



Canadian Institute
for Procurement
and Materiel
Management

Institut canadien
d'approvisionnement
et de gestion
du materiel

ANNUAL GENERAL MEETING

June 21st, 2023
1:00 pm – 2:00 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 1:00 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. Carolyn noted that everyone had an opportunity to ask questions during the AGM through the chat.

Carolyn introduced two Board members who joined Carolyn at the AGM to provide their reports: Jean-Daniel Bourret, the CIPMM Treasurer and Robert Ashton, the CIPMM Governance Chair.

2. APPROVAL OF THE 2023 AGM AGENDA

Carolyn advised of the change in the AGM Agenda: The President's report was moved after the financial items # 5-7.

Approved by a majority vote to approve the adjusted 2023 CIPMM Annual General Meeting Agenda as per note above.

3. APPROVAL OF THE 2022 ANNUAL GENERAL MEETING MINUTES

Carolyn asked if there were any questions related to the 2023 CIPMM AGM Minutes. No questions were asked.

Approved by a majority vote to approve the Minutes of the 2022 CIPMM Annual General Meeting as presented.

4. TREASURER'S REPORT AND AUDITED FINANCIAL STATEMENTS FOR 2022

Jean-Daniel Bourret, the CIPMM Treasurer, reminded members that the CIPMM fiscal year end was December 31st. The CIPMM financial situation has improved slightly over the past year with a small surplus generated from the previous fiscal year.

Jean-Daniel advised that as of the end of the 2022 FYE, the cash in the bank was \$418K. In addition, CIPMM has a reserve fund to support the financial stability of the organization as a not-for-profit organization, and to keep some funding for our cash flow. Jean-Daniel clarified that CIPMM kept \$60K in the bank for the cash flow requirements and \$100K in GICs.

Parker Prins Lebano, the CIPMM auditor, provided the audited financial statements and indicated that in their opinion, the financial statements presented the true CIPMM financial position for the 2022 fiscal year end. The numbers for the report were produced with the support of the Willow Group that provides administrative and financial services for CIPMM. It was noted that the financial report showed that we continued improving financially over the years, and we were at the stage where we could take a bit more risk in the planning of our next budget. CIPMM gets most of its income from events and the main revenue generator continues to be the National Workshop which generates a small surplus and helps to cover administrative costs for the organization. The 2023 National Workshop was very successful which makes the CIPMM financial situation comfortable next year.

Approved by a majority vote to approve the 2022FYE audited financial statements as presented. Carried.

Approved by a majority vote to appoint Parker Prins Lebano as the auditor for FYE 2023.

5. PRESIDENT'S REPORT – 2022/2023 ACHIEVEMENTS AND 2023/2024 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 thanked all of the Board members, planning committee members, CIPMM “friends”, volunteers, partners and participants for helping CIPMM to have another successful year. Carolyn thanked the Willow Group for the help with logistics and support they provided to CIPMM.

Carolyn noted that at the 2022 Annual General Meeting we wondered what challenges the year would bring and when we would return to “normal”, and we could admit now that 2023 had taught us all that we had indeed returned to normal albeit a new normal.

We continued to try to provide effective and innovative programming to meet the professional development needs of the procurement and materiel management community of the federal government. We surveyed the community this year to learn more about what the community wanted; to highlight gaps and barriers for CIPMM in meeting those needs; and to obtain info on where and how the community would prefer to have their professional development needs met.

Our Mentorship Program continued to grow and offered mentorship to 61 Mentees, 22 of which were from the regions. We had both procurement and materiel management groups. Meeting monthly virtually with their Mentors they explored technical topics, leadership subjects and areas of interest to the group. They also had 2 orientation sessions and 7 special Program wide webinars with subject matter specialists. Drawn from 17 different departments, the Mentees also gained networks of contacts across the government that they can draw upon once they leave the Program. The current cohort will graduate on November 28, 2023. The registration for the 2024 program will open in the late fall with the 2024 Program starting in

February 2024. Carolyn invited everyone to contact Caroline Landry, the CIPMM Mentorship Program Chair for any additional details on the program.

