



Canadian Institute
for Procurement
and Materiel
Management

Institut canadien
d'approvisionnement
et de gestion
du materiel

ANNUAL GENERAL MEETING

June 19th, 2024
12:30 pm – 2:00 pm EST
Location: Virtual

1. WELCOME AND CALL TO ORDER

Carolyn Montague, President of CIPMM, chaired the meeting and called the 2024 Annual General Meeting to order at 1:00 p.m.

The meeting was held in a virtual format, and all motions were approved through electronic voting. Carolyn noted that attendees had the opportunity to ask questions throughout the AGM using the chat function. A video recording of the meeting will be available on the CIPMM website for those who were unable to attend live.

2. APPROVAL OF THE 2024 AGM AGENDA

Approved by a majority vote to approve the 2024 CIPMM Annual General Meeting Agenda as presented.

3. APPROVAL OF THE 2023 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 2023 CIPMM Annual General Meeting as presented.

4. PRESIDENT'S REPORT – 2023/2024 ACHIEVEMENTS AND 2024/2025 PRIORITIES

Carolyn Montague, President of CIPMM, delivered the President's Report and expressed appreciation to all members attending the AGM, as well as to everyone who participated in CIPMM events throughout the year. She extended her thanks to the Board members, planning committee members, volunteers, partners, and participants who contributed to another successful year.

Carolyn emphasized how remarkable it is that the Board, planning committees, mentors, and volunteers dedicate their time to CIPMM in addition to their full-time professional responsibilities. She acknowledged that this commitment is rooted in a shared belief in the importance of providing high-quality professional development, learning, and networking opportunities for the procurement and materiel management communities.

Key highlights from 2023/2024 included:

The 34th Annual National Workshop

Themed "Finding Value and Sharing Solutions", the 2024 National Workshop exemplified the spirit of collaboration and innovation in procurement and materiel management. Co-chaired by Carolyn Montague, Caroline Landry and Mathieu Lemieux, the Workshop featured:

- 58 sessions (plenary, breakout, and networking)
- 8 Master Classes
- 3 Keynote Speakers: Shaun Boothe, Stephanie Staples, and Jennifer Ménard-Shand
- Close to 800 in-person attendees and nearly 200 virtual participants

Special recognition was given to Premier Partner GCSurplus, whose 80th anniversary was celebrated during the event. The Workshop also hosted 25 exhibitors, including Shared Services Canada, Premier Partner for 2025.

Survey feedback indicated strong appreciation for the enhanced networking opportunities and features such as the Networking and Wellness Lounges. Planning for the 35th National Workshop will begin in late August/early September. Members interested in contributing to program development

were encouraged to contact Caroline Landry and Mathieu Lemieux, the next year's Workshop Co-Chairs.

Mentorship Program

The 2023/24 Mentorship Program concluded with a graduation ceremony for 58 Mentees on November 28, 2023. The event featured:

- A keynote by Paul Wells on the value of mentorship
- A panel discussion and a presentation by Craig Szelestowski on Procurement and MM by design

The 2024 cohort launched in February with 80 Mentees from 27 departments and agencies, supported by 11 Mentors and 6 Co-Mentors - including 20 Mentees from across Canada. Onboarding events were held in March, and monthly mentorship sessions are supplemented with special webinars on key topics. To date, three webinars have taken place (Trade Agreements, Ethical Procurement, and Accessibility in Procurement), with additional sessions scheduled through the fall.

Graduation for this cohort will take place on November 27, 2024, and registration for the 2025 program will open in December.

Members interested in learning more were encouraged to contact the Mentorship Program Co-Chairs Caroline Landry or Catherine St. Louis.

Fleet Management Workshop

On November 2, 2023, CIPMM hosted its 4th Annual Fleet Management Workshop at the University of Toronto. Held in conjunction with the Toronto Regional Workshop, the event welcomed over 75 attendees and featured presentations from TBS, General Motors, the RCMP, and DND.

The 2024 Fleet Workshop will be held October 29–30 at the Brookstreet Hotel in Kanata. This two-day event will include a ride-and-drive experience and expanded participation from manufacturers. Planning is underway, and members were encouraged to reach out to Blair Hurd to contribute ideas or join the planning committee.

