



Canadian Institute  
for Procurement  
and Materiel  
Management

Institut canadien  
d'approvisionnement  
et de gestion  
du materiel

## **ANNUAL GENERAL MEETING**

**June 22<sup>nd</sup>, 2022**  
**2:00 pm – 3:00 pm EST**  
**Location: Virtual**

### **1. WELCOME AND CALL TO ORDER**

Carolyn Montague, the CIPMM President chaired the meeting. Carolyn welcomed everyone and called the meeting to order at 2:00 pm.

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

### **2. APPROVAL OF THE 2022 AGM AGENDA**

Moved by Christine Lamarche, seconded by Kelly Hartle to approve the 2022 AGM Agenda as presented. Carried

Approved by a majority vote to approve the 2022 Annual General Meeting Agenda as presented.

### **3. APPROVAL OF THE 2021 ANNUAL GENERAL MEETING MINUTES**

Moved by Christine Lamarche, seconded by Josee Doucet to approve the 2021 Annual General Meeting Minutes as presented. Carried.

Approved by a majority vote to approve the Minutes of the 2021 Annual General Meeting as presented.

#### **4. PRESIDENT'S REPORT – 2021/2022 ACHIEVEMENTS AND 2022/2023 PRIORITIES**

Carolyn Montague, the CIPMM President thanked everyone who joined the AGM meeting as well as everyone who had participated in the CIPMM events this year.

Carolyn noted that 2021-2022 had proved to be another challenging year as we continued our virtual deliveries of so many of our CIPMM activities while trying to provide quality programming to meet the needs of our procurement and materiel management community.

We offered a Mentorship Program that attracted 46 Mentees from over 18 different departments drawn from both Headquarters and the regions and both procurement and materiel management. We continued to widen the Program beyond the monthly mentors and the mentees meetings and offered additional Workshops open only to the mentees and mentors on topics of wider interest. We expanded the Speakers' Bank and resource kits to support the Program. We also had 5 people who chose to shadow one of our 8 Mentors to learn more about the role of mentor. We will be opening the 2023 Mentorship Program for registration in late October- early November 2022. Carolyn noted that anyone who might be interested in learning more about the program could contact Caroline Landry and Christine Lamarche who made this program very strong over the past years.

We continued to build our links to the community in the regions with special presentations to our Regional Council. In addition, several members of the Regional Council presented at the 2022 National Workshop. We want to continue finding ways of engaging those who work in the regions. There was a good participation in our virtual events from regions this year. We have one representative for each region, their contacts are available on our website. If anyone would like to contact their regional lead, please do so. They always try to give us ideas and run some special sessions on topics of interest for that region. We always want to know about your needs in the regions.

We have already started to plan the November Regional Workshop in Vancouver and want to thank ISED for agreeing to being our Premier Partner

for the event. This will be one of our first in-person events. We will be hosting the Regional Workshop in Winnipeg in April 2023 and are in the early stages of selecting the locations for the next Regional Workshops, potentially one of them will take place in Toronto. We like to include local members in the planning and running of our Regional Workshops so if you are interested in becoming part of the planning committee, please let Hellas Uddin know. One of the advantages we saw with our virtual events was the increase in regional members in our activities and we want to figure out ways of expanding this participation.

We did not hold a Fleet Management Workshop in 2021 but instead chose to run in the fall of 2021 a special Webinar series devoted to topics of interest to this part of our community. All 3 sessions were well received and proved also useful in planning topics of interest for the November 2022 in-person Fleet Management Workshop in Toronto. Again, Blair Hurd has started to plan the program for the event and if you are interested in helping, let Blair know.

