



Project
Management
Institute®
Southern
Alberta

2021 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 2022, 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 2020 ANNUAL GENERAL MEETING

GOTOMEETING - CALGARY, AB

OCTOBER 29, 2020 @ 5:00 PM

Attendance list is available through the office.

1. CALL TO ORDER

The meeting was called to order at 5:02 pm by President, Candida Tocci.

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

2. APPROVE OCTOBER 24, 2019 ANNUAL GENERAL MEETING MINUTES

The minutes were circulated in the Annual Report via a link to attendees earlier today.

Moved by Randy George to approve the October 24, 2019 AGM minutes as circulated

Seconded by Jayeeta Ray

Carried by majority Poll – out of 47 people in attendance, 27 were in favor, 1 no, 2 abstained

3. FINANCIAL REPORT

R. George reviewed the audited financials for the 2019 year noting the following:

- Net income over expenses had an increase of \$34.8K, which resulted in our retained earnings for the year
- \$457,000 end of year; \$62,000 profit
- Most increase of revenue (and expenses) are due to hosting 2 conferences
- Also the cash increased by about \$30k over 2018 ending at \$511,000
- Puts us in a good position to wade through 2020 COVID way of life

Moved by Kirk Graham to approve the 2019 Audited Financials as presented

Seconded by Fabian Asin

Carried by majority vote – of 47 people in attendance, 25 were in favor, and there was only 1 no.

4. APPROVAL OF YEAREND AUDITOR

The proposal was to continue with the same professional accounting firm as last year to review the 2020 books.

Moved by Wayne Rambow to approve the Murray Hunter Professional Corporation to audit the 2020 yearend books

Seconded by Elena Kosareva

Carried by majority online poll – of 47 people in attendance, 25 voted in favor and 4 abstained

5. ELECTIONS

Paulo Camargo reported the results of the electronic voting:

268 members voted.



He thanked the following Directors who are stepping down:

- Fabian Asin
- Elena Kosareva

The following nominees were elected as follows:

- VP Operations
 - o Jim Duggan – won by 42%
 - o Kaushik Das
 - o Luciano Barth
 - o Ryan Webb
- VP Communications
 - o Thomas Battle – won by 58%
 - o Ahmed Ghanem
- VP Programs
 - o Beatriz Figueiredo - won by 63%
 - o Kevin MacPhie
 - o Sandeep Banerjee
- VP Marketing & Sponsorship – this position was open but no nominations submitted
 - o Gurjit Toor, was appointed to the position a few months ago
 - o 3 others had submitted their interest with emails to the survey, so they will be contacted for interviews.

The complete 2021 Board consists of:

- President, Candida Tocci
- Randy George, VP Finance & Past President
- Jim Duggan, VP Operations
- Jayeeta Ray, VP Volunteer Management
- Renato Barros, VP Membership
- Lahiru Silva, VP Professional Development
- Thomas Battle, VP Communications
- TBD - VP Sponsorship & Marketing
- Beatriz Figueiredo, VP Programs

C. Tocci 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 December 1 held virtually.

7. ADJOURNMENT

The meeting was adjourned at 6:30 pm.



MESSAGE FROM THE PRESIDENT

CANDIDA TOCCI, PMP | PRESIDENT
PMI SOUTHERN ALBERTA CHAPTER



The Project Management Institute Southern Alberta Chapter (PMI-SAC) has been a rich and vibrant chapter serving and delivering value to its members, board, volunteers, sponsors, and all those part of the project management industry for over 41 years. PMI-SAC strives to be that positive force within southern Alberta.

2021 has been no exception to how we have been working to meet the ever-changing needs of our community of practice. As president, this year I have had the pleasure to meet and work with so many. I was so happy to realize that we were not far off in defining what value service delivery means in today's world.

Like everyone, we continue to navigate through the pandemic landscape, with the challenges and barriers it brings. Yet with all challenges there are opportunities! This year allowed it to be a time of introspection for us. We have looked at how we needed to do business and work differently. Our "Speaking with Experts" virtual webinar have been successful and created much knowledge sharing and engagement. Workshops are more aligned with the People skills of the new PMBOK 7, such as the recent PMI-SAC Negotiations Workshop that was very well delivered with lots of learnings.

This year we became an Authorized Trainer Partner. PMI-SAC was able to deliver its first PMI-SAC PMP Exam Prep course in June. The students who wrote their exam passed on the first try and indicated the course was very close to the exam that PMI administers today. We are excited for our 2022 course calendar.

Last year we delivered our first ever virtual Professional Development Conference (PDC) that was a great success with close to 300 people in attendance, amazing speakers that created a high-level of engagement and networking. This year we will be delivering the same virtual format for our 2nd Virtual PDC, our theme this year is "Perspective".

Finally, we would not get anywhere if we didn't get there together (a line I have used at the end of my signature for years). I want to give a big thank you to the amazing board who has worked hard even when we felt the pressures of the pandemic. To our loyal sponsors, who have supported us through thick and thin. To our amazing volunteers who have said "yes, I will get involved". We saw that as we had our quarterly Volunteer awards. To our members who have stayed with us, those who have left and have come back, and to the future members, we exist because of you!! But most of all to our community of practice! You have all showed us how resilient we can be. Till then, we are getting excited to when we can see you all face to face and work in this hybrid world.



