

2019 ANNUAL REPORT



CHAPTER INFORMATION

VISION

❖ To be the Recognized leader in Project Management Excellence

MISSION

❖ To develop passionate project managers

CORE VALUES

- ❖ Professionalism
- ❖ Mastery
- ❖ Involvement

We look forward to the challenges of 2018, and the Board, anchored by our Vision, Mission, and Core Values will continue to offer exceptional value for our members. Thank you for being a member of PMI Southern Alberta Chapter. Our lines of communication are always open to new ideas so please make the most of your membership by participating and volunteering for our activities.

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MINUTES OF 2018 ANNUAL GENERAL MEETING

THE METROPOLITAN CENTRE, 333 - 4 AVENUE SW, CALGARY, AB

OCTOBER 25, 2018 @ 6:30 PM

Attendance list is available through the office.

1. CALL TO ORDER

The meeting was called to order at 6:50 pm by Randy George.

C. Pruden served as the recording secretary for the meeting.

2. APPROVE OCTOBER 26, 2017 ANNUAL GENERAL MEETING MINUTES

The minutes were circulated on the tables in the Annual Reports. He reviewed the agenda and highlighted the year's activities including complimentary and new events like PD Workshops and plant tours. 2019 goals will incorporate more and different types of events. The Awards Program is being considered as well.

Moved by Derrick Greenwood to approve the October 26, 2017 AGM minutes as circulated

Seconded by Heike Cantrup

Carried.

3. FINANCIAL REPORT

R. George noted the audited financials for the 2017 year are on the tables and summarized the following:

- Retained earnings decreased however liabilities also decreased
- Revenues increased despite changing the sponsor program year and making the PDC a smaller event
- Declining economic conditions have resulted in reduced sponsorships therefore the Board continues to reduce expenses as much as possible

Moved by Wayne Rambow to approve the 2017 Audited Financials as presented

Seconded by Ghassan Hana

Carried.

4. APPROVAL OF YEAREND AUDITOR

The proposal was to continue with the same professional accounting firm as last year to review the 2018 books. However, if any member has the appropriate skillset, they could also volunteer to review the books in future years.

Moved by Lahiru Silva to approve the Murray Hunter Professional Corporation to audit the 2018 yearend books

Seconded by Derrick Greenwood

Carried.

5. ELECTIONS

Wayne Rambow explained the electronic voting process that was introduced last year, noting 304 members voted and 10 viewed without voting.



The following nominees were elected by acclamation to the positions they had been nominated for since there were no more nominations than positions open:

- Ghassan Hana, VP Programs

Those that let their names stand for other portfolios included:

- VP Communications
 - o Thomas Battle
 - o Mohannad Atfab

Votes were 190 in favor of Thomas Battle

- VP Marketing & PR
 - o Candida Tocci
 - o Biyi Adeniran

Votes were 183 in favor of Candida Tocci

- VP Operations
 - o John Moura
 - o Fabian Asin

Fabian Asin won by 12 votes

The complete 2019 Board consists of:

- Randy George, President
- Wayne Rambow, Past President
- Vacant, VP Finance
- Fabian Asin, VP Operations
- Oluwaseyi (Seyi) Odewale, VP Volunteer Management
- Jayetta Ray, VP Membership until the end of the term. She was appointed to replace Tanya Jaffer while she is on maternity leave
- Saad Ahmed, VP Professional Development
- Thomas Battle, VP Communications
- Candida Tocci, VP Sponsorship & Marketing
- Ghassan Hana, VP Programs

R. George encouraged members to continue to be engaged and thanked all candidates for running this year. They were encouraged to join the committees for the portfolios in which they ran.

6. ANNOUNCEMENTS

Congratulations to all winners; the November 10 strategy session invitation will be forwarded to them from the office

7. ADJOURNMENT

The meeting was adjourned at 7:23 pm.



MESSAGE FROM THE PRESIDENT



I'm extremely proud of the work this chapter has been able to do with this talented Board of Directors, over 100 treasured volunteers, valued sponsors, and key strategic partners. They dedicate time, talent, and passion for the sole purpose of honouring and developing the Project Management Profession in Southern Alberta.

The Board's focus for 2019 has been on member engagement and as a result I am pleased to say that our membership retention rate has increase over the past year. The PDC in May was a great success and the Board made the decision to move forward with a second Professional Develop Symposium in November.

To expand our membership engagement and attempt to reach more of the membership base, we increased the number and types of programs/events offered:

- We hosted over 500 guests at our dinner meetings with an average attendance of 80 per dinner. We also changed the venues.
- Hosted lunch and learn meetings, many networking opportunities such as the Stampede party, movie premiers, and outings to sporting events
- EPC Roundtable
- Our annual golf tourney
- Our Professional Development portfolio continues to deliver increased additional learning opportunities for our members with workshops and PMP Study groups
- The chapter NGO Outreach program lead by Paulo Camargo has grown significantly and increased Project Management focus within the NGO community
- The mentorship program has been a tremendous success and we have now included an agile based program to complement our traditional approach

The Board also worked very hard to develop new policies and procedure for improved Chapter governance. As we look forward to 2020 and the Southern Alberta Chapter's 40th Anniversary, the Board of Directors will continue to focus on delivering high-quality programs and services for our members.