We hosted our Virtual Summit in June 2021 and our National Workshop in September 2021. Both were extremely well attended and the addition of the master classes at the National Workshop gave participants access to learning opportunities that are often not available. Both events attracted participants increasingly from the regions. We just finished our 2022 National Workshop in June 2022. Kelly Hartle and Carolyn Montague co-chaired this workshop, and were blown away as many of you were with the fantastic program developed by the committee. We had one of our largest audiences of over 635 participants drawn from over 40 different organizations across Canada. The theme of Innovate today, plan for tomorrow was well received and led to more interaction than we had previously seen with panels, fireside chats, beta testing, demos and stimulating discussions by all. Thank you to Environment and Climate Change Canada who provided us with such a strong support as our Premier Partner. And it happened to take place on the World Oceans Day, what a fantastic link. The 2023 National Workshop will return us to an in-person event in Ottawa, spread over a 3-day format. If anyone would like to be part of the Planning Committee, please contact Krystal Maloney. Krystal will be co-chairing the workshop with Leslie Stewart of our just announced Premier Partner for the 2023 National Workshop. RCMP will be marking their significant anniversary next year.

As part of the 2022 National Workshop, we held our annual Awards Ceremony. Thank you to the Office of the Procurement Ombudsman for their support of the Ceremony. The annual awards were updated this year to include Excellence in Procurement and Excellence in Materiel Management (Individual and Team) and the Guiding Light in Materiel Management and in Procurement. Congratulations to all winners. We had a large number of nominations this year which is the sign that the community would like to acknowledge and celebrate these significant people in our communities.

We partnered with the Community Development Office of the Acquired Services and Assets Sector of TBS in the winter of 2022 to offer 3 Round Table Webinars complimentary to the community. The first one examined the impact of the new Policy on Leadership; the second looked at the barriers and opportunities related to increasing Supplier Diversity and; the third examined the impact of incorporating Accessibility into Materiel Management. All three Round Tables were moderated by a thought leader and a panel of 3 experts shared their thoughts on the topic. In each case over 175 people registered for the events. The format proved to be well received and we are planning 5 more with TBS for the fall 2022 and early winter 2023. We will have again the parity between procurement and materiel management topics. Registration will again be complimentary but may be capped at 200 on a first registered basis.

A couple of new activities we are also working on for the fall of 2022 will be a job fair with the universities and colleges to meet with procurement and materiel managers in the various departments and agencies to learn about their programs and students in the afternoon of November 30, 2022 here in Ottawa and a Community Celebration the evening of November 30, 2022. There will be opportunities to learn about the supply chain programs as well as collect some resumes. We again would like to hear from anyone interested in planning these events. If you have some ideas, please contact Carolyn Montague and Annie-Sylvie Desaulniers.

Emerging Trends Symposium will take place on December 1<sup>st</sup>. We did the first Symposium on Agile Procurement and this time we will be focusing on another topic.

We are also going to launch a survey in early September 2022 to learn more about the professional development needs of our community. If you want to make sure you are included in the survey sign up as a member of CIPMM.

Nicole Hoskins and Carolyn Montague look forward to working with people interested in contributing to this study.

We continued updating our website and will be offering a few more enhancements this summer to improve the efficiency and effectiveness of the site.

We have worked on our By-laws to make them more inclusive in language and tone, as well as we are adding a new Vice President of Partnership position.

We are welcoming 3 new members to our Board of Directors, and 4 Board members are leaving the Board, mostly due to their job requirements.

Carolyn thanked the full Board of Directors for all their support, the volunteers on all of our committees who stepped up and helped, and the Willow Group for their advice, guidance and hard work.

## **5. TREASURER'S REPORT AND AUDITED FINANCIAL STATEMENTS FOR 201**

Christine Lamarche, the CIPMM Treasurer, noted that it was her last year on the CIPMM Board, and that she would have a transition meeting with Jean-Daniel Bourret who would be the next CIPMM Treasurer.

We have pivoted and continued to weather the storm very well during the pandemic, moving over to the virtual environment. We completed our budget exercise at the end of the last fiscal year. CIPMM operates on a calendar year in terms of financials, different from the government. Our budget was approved in December 2022. We go through the forecasting budgeting exercise at the end of the calendar year. We had projected a deficit of \$100K but giving the success of some of our programs, it looks like we will have a surplus this year. In 2020 we implemented the financial policy and perform now on an annual basis the mid-year financial review. It is an opportunity for the Board to check in on financial commitments and readjust as necessary, as well as to investigate what we can do to increase our revenues or decrease our expenses. It usually takes in September.

We have the contract with The Willow Group and they are our administrative arm. They are our one of our biggest expenses, but we are on track and in line with previous years.