Regional Workshops

Two Regional Workshops were held in 2023:

- Winnipeg (April 5): Included a site visit to the Stony Mountain federal correctional institution and CORCAN operations
- Toronto (November 1): Featured sessions with the Procurement Ombud, Procurement Assistance Canada, and panels on social procurement and asset management

For 2024, one Regional Workshop is planned for Montreal on October 1st.

Members interested in contributing to the program were invited to contact the Workshop Chair Hellas Uddin.

Emerging Trends in Materiel Management Symposium was held virtually on December 5, 2023. The Symposium addressed leading-edge technologies such as the Internet of Things (IoT), 3D printing, and QR codes in MM. The session on SAP was particularly well received, and the “Ask Us Anything” panel remained a popular feature. The event also served as a valuable learning opportunity for virtual platform delivery.

In 2025, CIPMM will combine the Emerging Trends in Materiel Management and Emerging Trends in Procurement into a single virtual event on November 19, 2024.

Emerging Trends in Procurement Symposium

This virtual event took place on December 12, 2023, and attracted over 100 participants. Highlights included:

- Updates on procurement delegations (PSPC)
- Agile procurement practices (SSC)
- Indigenous procurement advancements (ISG)
- Green procurement and career development panels

Members interested in planning this year's event were encouraged to contact Symposium Co-Chairs Daniel Pilon or Mike Rainville.

CIPMM/TBS Round Tables

In partnership with the Treasury Board Secretariat, CIPMM delivered five virtual Round Tables in 2023/24 on high-priority topics:

- Investment Planning and Management Policy
- Procurement and MM Competency Framework
- Green purchasing and fleet standards
- Ethical sourcing
- Results-based procurement

Each session drew over 225 participants from across Canada. Discussions with TBS are ongoing to organize another five sessions in 2024/25. Members with topic suggestions were invited to contact Carolyn Montague or Derek Bizewski.

CIPMM / TBS Job Fair

In partnership with the Treasury Board of Canada Secretariat (TBS), CIPMM supported the delivery of an in-person job fair on November 28, 2023. The event brought together representatives from 12 federal departments and agencies, welcoming over 100 attendees, including individuals from TBS collective pools and recent graduates of post-secondary supply chain management programs.

CIPMM understands that TBS plans to host another job fair in the fall of 2024 at its downtown Ottawa location. For further information, members were invited to contact the Community Development Office at TBS.

Regional Council Committee

In 2023–2024, CIPMM made significant strides to strengthen its regional engagement by establishing the Regional Council Committee (RCC). A Terms of Reference was developed, and regional representatives were appointed for each of the five geographic regions - Atlantic, Quebec, Ontario, Western, and Pacific - under the leadership of a CIPMM Board Committee Chair.

The RCC launched with a kickoff meeting, and members quickly became involved in program planning for both the Toronto Regional Workshop and the CIPMM National Workshop. RCC representatives actively championed sessions and contributed to content development, with four of the five representatives also participating directly as speakers.

The RCC is now organizing quarterly virtual meetings and coordinating regional events. Additional responsibilities include maintaining contact lists for procurement and materiel management professionals in each region, identifying emerging regional trends and priorities for inclusion in CIPMM programming, and serving as regional points of contact for CIPMM initiatives.

For more information, members were encouraged to contact Nicole Hoskins.

Governance Committee

Throughout 2023 - 2024, the Governance Committee completed a number of initiatives. Amendments to the CIPMM Bylaws were proposed and approved at the Annual General Meeting on June 21, 2023.

In line with the Committee's recommendations, the Board participated in an Equity, Diversity, and Inclusion (EDI) training session during the mid-term Board Review and Planning meeting. This training, delivered by Volunteer Ottawa and New Pact Consulting, focused on developing a foundational understanding of EDI in nonprofit leadership, identifying EDI goals, and fostering inclusive governance practices.

To build on this foundation, the Board completed a voluntary Diversity Survey and Self-Identification Declaration in February 2024. The survey also assessed Board engagement and inclusion. Results showed no immediate areas of concern and will serve as a benchmark for future assessments.

