



Project
Management
Institute®
Southern
Alberta

2020 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 2021, 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 2019 ANNUAL GENERAL MEETING

FORT CALGARY, 750 - 9 AVENUE SW, CALGARY, AB

OCTOBER 24, 2019 @ 6:30 PM

Attendance list is available through the office.

1. CALL TO ORDER

The meeting was called to order at 6:57 pm by President, Randy George.

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

2. APPROVE OCTOBER 25, 2018 ANNUAL GENERAL MEETING MINUTES

The minutes were circulated on the tables in the Annual Reports. He highlighted the year's activities including complimentary and new events like PD Workshops and networking events.

Memberships remain static however the issue is people not renewing. Therefore; the Board is trying to plan and ensure value is created for members i.e. study groups, workshops, and adding a 2nd conference day. This all happened in 2019 due to the tireless efforts of the volunteers and Board of Directors. He anticipates great things under the new leadership in 2020. Members were encouraged to provide their feedback to any of the VPs this next year, so they can continue to work on the right initiatives for the members. For example, 2020 goals will incorporate more events, including the 40th Anniversary celebration.

Moved by Fabian Asin to approve the October 25, 2018 AGM minutes as circulated

Seconded by Candida Tocci

Carried.

3. FINANCIAL REPORT

R. George introduced John Moura, acting VP Finance and Manoj Shah, AVP to review the financials.

It was noted the audited financials for the 2018 year are on the tables with the following noted:

- income remained almost the same at \$27k in 2018 as compared to \$29k in 2017, despite a drop in main revenue generating activity of PDC by about \$240k, as it was offset by reduction in expense for the same activity by about \$217k
- the resultant income of \$27k led to increased retained earnings by about the same amount
- also the cash increased by about \$30k ending at \$460k
- it was observed there were some reclassifications in expense categories compared to 2017 to align with budget categories.

Moved by Mark Perry to approve the 2018 Audited Financials as presented

Seconded by Lahiru Silva

Carried.

4. APPROVAL OF YEAREND AUDITOR

The proposal was to continue with the same professional accounting firm as last year to review the 2019 books.

Moved by Wayne Rambow to approve the Murray Hunter Professional Corporation to audit the 2019 yearend books

Seconded by Manoj Shah

Carried.



5. ELECTIONS

Wayne Rambow noted there has been an increase in the use of the electronic voting process introduced last year, which is a positive sign. 422 members voted which is 15.9% of the chapter, up 3.8% from last year.

The following nominees were elected by acclamation to the positions they had been nominated for since there were no other candidates to contest them:

- Jayeeta Ray, VP Volunteer Management
- Randy George, VP Finance

Those that let their names stands for other portfolios included:

- President
 - Candida Tocci won with 56% of the votes
 - Saad Ahmed
- VP Membership
 - Paulo Camargo
 - Tanya Jaffer who won 67% of the votes
- VP Professional Development
 - Lahiru Silva who won by 73% of the votes
 - Mujtaba Shareef

The complete 2020 Board consists of:

- President, Candida Tocci
- Randy George, VP Finance & Past President
- Fabian Asin, VP Operations
- Jayeeta Ray, VP Volunteer Management
- Tanya Jaffer, VP Membership
- Lahiru Silva, VP Professional Development
- Thomas Battle, VP Communications
- vacant, VP Sponsorship & Marketing
- Elena Kosareva, 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

Reminder to register for the PDS on November 4 at Winsport.

7. ADJOURNMENT

The meeting was adjourned at 7:23 pm.



MESSAGE FROM THE PRESIDENT

CANDIDA TOCCI, PMP | PRESIDENT
PMI SOUTHERN ALBERTA CHAPTER



The year 2020 is like no other. This has been echoed by many. At the PMI Southern Alberta Chapter, we are no different. We stand with all of you when we continue to use terms such as “these are unprecedented times” and “the new normal”.

When I took office in January 2020, we had our strategy planning session, and like some premonition, I conducted a workshop on strategic foresight on the future of PMI-SAC and project management in 10 years from now. Although we did not spend the amount of time a workshop like this requires. We did identify some of the trends and drivers within scenarios such as what if something happens that changes everything like we know it today. That was on January 13th, and two months later almost to the day, all changed how we know it.