As of end of May, our cash in the bank is \$286K (\$186K last year), which is \$100K more compared to last year, which is great for us. We continue reinvest into GIC (\$100K), which is an informal insurance policy for the CIPMM operations. We renew it on an annual basis.

We prepare audited financial statements on an annual basis. Statements are available in the members' area of the CIPMM website. 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.

We are in comfortable situation financially; we remain respectful of all our financial commitments. The auditor met with us and provided the similar sense of assurance based on the review of our financial operations.

We collect revenues from many of our events and it allows us to offer some events such as webinars for free of charge or to offer some new activities, e.g Community Celebration or learning events. It helps our regional community. We provide some funding to the regional workshop and chapters' events. We do not gain profits as a non-for-profit organization but reinvest into our communities and balance a variety of things and programs. Not all CIPMM programs are revenue generating.

Approved by a majority vote to approve the 2021FYE audited financial statements as presented. Carried.

Moved by Christine Lamarche, seconded by Carolyn Montague to appoint Parker Prins Lebano as the auditor for FYE 2022. Carried.

Approved by a majority vote to appoint Parker Prins Lebano as the auditor for FYE 2022.

Carolyn Montague thanked Christine Lamarche for all her hard work and guidance on the financial management as a Treasurer.

## **6. APPROVAL OF AMENDMENTS TO BY-LAWS**

Carolyn Montague noted that most of the updates were related to the consistency, use of language and equity. We made updates in a few areas. We also incorporated a new position of Vice President of Partnerships. We did the Board Governance training last year and these new updates were addressed during the training.

Dominique Belanger, the Governance Committee Chair, always tried to make sure that all our policies and by-laws remained up to date. Robert Ashton is taking over this role.

Moved by Nicole Hoskins, seconded by Caroline Landry to approve the amendments to by-laws as presented. Carried.

Approved by a majority vote to approve amendments to by-laws as presented.

## **7. APPROVAL OF THE 2022/2023 SLATE OF OFFICERS**

Carolyn Montague noted that we had a lot of different activities and good collaboration across the Board, and we continued maintaining a good balance from regions and HQ, materiel management and procurement communities and various departments representation. Carolyn noted that the CIPMM Board of Directors was a volunteer Board.

Carolyn Montague presented the Slate of Officers for 2022/2023 as per below.

### **EXECUTIVE:**

President – Carolyn Montague

Vice President - Blair Hurd

Vice President – Derek Bizewski

Vice President - Caroline Landry

Treasurer – Jean-Daniel Bourret

### **DIRECTORS:**

Richard Quinn

Catherine St-Louis  
Kelly Hartle  
Hellas Uddin  
Robert Ashton  
Josee Doucet  
Nicole Hoskins  
Annie-Sylvie Desaulniers  
Krystal Maloney

Moved by Christine Lamarche, seconded by Hellas Uddin to approve the Slate of Officers as presented. Carried.

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

## **8. 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. Occasionally we hear that some people are not aware of CIPMM. We always look for people to join various committees which is a great way to get involved and learn more about CIPMM.

We also started inviting some people to join our Board meetings to learn more about what the Board does. A few Board candidates who did not obtain the position on the Board, agreed to participate on various committees.

There are many opportunities at a different level of time commitment.

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. Please reach out if you would like to get involved.

Carolyn thanked the outgoing CIPMM Board Members for all their hard work and contribution to CIPMM and the CIPMM Board.

- Vincent Robitaille, Past President, who helped us turn things around, and was our guiding force
- Christine Lamarche, Treasurer, who introduced good financial practices to us, and provided practical advice on budget
- Dominique Belanger, Chair of Nominations and Governance committees, who made us realize that we had grown from small operations to large operations, and helped us to institution a few procedures

- Laura Clowater-Peters , Chair of Awards and Membership committees, who was very active and gave us always a good advice

You will be missed.

## **9. ADJOURNMENT**

Moved by Carolyn Montague, seconded by Christine Lamarche to adjourn the 2022 Annual General Meeting. Carried.

Approved by a majority vote that the 2022 Annual General Meeting be adjourned at 3:00 pm.