the age-old problem of having to choose between too many good sessions running at the same time.

We held our 2020 Awards Ceremony as part of the December 2020 Virtual Summit. We plan on hosting the 2021 Awards Ceremony as part of the 2021 National Workshop. Besides our regular award categories recognizing exceptional contributions; lifetime achievement, excellence for innovation; project management achievement and community builders we have developed for just this year a new award – Unsung Heroes Awards – Grace under Pressure. We may look into setting each year a themed award category. If you have not yet nominated someone or a team for one of these awards, Carolyn strongly urged everyone to do so before we close the nomination process. If you would like to get involved in the Awards Committee, please contact Laura Clowaters-Peters.

Behind the scenes we continued to enhance our Website and in particular the Members only section. It has proved to be a popular way of finding information quickly on past events and webinars. We will continue to enhance it in 2022 while examining ways to make our site more secure. If

anyone has any ideas for our website or sees something amiss, please contact Richard Quinn.

Speaking of Membership, we had many plans on ways to enhance the benefits of Membership that we had to set aside during the pandemic. We would like to restart this work and if you would like to be part of this Committee, please contact Laura Clowaters-Peters.

Our Governance Committee was active again this year and examined the issue of the number of Board terms expiring concurrently in June 2021. On their advice, the Board decided at last February's meeting for a one time to divide the terms for the 10 positions becoming vacant in June 2021 into two groups: five positions will have a new term of one (1) year, and five positions will have a new term of three (3) years. How these terms will be allocated among the 10 positions will be on the agenda for the first meeting of the Board following the AGM. Also, on the agenda for this first Board meeting will be the election of the President, a Vice-President (only one of two) and the Treasurer.

In terms of the Nominations Committee, we received eleven nominations from external candidates and on April 23, 2021, five candidates were interviewed. In addition, current Board members whose term is expiring in June 2021 and who indicated their interest in remaining on Board were asked to provide responses to the following questions, 1) why they wish to remain on the Board and 2) how they would like to contribute. A slate of 10 nominees (2 external + 8 returning) were presented for the 10 Board positions becoming vacant in June 2021. A process was used by which all Board members cast a vote for each nominee via a secret electronic mechanism. Votes were either yea, nay or abstain. A nominee had to receive 50% +1 yea votes from the members in attendance in order to be elected to the Board. All 10 nominees received the required number of votes.

We will be launching our Job Posting program later this month, June 2021. If you have any questions, please contact Kelly Hartle of our Board. Kelly also heads up our Marketing Committee. We will be exploring different ways of getting CIPMM and what it does better known in the community. If you want to participate and help with our brainstorming that reach out to Kelly. We have continued our work on defining and refining our processes, in particular our budgeting and planning approach. And will continue this in 2021 and 2022.

We have a new series of 4 Lunch and Learn Sessions specifically designed for the Fleet Management community on October 13, 27 and November 10-24. Blair Hurd has established a small Committee to place the series and we would welcome more people. The Committee will move from planning the Lunch and Learn fall series to planning the in-person Fleet Management Workshop in Toronto for the spring of 2022.

We have a very exciting fall planned with our National Workshop just around the corner on September 28 and 29 followed by opportunities to take up to 10 different master classes in October and November. The National Workshop planning committee has been meeting for a number of months, but we are sure that Catherine St.-Louis would always welcome more people. We expect to have the agenda close to finalized and posted soon. You will want to look out for the link to register as this year there will be master classes that will be part of the registration. However, each of these master classes are limited to a fixed number of participants - normally 200 people so you will want to choose first the classes that most appeal to your learning interests. Expect to see lots of new topics and speakers and a few surprises at the National Workshop.

We will start our planning for our return to in-person events for the spring of 2022 and look at how we can use a mixture of delivery methods to continue to bring professional development, networking and learning opportunities coast to coast.