Position descriptions for Board Directors were reviewed, with approved amendments made to the role of Director. Two new Youth Director roles were created - one in procurement and one in materiel management - and were advertised during the annual nominations process. Additionally, the Committee recommended updates to the Board Member Application Form, which were accepted by the Nominations Committee.

In 2024/25, the Governance Committee will:

- Review the CIPMM organizational chart and identify succession planning opportunities
- Update committee Terms of Reference as needed
- Review and propose revisions to the CIPMM Code of Conduct
- Recommend relevant training and development opportunities for Board members

Applications are still being accepted for the Youth Director (Materiel Management) position.

Members interested in contributing to the Committee's work were encouraged to contact Robert Ashton.

Nominations Committee

In fiscal year 2023/24, the Nominations Committee received nine applications for positions on the CIPMM Board of Directors, including eight for Regular Director roles (six from public sector and two from private sector candidates) and one for a Youth Director (Procurement). Four applicants were invited to interview. Following the Committee's recommendations, four incumbent Board members - Daniel Pilon, Josee Doucet, Mike Rainville, and Nicole Hoskins - were re-elected for new three-year terms. One new Youth Director for Procurement, Mathieu Lemieux, was nominated and accepted. Applicants not selected were encouraged to remain involved in CIPMM activities and to consider volunteering to gain additional experience with the organization.

For 2024/25, the Committee plans to:

- Update the nominations process to better address diversity, inclusion, and skill gaps on the Board
- Review and refine application and interview questions to better identify candidates with strong alignment to the organization's needs
- Recruit a Youth Director to represent the materiel management community

Feedback or interest in supporting the Committee's work can be directed to Derek Bizewski.

Community Celebration

CIPMM hosted a successful Community Celebration event on November 28, 2023, at the Ottawa Conference and Event Centre. With over 100 attendees, the event offered an engaging opportunity for professionals across the procurement, materiel management, and fleet communities to reconnect and network in person.

The next Community Celebration will take place on November 27, 2024. Further details will be shared in the coming months.

Awards Committee

In 2024, the Awards Committee introduced a new recognition category - the Rising Star Award - to honour young professionals and recent hires who have demonstrated exceptional achievements and leadership potential early in their careers. The award celebrates adaptability, enthusiasm, rapid growth, and the promise of future impact in procurement, materiel management, or fleet management.

The Committee also recommended relocating the Awards Ceremony from the National Workshop to the Community Celebration event to provide greater visibility and focus. Starting in 2024, the Awards Ceremony will be a featured part of the Community Celebration.

This summer, the Committee will undertake a full review of the Awards Program. Members interested in learning more or providing feedback were invited to contact Catherine St. Louis.

Website Management

In the past year, CIPMM has focused on improving the accessibility of its website to ensure inclusive access for all users. All references to membership have been removed, including from the home page. The next phase will involve redesigning and revamping website pages as required to reflect current priorities and improve navigation.

CIPMM also responded to new domain requirements implemented by Google and Yahoo, which impacted email delivery protocols. To comply with these changes, new DNS records were generated and successfully integrated into the domain configuration before the February 1, 2024 deadline.

In concluding the President's Report, Carolyn invited all members to consider getting involved in CIPMM activities or programs. She welcomed ideas for new initiatives and encouraged members to reach out directly to express their interest in contributing to the continued growth and success of the organization.

5. TREASURER'S REPORT AND AUDITED FINANCIAL STATEMENTS FOR 2023

Jean-Daniel Bourret, Treasurer of CIPMM, presented the financial overview for the 2023 fiscal year and provided key highlights from the 2024 fiscal year budget.

Jean-Daniel noted that the 2024 budget was intentionally designed to show a modest deficit in order to make use of the accumulated surplus from previous years.

As a not-for-profit organization, CIPMM is required to maintain adequate reserves to support ongoing operations. The organization is now working to bring its reserve level back in line with what is required for long-term sustainability.

CIPMM's forecasted revenue for 2024 exceeded \$1 million. While the budget represents a financial plan, Jean-Daniel emphasized that actual results may vary depending on year-end outcomes. The National Workshop continues to be the organization's primary revenue generator and enables CIPMM to fund core operations. While some events are revenue-neutral or subsidized, others are delivered at a loss, as determined by the Board.