Yet, despite COVID-19, PMI-SAC recognizes some important achievements:

- In 2020, this year PMI-SAC celebrates 40th anniversary. Although we could not celebrate face to face, we did have a virtual cheers on April 18, 2020 – our official birthday.
- Another proud moment was PMI-SAC received PMI global recognition for having the highest first-year member retention statistics in our region. The Chapter has retained 96.8% of its first-year members as of December 2019. Truly an achievement.

Virtual Community of Practice:

As with everyone else, PMI-SAC moved from a face to face environment to a virtual one. The team of talented and passionate board members and volunteers made the transition quickly and successfully to ensure we provided the expected value of delivering our services to our members. All our events such as dinners, lunch and learns, study groups, etc. were moved to a virtual platform. Our virtual volunteer recognition event was a successful one. And currently, we are in the process of moving from our R.E.P. program to the new PMI ATP service to deliver PMP exam prep courses.

We also increased virtual communication and engagement, by expanding our communication team, updated our website and maintained our distribution of our newsletter to our members.

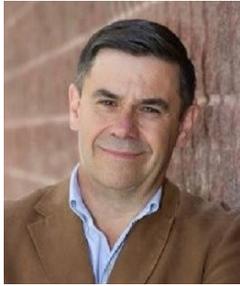
And on December 1, 2020, PMI-SAC will deliver their annual Professional Development Conference. Our theme this year is Foresight is 2020 Visualizing your Future. The conference will be a full virtual experience. Our PDC committee has been working overtime to accommodate the massive changes from face to face, to a hybrid model, to finally deciding on a virtual one. We are so excited to be hosting such an event!

However, we cannot overlook the fact that COVID did affect our membership and sponsorship numbers, not as drastic as we thought, as we sit at 2381 members and our loyal sponsors have remained with us. We have a new VP of Membership that will be working on new strategic initiatives and our VP Marketing & Sponsorship has worked tirelessly to maintain those relationships with our sponsors.

All in all, the PMI-SAC Chapter has shown how resilient it can be in the face of disruption, challenges, and unknowns. We have had to be innovative, agile and versatile. We are looking forward to the new opportunities of transformation as we evolve in this ever-changing environment and profession.



PORTFOLIOS



FABIAN ASIN | VP OPERATIONS

Fabian Asin has served as VP of Operations since January 2019 and 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 2020 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.



LAHIRU SILVA, PHD, PMP, PMO-CP | VP PROFESSIONAL DEVELOPMENT

I became a member of the Chapter in 2016 and started volunteering from 2017 in Professional Development (PD) portfolio. I served as AVP of PD and as Chair of the Professional Development Conference (PDC) before being elected as VP PD in January 2020.

The current COVID-19 pandemic was a challenge for the events conducted by the Chapter. Nevertheless, we conducted workshops, PMP study groups, outreach programs and quarterly networking events as part of PD offerings. This year, due to the pandemic we conducted the first ever virtual study group in Spring/Summer 2020. We also conducted information sessions for undergraduate and graduate students from the University of Calgary.

PMI Southern Alberta Chapter is a global Registered Education Provider (R.E.P.) and PMI HQ has discontinued the program. We are working on getting registered for Authorized Training Partner (ATP) program and plan to become an ATP by the end of the year. These new changes will provide us with the opportunity to serve members with new and improved PMP prep courses, Agile training and workshops.

Also, as part of outreach program, we will offer virtual project management training for nonprofit organizations in Southern Alberta Region and some exciting programs for tertiary education students to enhance project management knowledge and awareness on PMI.

I am pleased to say that Ahmed Ghanem has joined us as the AVP Professional Development to the portfolio.

The PD portfolio, along with Board and volunteers is working on providing new and improved member offerings for 2021.

If you have any questions, suggestions or concerns, please feel free to contact me at profdevelopment@pmisac.com.