We delivered Regional Workshops in person this year for the first time since COIVD hit. We hosted one in Vancouver with a special certificate course offered November 9, 2022 on Buy Social Training followed by a reception and then a one-day Workshop and Exhibits on November 10 with 83 participants from 26 departments and industry organizations. Carolyn thanked the CIPMM Premier Partner for the event - Computers for School program at ISED.

We offered our second Regional Workshop in Winnipeg kicking off the event on April 4, 2023 with a site visit to the CORCAN facilities at Stony Mountain Institution followed by a Reception. On April 5, 2023 we held the in-person one day Workshop and Exhibits with 74 delegates from 27 departments and industry organizations. Carolyn thanked the CIPMM Premier Partner for the event – CORCAN.

We have begun to think of the 2024 locations for our Regional Workshops. From what we heard the Regional Workshops might take place in Halifax mid-April 2024 and possibly in Calgary mid-October 2024. Carolyn invited anyone who might be interested in helping out with planning, to speak to Hellas Uddin of our Board of Directors.

We also revised our Terms of Reference for the Regional Chapters this year and are very excited to kick off our new Regional Council which will work with Nikki Hoskins in supporting enhanced programming and activities in the Regions, starting in the fall of 2023. We are still looking for Regional Council Representatives for Quebec and the Maritimes. Carolyn invited all interested to contact either Nikki or Carolyn to obtain a copy of the Terms of Reference and to learn more about what was involved.

We returned to hosting an in-person Fleet Workshop in Toronto beginning November 14, 2022 with networking activities, followed by a November 15 - 16, 2022 Workshops and Exhibits. It was great to see 62 delegates from 33 departments and industry organizations test driving hybrid and electric vehicles on November 16, 2022. Carolyn thanked ARI/Holman who were the Premier Partner for the Fleet Workshop.

We partnered with the Community Development Office at the Office of the Comptroller General, TBS to host an in-person Job Fair on November 30, 2022 with exhibits from over 20 different departments and over 120 candidates from colleges and universities with supply chain programs. We will be running the event again this year on November 28, 2023 and hope to have 30 different departments and agencies and double the students.

That same day we hosted on November 30, 2022 a Community Celebration event in person in Ottawa with Keynote speakers and over 120 community members to provide a long-awaited but very deserved networking opportunity with each other. We have already started to work on the November 28, 2023 version of the event. It will take place at the Ottawa Conference and Event Centre.

On December 1, 2022 we held a hybrid event (in person and virtual) for a one-day Symposium on Emerging Trends in Materiel Management. The event was filled with Panels, Keynotes, Contests, Q and A sessions, industry presentations. Delegates learned about new techniques to be applied in Materiel Management, upcoming trends to watch out for and had a lot of opportunity as a community to share some of their lessons learned. With 67 people in person and 20 virtually the event was a good example of how the community needs more opportunity to share ideas. We are at the early stages of planning the Emerging Trends in Materiel Management virtual event for December 5, 2023 and the Emerging Trends in Procurement virtual event for December 12, 2023. Carolyn invited all interested in helping out, to contact Carolyn.

In partnership with the Community Development Office at the Office of the Comptroller General, Treasury Board Secretariat we partnered to deliver a series of Round Tables for the Procurement and Materiel Management professionals of the Government of Canada. Averaging over 170 registrants each time, the series provided delegates the occasion to hear speakers on topics of interest but also be able to ask them questions to further their understanding of the topics. The first Round Table was held on October 26, 2022 on Social Procurement in Other Canadian Jurisdictions; the second one was held on November 16, 2022 on Best Practices in Managing of Assets in Remote Locations; the third was on December 7, 2022 on Market Analysis Techniques for Procurement; the fourth on January 11, 2023 on Circular Economy and Materiel Management; and the fifth was held on

January 25, 2023 on Impacts of Electrification of Fleet on Materiel Management and Procurement.