Carolyn thanked everyone who had planned and delivered the Webinars, both Virtual Summits, the Mentorship program, the Awards Programs, the Nomination Process etc. You have all volunteered so many of your hours to making our events, activities, and programs better for the procurement and materiel management community. Carolyn thanked all partners, departments and agencies, the private sector companies that continued to show their support to CIPMM. Carolyn thanked all members who had signed on and attended our events; provided us with great feedback and new ideas; and who volunteered to help the community. Carolyn thanked the CIPMM Board and Secretariat for all their hard work.

## 5. TREASURER'S REPORT

Christine Lamarche, the CIPMM Treasurer, thanked Carolyn Montague, the CIPMM President for all her hard work and tremendous number of volunteer hours she put into the CIPMM work.

Christine noted that it was an interesting year from the financial perspective. We are not where we wanted to be, but we have weathered the storm well, and it was largely attributed to the fact that we were in a healthy financial position going into the pandemic. Christine noted that the savings for the rainy-day helped us to do well. Another contributing factor was that Board members and committees pivoted into the virtual world of programming and applied different formats. Revenues from the Virtual Summit and National Workshop allowed us to remain in a healthy position.

Last year we developed and implemented the CIPMM Financial policy, and it proved to be useful for our annual budgeting activities this year; we will continue using this policy moving forward.

The full financial report is available in the members area for members to review. Our auditor is Parker Prins Lebano who specializes in non-for-profit organizations. They have been doing financial statements for CIPMM for the past few years. They are independent of CIPMM and do the "third-party" check of CIPMM financial performance and management. They review our transactions, cash flow, net assets and operations throughout the year and prepare financial statements. They use the auditors' responsibilities for the audit of the financial statements and Canadian generally accepted auditing standards.

Christine provided some highlights as per the auditor's statements for the year ended December 31, 2020:

Total Revenue: \$143,517 (2019FYE \$1,003,192)

Total Expenses: \$358,361 (2019FYE \$948,345)

Net Assets: \$456,455 (2019FYE \$523,509)

Excess (deficiency) of revenue over expenses for the year: (\$214,844)  
(2019FYE \$54,847)

Variable rate GIC: \$100,000 (Prime rate less 2.7% expiry March 5, 2021).

Reserve fund: \$60,000

**APPROVED** by a majority vote to approve the 2020FYE audited financial statements as presented. Carried.

**APPROVED** by a majority vote to appoint Parker Prins Lebano as the auditor for FYE 2021. Carried.

## **6. APPROVAL OF THE 2021/2022 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. Board members roles for the next term will be decided at the next Board meeting.

Carolyn Montague presented the Slate of Officers for 2021/2022 as per below.

### **EXECUTIVE:**

President – Carolyn Montague

Vice President - Blair Hurd

Vice President – Derek Bizewski

Treasurer – Christine Lamarche

Past President – Vincent Robitaille

### **DIRECTORS:**

Laura Clowater-Peters

Dominique Belanger

Richard Quinn

Catherine St-Louis

Kelly Hartle

Hellas Uddin

Robert Ashton

Caroline Landry

Josee Doucet

Nicole Hoskins

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

## **8. OTHER BUSINESS**

In terms of other business, Carolyn Montague noted that we wanted to continue the parity of procurement and materiel management in all our programs, and to increase our regional components.

Carolyn thanked the outgoing CIPMM Board Member, Eve Corbin for all her hard work and contribution to CIPMM and CIPMM Board. Carolyn acknowledged Eve's enthusiasm, willingness to work hard and her leadership on many activities and projects. We are very grateful to Eve for all her time and work.

Eve thanked everyone at CIPMM and noted her wonderful and rewarding experiences working with CIPMM and CIPMM communities.

Carolyn noted that CIPMM provided great opportunities to meet people at various departments and regions, and to contribute to the development of the professional communities.

Carolyn thanked the Board and all volunteers for all their hard work.

## **9. ADJOURNMENT**

**APPROVED** by a majority vote that the Annual General Meeting be adjourned at 4:19 pm. Carried