I want to thank all of our members, volunteers, and sponsors for your commitment to the growth of the Southern Alberta Chapter and the Project Management community.

Best Regards,

RANDY GEORGE, PMP | PRESIDENT
PMI SOUTHERN ALBERTA CHAPTER



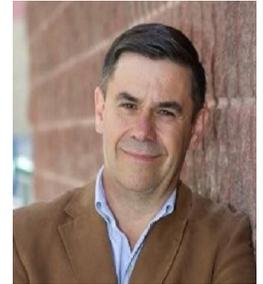
PORTFOLIOS

VP OPERATIONS

Fabian Asin has served as VP of Operations since January 2019 and has been an active collaborator with PMI since 2009. He believes in giving back to the community and has been volunteering for a few non-profits organizations in Calgary.

During this year he has been working very closely with the board members to approve and submit the 2019 Annual Plan and the PMI Southern Alberta Chapter renewal to PMI headquarters.

Fabian sees this chapter as a place where project management practitioners want to go to learn, to share knowledge, and build relationships. He believes that the more we work together, the better, stronger and sustainable our PMI-SAC community will be.



VP PROFESSIONAL DEVELOPMENT

Saad Ahmed has served as VP of Professional Development since January 2016. Saad brought some fantastic ideas to expand this portfolio and the chapter's educational and developmental offerings. The Outreach Program that was initiated part of his portfolio over the past 3 years and it is very successful and rewarding. Our Outreach Program did win the Project Management Institute Educational Foundation (PMIEF) 2017 Community Advancement through Project Management Award for the work we have done with CUPE, a non-profit organization (NGO). We have conducted many free project management sessions for NOGs so we can share our knowledge and industry best practices. Over past 3 years and half, Saad and his team developed strategic visions to re-shape the organizational culture to be more adaptive to the changes that our City going through and brought PMI-SAC back to the world stage by:



1. Working with Non-for-profit organizations (NOGs) and local professional communities
2. Giving back to our member's strategy by having verity of professional development workshops and seminars (partnering with our local education institute) and have as many as PMP/CAPM study groups
3. Help to establish a clear and meaningful strategic planning process.
4. Engage with chapter members to ensure success.
5. Use an innovation process for all new professional development and service delivery model
6. Help to create initiatives to manage the strategies and prioritize these initiatives to ensure they are properly resourced.

Saad and his team worked very hard to bring new ideas, strategy and events to PMI-SAC Professional Development to move the portfolio and profession forward. If you have any questions or concerns related to Professional Development, please reach out to Saad at: profdevelopment@pmisac.com.



VP MEMBERSHIP

Jayeeta Ray has been volunteering with the chapter since 2016. She is an avid volunteer in the Calgary project management, tech and non-profit community. Other than PMISAC Jayeeta has volunteered with local volunteer organizations like Chic Geek, Give a Mile, CivicTechYYC and Alberta Network of Immigrant Women. This has given her just the right amount of opportunity and exposure to handle multitude of volunteer projects along with managing and engaging different base of teams. She is passionate about project management, leadership and community engagement and thrive in bringing people together by giving back to the community. Jayeeta works fulltime as Project Portfolio Manager and is always available to respond to any and every question about membership and the Chapter in general. If you would like to learn more about how to become involved or get the most out of your membership experience, please do not hesitate to contact Jayeeta at membership@pmisac.com.



Her accomplishments include:

- Introducing a brand-new Agile Mentorship program to membership, first of its kind for any Canadian Chapter Program piloted on October 9th
- Membership portfolio has engaged and participated in various community events to raise awareness of the chapter and PMI in the local community
- Introduced new communication approaches for member retention and recruitment
- Build a strong volunteer team for Membership portfolio along with introducing a community engagement liaison

VP COMMUNICATIONS

The appointment of Thomas Battle to the role of VP of Communications in 2019 has brought along a number of major changes to how we as PMI-SAC communicate. In particular, this year has focused on transitioning to tools that allowed for improved data collection collection and building a strong team of volunteers. First, Thomas built out a strong team of volunteers.



- Thomas Battle, VP of Communications
- Shelley Pinder, Director of Social Media
- Andrea Rinker, Associate Social Media
- Lilian Li, Associate Communications (Newsletter and Website)
- Felix Chung, Associate Communications (Newsletter and Website)

Since January, this team has deployed a number of powerful back end tools that have allowed us to start collecting detailed data on how members and the public interact with our chapter and the communications that come from our chapter. We have transitioned the back end of our website from a Joomla based web tool to WordPress, we have deployed Google Analytics on our entire web presence, we have moved the newsletter to the tool Mailchimp, and we have begun much more active collection of social media analytics.