PORTFOLIOS



JIM DUGGAN, PMP | VP OPERATIONS

Jim is a long-standing member of the Project Management Institute and the PMI – Southern Alberta Chapter. He has volunteered in different capacities including teaching the PMP Exam Prep course and assisting with Chapter awards and the Professional Development Conference. Jim is presently in the middle of his 2-year term as VP Operations for PMI-SAC.

Over the last year, operations efforts included delivering the annual Chapter Service Plan, a review and update of Chapter Bylaws, oversight of the Board election process and supporting the Board's technical platform.

Upcoming work will centre on planning for 2022 with a focus on overcoming the challenges presented by the COVID-19 pandemic and delivering value for PMI-SAC members. Jim is looking forward to the next year working with the Board and all members to ensure continuation of our vibrant, inclusive community of project management professionals!

PROFESSIONAL DEVELOPMENT PORTFOLIO

The Professional Development (PD) portfolio is the core of PMI-SAC, where we provide current and up-to-date courses, quarterly events to enhance your project management experience, outreach throughout Southern Alberta, and a vigorous annual professional development conference. We also foster a wide range of partnerships/relationship building that keeps us engaged within our network.

In 2021, the PD Portfolio did a reset and looked at what a value-based model of delivering our services entailed. PMI-SAC successfully became an Authorized Training Partner (ATP) Chapter, meaning PMI-SAC had ATP instructors to deliver the latest and greatest of the PMP Exam Prep and Disciplined Agile training. In total, we have three (3) PMP certified training instructors and two (2) instructors certified in Disciplined Agile. In Spring/Summer of 2021, alumni students from the PMP Exam Prep course, passed and received their PMP's and became volunteers with PMI-SAC. We are scheduled to deliver more courses in PMP Exam Prep and Disciplined Agile.

We continue to provide services within our Outreach program. Services such as our virtual project management training for nonprofit organizations in Calgary and Southern Alberta region, and some exciting programs for tertiary education students to enhance project management knowledge and awareness of PMI. This year, we conducted sessions for an NGO in Lethbridge as a way to expand the Chapter services for members in the Southern Alberta Region.

We are excited to bring a whole variety of new and improved services within PD that will create more relevant content, more engagement and value to our members and community. Stay tuned!



JAYEETA RAY, PMP, PSM | VP VOLUNTEER MANAGEMENT

Jayeeta has been a member of Southern Alberta Chapter since 2016. Currently, Jayeeta is serving as VP Volunteer Administration. In 2021, as we are dealing with the pandemic, volunteer opportunities and programs are still delivered in virtual format.

The volunteer team delivered the newly launched Biannual Volunteer Award program and an upbeat virtual volunteer appreciation event with multiple games and prizes. The team continue to support recruitment needs of the chapter portfolios and PDC and also delivers quarterly volunteer orientation.

In the last two years, the Volunteer Portfolio along with the Board has improved on volunteer recruitment, onboarding processes to deliver better volunteer experiences along with volunteer engagement programs.





THOMAS BATTLE, CAPM, MBA | VP COMMUNICATIONS

Thomas has been a part of the PMI Southern Alberta Chapter community since 2015 and has been an active volunteer since 2017. In this time, he has worked closely with the PMI-SAC communications team in developing and implementing a digital communications strategy, continuously improving how we communicate so that we are making the most possible impact for our membership, and working to constantly be engaging our membership over a variety of channels!

The communications team has spent 2021 launching a number of major initiatives within the Chapter. Some of the initiatives that the Communications Team has been spearheading include the initial exploration of a website update, the onboarding of a professional social media team to ensure that our membership is receiving value from everything we do, the creation of a data analytics taskforce that allows us to constantly be improving as a Chapter and the constant delivery of communications to our chapter.

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



KEVIN MACPHIE | VP PROGRAMS

Kevin has been serving the Chapter as a volunteer since March 2019.

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

When able, the Chapter is looking forward to hosting in person events which is a large focus for 2022.

We are always looking for feedback and wish to thank the members who have been able to provide this over the course of the year.

With the support from other portfolios and volunteers, Programs will continue to bring a variety of events to our Chapter.

If you have any questions or suggestions, please feel free to contact Kevin at programs@pmisac.com.



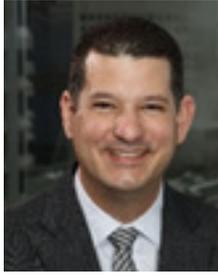
JOHN MILLER, PMP | VP FINANCE

John became a member of PMI-SAC in 2008 and was a frequent attendee at lunch and dinner meetings, not to mention the annual Project Development Conference. In 2020, John decided to “give back” to the chapter and took on a volunteering role as Assistant to the Vice President of Finance (Randy George). In December 2020, Randy resigned his position and John was appointed VP Finance for the 2021 calendar year.