On March 8, 2023 we also hosted another hybrid Joint Breakfast event in partnership with RPIC. We offered an in-person or virtual session on Benefit Realization & Public Private Partnerships looking at the case study of the P3 building of the new Library and archives Building. We had 29 registered to attend in person and over 110 virtually showing that virtual will continue to be popular.

Behind the scenes we looked at modifying our Bylaws to make them more inclusive, we added new positions on our Board and we ran a success nomination process for both our Awards program and positions on our Board of Directors.

And finally, we held our most successful in terms of attendance National Workshop in person on June 6-8, 2023 with over 868 registered delegates from 62 departments and industry organizations. Filled with Keynotes, Panels, Breakout sessions, Exhibits, Networking activities, Award Ceremonies, Contests, and 6 different Master Classes. Carolyn thanked RCMP, the CIPMM Premier partner for their support.

We continue to grow and look forward to hearing more from the community of what it would like to see in 2024. CIPMM Board will meet in mid-September for the Strategic Board Retreat where we would try to establish some firm priorities such as the parity between procurement and materiel management in our programming, innovative methods of delivering our programs, and to provide the support to our colleagues in regions.

Carolyn invited everyone to save dates for the upcoming CIPMM events in the fall of 2023.

6. APPROVAL OF AMENDMENTS TO BY-LAWS

Robert Ashton, the Governance Committee Chair, thanked Carolyn Montague for her leadership as the CIPMM President. Robert noted that CIPMM had accomplished a lot over the last year and that Carolyn provided a great summary.

The by-laws are required and critical for any organization to provide consistency and allowing us to run our business; it helps with internal conflict decisions and disputes and ensure that everything runs smoothly. Keeping our by-laws current and up to date is the best practice for the organization.

The last updates to the by-laws were made in 2020.

The amended by-laws do not modify the substance or intent of the by-laws and can be characterized as mostly administrative:

- The proposed amendments include the revised section on the CIPMM values which is a guiding principle to our by-laws.
- We are introducing two new director positions to the Board. The two new directors will be under the age of 35 years old where possible and will represent Procurement and Materiel Management communities. The Nominations committee will work on details to advertise two new positions and develop the selection process. We see the value in creating these two new roles in working towards striving to better connect with youth and new hires for the various youth initiatives and networking and to provide the added voice to the CIPMM events across that demographic.
- The Board will increase from 15 members to 17 members.
- Some wording consistency was also considered.
- The improved language for inclusivity was added.
- We changed the wording from “vendor” to “supplier”.

The French version will be finalized once the proposed version is adopted.

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

7. APPROVAL OF THE 2023/2024 SLATE OF OFFICERS

Carolyn Montague noted that the Executive Committee remained the same as last year. In terms of directors, we have two new directors joining the Board. We always aim at having a diverse Board of Directors as well as good representation of various departments.

Carolyn Montague presented the Slate of Directors for 2023/2024 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
- Hellas Uddin
- Robert Ashton
- Josee Doucet
- Nicole Hoskins
- Krystal Maloney
- Annie-Sylvie Desaulniers
- Minh-Khai Trinh
- Kofi Asare

Carolyn invited everyone to welcome two incoming Board members: Kofi Asare, Assistant Director, Canada Revenue Agency and Minh-Khai Trinh, Director, International Procurement, Policy and Community Development (AAO), Global Affairs Canada.

Carolyn thanked the outgoing Board Member, Kelly Hartle, Chief Executive Officer, CORCAN. Carolyn thanked Kelly for all her support and help with multiple programs and events. She will be missed.

Approved by a majority vote to approve the Slate of Officers for 2023/2024 as presented.

8. OTHER BUSINESS

Carolyn thanked everyone who participated in the 2023 CIPMM National Workshop Survey and noted that over 130 people had participated. The Survey draw took place.

Carolyn thanked everyone for attending the AGM and asked to get in touch with CIPMM and let us know if we could do anything different, more or better.

9. ADJOURNMENT

Approved by a majority vote that the 2023 Annual General Meeting be adjourned at 2:00 pm.