The transition to the above tools has allowed us to cut costs, collect valuable raw data and create operational efficiency within our tools. We have done all of this while maintaining our regular communications as described below.

The newsletter is being distributed twice a month, showcasing the events put on by our chapter, the value provided by our sponsors and information relevant to our membership.



This year we have maintained a strong presence on Twitter and LinkedIn, but increased the resources that we have put into Facebook. We have also started to use paid social media marketing in order to better ensure our content is making it to our membership.

Everything we have accomplished this year has been to set us up for 2020. Next year we are looking to use data analytics to improve the type of content we are creating as well as making all of our communications platforms more relevant and valuable for the PMI-SAC membership.

Our notable achievements for 2019 are as follows:

MONTH	MILESTONE
February	Completion of Website Transition Project and launch of Google Analytics
April	Onboard three new portfolio volunteers Deploy new social media strategy
August	Transition from the Campaigner email marketing tool to Mailchimp Create and deploy new internal reporting tools to communicate the efficacy of different communications types
October	Begin developing new communication strategy based on 10 months worth of accumulated analytics

If you would like to learn more or contribute to the Communications strategy for 20 and beyond, we would love to hear from you at communications@pmisac.com

VP PROGRAMS

Elena Kosareva assumed the role in January 2019 and has been serving the Chapter as a volunteer since April 2018.

There were 16 events organized by Programs this year with more than 990 guests who attended. A variety of programs including our traditional Dinner Meetings, Lunch and Breakfast events, Golf Tournament and Movie premieres provided a great opportunity to network with colleagues who practice project, program and portfolio management. They also presented opportunities to learn best practices and lessons learned from other projects by interacting and engaging with our guest speakers. The first Tailgate and Football event made a debut at McMahon Stadium this September and united project management professionals, their friends and families in cheer for the local football team.

The Speed Dating with Recruiters event held in April provided over 60 Project Managers, Business Analysts, and Consultants an opportunity to connect with recruiters from 6 companies and have a one-on-one discussion about careers within their teams.

Elena, with the support of other Portfolios and her volunteer team, will continue to bring a variety of events to chapter members keeping in mind the evolving needs of the organization.

If you have any questions or suggestions for future Programs, please feel free to contact Elena at programs@pmisac.com.



VP VOLUNTEER MANAGEMENT

Seyi Odewale continued in her role through this year, she will be handing over at the end of 2019.

With her team of 5 Volunteers (project management professionals) - which include the AVP, 1 Volunteer Management Administrator, 2 VRMS Coordinators, and a Committee Administrator. Under her guidance and leadership in 2019 the team has accomplished the following:



- Delivered the volunteer appreciation event, with a good turnout and attendance
- Continued to advocate for opportunities for the volunteer experience of any PMI-SAC member to be better via volunteer check ins, exit interviews as well as tools to enable success in every volunteer's role
- Continuous improvement in implementing the onboarding and off boarding process in support of all volunteer managers; this process includes an onboard checklist, a feedback process and an exit survey (interview)
- Improving the quality of the volunteer backlog list of contacts and substitutes for individuals interested in chapter positions
- Creating a succession plan within the volunteer management team through cross training, documentation and extending opportunities for each team member to act on behalf of another
- Ensuring all documentation are up to date and stored in a safe public tool ready for hand over to other team members at any time
- The team delivered prompt, efficient and effective service to throughout the year and are set to continual improving on that level of service for the coming year
- Finally laying the foundation for the upcoming 2020 by creating a road map for what is expected in support of the volunteers in the coming year.

VP MARKETING & SPONSORSHIP

Candida Tocci is a Project Management Consultant with over 25 years' experience as a Senior Project Manager and Project Leader. She holds a Bachelor of Arts degree from the University of Calgary. She has served on the PMISAC Board of Directors as first VP of Volunteer and Administration for 4 years and currently in the role of VP of Marketing and Sponsorship. She is passionate about project management and PMISAC, the reason that keeps her coming back to volunteer. Candida always finds ways to challenge herself, to set the bar higher and did so when she was elected VP of Marketing and Sponsorship. In less than a year in the position, she was able to not only maintain and secure current sponsors but also bring on new ones while maintaining high customer satisfaction in a volatile economic market environment.



Her accomplishments for the past year include:

- Expanded the sponsorship portfolio to include a diverse variety of industries
- Build partnership and collaboration within education institutions to involve students to participates in projects and strategic initiatives
- Strategical created a new sponsorship campaign that optimize the ROI for sponsors from different industries such as education, technology, consultants/contractors, etc.
- Created branding materials to change all PMISAC logo to reflect the new PMI global logo