2021 has been a transformative year for the chapter, as it has shifted from delivering in-person events to fully virtual events due to the COVID-19 pandemic. This evolution has necessitated that the chapter review its existing tools and procedures to ensure that the chapter is functioning effectively in this virtual world. For the Finance Portfolio, this has meant changes such as modernizing accounts payable processes with e-transfers, executing a RFI to upgrade our web conferencing technology, and switching to lower-cost credit card processors due to fewer member-paid events and lower credit card revenues.

Other accomplishments for the Finance Portfolio this year include developing an Asset Management Process and updating our Procurement Policies (in progress) to meet the evolving needs of the chapter. The finance team looks forward to fresh ideas and perspectives from the members and new board members in 2022!





RENATO BARROS | VP MEMBERSHIP

Renato Barros has been a member of the PMI-SAC Chapter since 2007, and an active volunteer since 2018. The Membership Portfolio delivers the Agile and PM Mentorship programs and works closely with all other portfolios to deliver valuable content to our members.

Through the Company Ambassador program, we give our members the opportunity to bring the Chapter offerings to their organizations and cement long-lasting relationships.

The Membership team is constantly analyzing trends on member retention and welcomes new members to the chapters with orientations and benefits.

While our current world forces most of our interactions to be virtual, and we miss meeting our public face-to-face, we remain one of Canada's largest chapters and thank all our members for their continued support and loyalty.



GURJIT MANN TOOR | VP MARKETING & SPONSORSHIP

Gurjit has been a PMI-SAC member since 2014 and has served on the Board as VP of Sponsorship & Marketing since 2020, just as the pandemic started.

In 2020, the team put a much simpler program together for the sponsors that clearly outlined the benefits they were entitled to throughout the year. This year the portfolio has focused on measuring and aligning those benefits to the hybrid world, in an attempt to ensure long lasting value is reaped from the Sponsorship Program that we continue to

evolve. New and innovative ways to interface and network across our sponsor and member bases are brewing as we all learn the nuances of this hybrid environment.

Working collaboratively across all of the portfolios is key to the success of the Chapter, and this is where we have seen the most progress this year. We are more efficient with the consolidation of roles, systems and processes that we've enabled, as well as ensuring continuity by adding resources where needed.

I appreciate the journey we are all on during this time of immense change, as I embrace these exciting times with a growth-focused mindset. The unique perspectives gained from our wonderful community of collaborators is so energizing!

Thank you for your continued support of our Chapter!



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, 2020 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, 2020, 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

May 17, 2021



MURRAY HUNTER PROFESSIONAL CORPORATION
Chartered Professional Accountant

PROJECT MANAGEMENT INSTITUTE, SOUTHERN ALBERTA CHAPTER

BALANCE SHEET

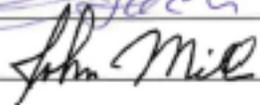
DECEMBER 31, 2020

	2020	2019
ASSETS		
CURRENT		
Cash	\$ 454,937	\$ 431,746
Term Deposits	15,000	15,114
Accounts Receivable	40,547	64,894
GST recoverable	671	-
Prepaid expenses	-	215
	<u>\$ 511,155</u>	<u>\$ 511,969</u>
LIABILITIES AND MEMBERS' EQUITY		
CURRENT LIABILITIES		
Accounts Payable	\$ 6,786	\$ 19,583
Goods and services tax payable	-	4,793
Deferred Income	12,000	30,000
	<u>18,786</u>	<u>54,376</u>
RETAINED EARNINGS	492,369	457,593
	<u>\$ 511,155</u>	<u>\$ 511,969</u>

ON BEHALF OF THE BOARD



Director



Director



PROJECT MANAGEMENT INSTITUTE, SOUTHERN ALBERTA CHAPTER

STATEMENT OF INCOME

DECEMBER 31, 2020

	2020	2019
REVENUES		
Communications	\$ 1,400	\$ 2,600
Gain (loss) on exchange	16,863	(21,161)
Interest and Other	61	519
Marketing and Sponsorship	38,261	85,200
Membership	118,403	143,109
PDC/Gala	16,058	284,677
Professional Development	5,375	18,955
Programs and Events	2,736	35,084
	<u>199,157</u>	<u>548,983</u>
COST OF PROGRAMS		
Communications	7,143	10,173
Marketing and Sponsorship	12,907	26,713
Memberships	1,412	7,701
Operations Expense	52,492	93,645
PDC/Gala	81,220	265,089
Professional Development	2,723	10,442
Programs and Events	6,484	72,926
	<u>164,381</u>	<u>486,689</u>
NET INCOME	<u>\$ 34,776</u>	<u>\$ 62,294</u>

PROJECT MANAGEMENT INSTITUTE, SOUTHERN ALBERTA CHAPTER

STATEMENT OF RETAINED EARNINGS

DECEMBER 31, 2020

	2020	2019
RETAINED EARNINGS - BEGINNING OF YEAR	\$ 457,593	\$ 395,299
NET INCOME FOR THE YEAR	34,776	62,294
RETAINED EARNINGS - END OF YEAR	<u>\$ 492,369</u>	<u>\$ 457,593</u>





ANNUAL REPORT PRODUCED BY ASSOCIATIONS PLUS



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