He highlighted that regional workshops are an example of CIPMM-funded initiatives that do not generate revenue but are subsidized in alignment with CIPMM's mission to serve the broader community in regions.

As of the end of the 2023 fiscal year, CIPMM held \$473,000 in cash. To maintain financial stability and support operational needs, the organization retained \$60,000 in accessible cash reserves and \$100,000 in Guaranteed Investment Certificates (GICs). There were also pre-paid expenses on the books, while liabilities included accounts payable and services yet to be rendered. CIPMM operates on a calendar-year basis, which means that major expenses such as event deposits are incurred before revenues - particularly those related to the National Workshop.

Jean-Daniel reported a deficit of \$45,000 for the 2023 fiscal year, resulting in a closing balance of \$347,234. Revenue was primarily driven by the National Workshop, while select events, including the TBS-supported Job Fair and Round Tables, were funded primarily through external sources.

Jean-Daniel cautioned that since the National Workshop is the key contributor to CIPMM's financial health, there is inherent risk in relying heavily on its performance. Costing adjustments for other events will continue to be reviewed to ensure financial sustainability.

Jean-Daniel advised that representatives from Parker Prins Lebano, CIPMM's external auditor, confirmed that in their professional opinion, the financial statements fairly represented CIPMM's financial position for the year ending December 31, 2023.

Approved by a majority vote to approve the audited financial statements for the 2023 fiscal year as presented.

Approved by a majority vote to appoint Parker Prins Lebano as auditor for the 2024 fiscal year.

6. APPROVAL OF THE 2024/2025 SLATE OF OFFICERS

Carolyn Montague provided an update on the current composition and structure of the Board of Directors.

She noted that the CIPMM Board meets monthly and operates as a volunteer Board. Each member holds an equal vote, and all Directors are approachable and committed to the organization's mission. Members of the community are encouraged to reach out to Board members with ideas, questions, or feedback.

Carolyn advised that the Board would appoint the 3rd Vice President in the coming months through the internal interview process.

A special welcome was extended to the incoming Directors:

- Mike Rainville, Royal Canadian Mounted Police (RCMP)
- Daniel Pilon, Global Affairs Canada (GAC)
- Mathieu Lemieux, Public Safety Canada

In addition, two current Board members were renewing their terms:

- Josée Doucet, GC Surplus
- Nicole Hoskins, PSPC

Carolyn then presented the Slate of Directors for 2024–2025, as outlined below.

EXECUTIVE:

- President – Carolyn Montague
- Vice President – Vacant
- Vice President – Robert Ashton
- Vice President – Caroline Landry
- Treasurer – Jean-Daniel Bourret

DIRECTORS:

- Blair Hurd
- Richard Quinn
- Derek Bizewski
- Catherine St-Louis
- Hellas Uddin
- Josee Doucet
- Nicole Hoskins
- Minh-Khai Trinh
- Kofi Asare
- Mike Rainville
- Daniel Pilon
- Mathieu Lemieux

Approved by a majority vote to approve the Slate of Officers for 2024/2025 as presented.

7. OTHER BUSINESS

Carolyn Montague concluded the Annual General Meeting by sharing information about upcoming CIPMM events, encouraging members to save the dates for the following:

- The Regional Workshop in Montréal, October 1st, 2024
- The Fleet Management Workshop in Ottawa, October 29-30, 2024
- The Emerging Trends Symposium, November 19th, 2024
- The 2025 CIPMM National Workshop, June 3-5, 2025

Carolyn extended sincere thanks to all who participated in the 2024 CIPMM National Workshop Survey, noting strong community engagement. The survey prize draw was conducted during the meeting.

In closing, Carolyn expressed her appreciation to all attendees for their continued support and participation.

Carolyn encouraged members to stay connected and to reach out to CIPMM with ideas, feedback, or suggestions on how the organization can do things differently, better, or more effectively in the future.

8. ADJOURNMENT

Approved by a majority vote that the 2024 Annual General Meeting be adjourned at 2:00 pm.