JAYEETA RAY, PMP, PSM | VP VOLUNTEER MANAGEMENT

Jayeeta has been a member of Southern Alberta Chapter since 2016. She started to volunteer with the Chapter as Director, Membership and served on the Board as VP of Membership from 2018-2019. Currently Jayeeta is serving as VP Volunteer Administration. The COVID pandemic has changed how we are engaging with volunteers and delivering volunteer programs. All volunteer roles are now virtual till further notice.

Despite the pandemic, we are happy to announce the volunteer team delivered their first Volunteer Appreciation event virtually and will commence Volunteer Orientation program starting October 2020. All volunteer events are now being delivered virtually. We have a new virtual volunteer interest form introduced through our newsletters and website to facilitate faster volunteer engagement.

The Volunteer portfolio along with the Board has also been working on improved volunteer recruitment and onboarding processes to deliver better volunteer experiences.





THOMAS BATTLE, CAPM, MBA | VP COMMUNICATIONS

Thomas has been a part of the PMI Southern Alberta Chapter community since 2015 and an active volunteer since 2017. In this time, he has worked closely with the PMI communications team in developing and implementing a digital communications strategy, re-working back end systems so that they are volunteer friendly in their use and their ability to collect data, and building a robust and talented communications team!

The communications portfolio spent 2020 building a team of talented individuals to increase the impact of our communications. We are improving our impact by combining the creativity and energy of our volunteers, data analytics, graphic design, and best in

class digital tools. We have also been testing a number of different types of digital content to see what will resonate best with our membership.

We believe that by making how we communicate more impactful, our Chapter will be able to better educate and elevate our membership.



ELENA KOSAREVA | VP PROGRAMS

Elena has been serving the Chapter as a volunteer since April 2018.

Pre-COVID-19, the Chapter was able to hold a January dinner meeting focusing on importance of Digital Transformation and in March, celebrate International Women’s Day with an interactive and engaging lunch session highlighting diversity and inclusion.

During the pandemic, the Chapter continued delivering events in a virtual format which allowed to bring in speakers from different parts of Canada and USA. The events covered a variety of topics and provided members with opportunities to earn PDUs.

Programs also held a virtual “Networking with Recruiters” event where the guest speakers shared the skills currently on demand, shared tips about resume writing, the interview process, as well as answered multiple questions.

Programs thanks all of the members who continue providing specific feedback through the surveys. We value your feedback as we strive to improve our programs.

With the support from other Portfolios, volunteers, and feedback from members, Programs will continue to bring a variety of events to chapter members.

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



RANDY GEORGE, PMP | VP FINANCE

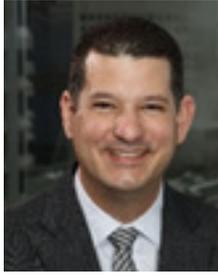
Randy became a member of the Southern Alberta Chapter in 2006 and after serving many years as a volunteer and Board member on various portfolios, he continues to support the Chapter taking on the role of VP Finance in January this year. The COVID outbreak has significantly changed how we deliver chapter events which has resulted in a very favourable year financially.

I am pleased to say that we have added to the finance portfolio with the addition of John Miller as AVP Finance.

In 2020, we engaged the services of a new event planner following an extensive RFP process as per Chapter policy.

The Finance portfolio, along with the Board has also been working on new expense reimbursement and asset management policies for improved chapter governance.





RENATO BARROS | VP MEMBERSHIP

Renato Barros has been a member of the PMI Chapter since arriving in Canada in 2007, and an active volunteer since 2018. Renato is a project management consultant working in the areas of telecom and IT, helping both young and established organizations run their projects and optimize their PM-related processes. He finds reward and motivation in running meaningful initiatives that elevates organizations and project teams to new heights. His passion for project management comes from working with other individuals and leveraging human relationships to achieve outstanding project results - he believes that a well coordinated team can produce results greater than the sum of its individuals' contributions.

Outside of PMI, Renato also supports Bike Calgary in their quest to improve cycling infrastructure and policies in our city.

Having joined the PMISAC Board in October 2020, Renato will be focused in delivering membership value to our members, increasing membership involvement with the chapter and growing our member base. He is also looking forward to continuing the great work that has been done thus far in areas such as:

- Providing a robust Agile Mentorship program to membership, improving from our initial program in 2019/20
- Strategically aligning efforts with different stakeholder groups for member retention and recruitment
- Building a strong volunteer team for Membership portfolio to keep up with current trends and manage membership value



GURJIT MANN TOOR | VP MARKETING & SPONSORSHIP

Gurjit has been a part of the PMI Southern Alberta Chapter since 2014 and has been a volunteer since March 2020, just as the pandemic arose!

During these last 7 months, we have built a team from the ground up who have put in place a Giving Back Campaign. In a time of extensive need, this enables us to contribute to the greater good of the communities in which we work, live and play. We donated almost 500 full sized bottles of hand sanitizer to the Bethany Seniors Home. Additionally, our

allowing us to donate funds quarterly that are generated as a "Pay what you can" option upon registration to our free virtual events.

We want to extend a huge THANK YOU to our wonderful Sponsors who have stuck with us through this challenging year! You have been instrumental in your understanding and compassion during this time where we all need to see each other through. Now that we know what to expect for next year, we are much better equipped to have our best year yet in 2021!

Best Regards and Stay Safe.



INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of Project Management Institute, Southern Alberta Chapter

I have reviewed the accompanying financial statements of Project Management Institute, Southern Alberta Chapter which comprise the balance sheet as at December 31, 2019 and the statements of income, retained earnings and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for private enterprises, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility for the Financial Statements

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements, which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

Conclusion

Based on my review, nothing has come to my attention that causes me to believe that these financial statements do not present fairly, in all material respects, the financial position of Project Management Institute, Southern Alberta Chapter as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for private enterprises.

Calgary, Alberta
October 22, 2020



MURRAY HUNTER PROFESSIONAL CORPORATION
Chartered Professional Accountant

PROJECT MANAGEMENT INSTITUTE, SOUTHERN ALBERTA CHAPTER

BALANCE SHEET

DECEMBER 31, 2019

	2019	2018
ASSETS		
CURRENT		
Cash	\$ 431,746	\$ 409,191
Term Deposits	15,114	15,114
Accounts Receivable	64,894	34,233
GST recoverable	-	110
Prepaid expenses	215	645
	<u>\$ 511,969</u>	<u>\$ 459,293</u>
 LIABILITIES AND MEMBERS' EQUITY		
CURRENT LIABILITIES		
Accounts Payable	\$ 19,583	\$ 17,824
Goods and services tax payable	4,793	-
Deferred Income	30,000	46,170
	<u>54,376</u>	<u>63,994</u>
 RETAINED EARNINGS	 457,593	 395,299
	<u>\$ 511,969</u>	<u>\$ 459,293</u>



PROJECT MANAGEMENT INSTITUTE, SOUTHERN ALBERTA CHAPTER

STATEMENT OF INCOME

DECEMBER 31, 2019

	2019	2018
REVENUES		
Communications	\$ 2,600	\$ 2,000
Gain (loss) on exchange	(21,161)	26,031
Interest and Other	519	820
Marketing and Sponsorship	85,200	38,450
Membership	143,109	137,051
PDC/Gala	284,677	163,333
Professional Development	18,955	17,855
Programs and Events	35,084	27,577
	<u>548,983</u>	<u>413,117</u>
COST OF PROGRAMS		
Communications	10,173	6,624
Marketing and Sponsorship	26,173	18,767
Memberships	7,701	7,760
Operations Expense	93,645	90,708
PDC/Gala	265,089	169,282
Professional Development	10,442	10,644
Programs and Events	72,926	81,842
	<u>486,689</u>	<u>385,627</u>
NET INCOME	<u>\$ 62,294</u>	<u>\$ 27,490</u>

PROJECT MANAGEMENT INSTITUTE, SOUTHERN ALBERTA CHAPTER

STATEMENT OF RETAINED EARNINGS

DECEMBER 31, 2019

	2019	2018
RETAINED EARNINGS - BEGINNING OF YEAR	\$ 395,299	\$ 367,809
NET INCOME FOR THE YEAR	62,294	27,490
RETAINED EARNINGS - END OF YEAR	<u>\$ 457,593</u>	<u>\$ 395,299</u>





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