

Minutes of Meeting



SOCIÉTÉ CANADIENNE
D'ANALYSE DE LA VALEUR
CANADIAN SOCIETY
OF VALUE ANALYSIS
PO Box
Ottawa, ON
K2H 9G1

Subject: CSVA 2011 Annual General Meeting
Date: November 14, 2011
Time: 5:15 pm – 7:15 pm
Location: Toronto Delta Chelsea Rm. 1180 &
GoTo Mtg
Purpose: Annual General Meeting
Meeting: AGM 2011

Sujet :
Date :
Heure :
Location :
But :
Réunion :

Name	Nom	Organization	Organisation	Responsibilities	Responsabilités
Lucie Parrot		Nguyen Parrot		President	
Ted Lane		Retired (MTO)		Past President/Director	
Steve Taylor		GENIVAR		Past President/Director	
Steve Holmes		Ministry of Transportation		Past President/Director	
Alain LeBlanc		Pratt & Whitney Canada		Past President	
Scot McClintock		Faithful + Gould		Past President/Director	
Mike Pearsall		MTO		Secretary	
Rakesh Shreewastav		MTO		Director	
Tom Fletcher		The Fletcher Group		Director	
Kim Lewis				Director	
Ed Ellard		MMM		Director	
Mashtaq Rabbi		City of Calgary		Director	
Sylvia Karma				Business Office	
Winston Chan					
Rita Venneri		MTO			

Absent Directors

Name	Nom	Organization	Organisation	Responsibilities	Responsabilités
Ronald Blanchet				Treasurer	
Tammy Dow		iTrans		Director	
Karen Legault		GENIVAR		Director	
Eiryn Devereaux		Alberta Infrastructure		Director	
Linda Ouallouche				Director	
Peter Jentek		Government of Alberta		Director	

Meeting Notes

Item Article		Assigned Assigné
1.0	Welcome and Opening Remarks	L. Parrot
1.1	Lucie Parrot welcomed everyone and officially called the meeting to order.	
1.2	Eleven of the 17 Board members are present and more than 50% of the executive so it was determined that there was sufficient quorum to hold the meeting and voting.	
2.0	Review Previous Minutes	M. Pearsall
2.1	The minutes of the 2010 AGM were presented. It was motioned by Steve Taylor and seconded by Scot McClintock that the 2010 AGM minutes be accepted as written (Carried).	
3.0	Financial Report	R. Blanchet
3.1	Ronald was not able to be present but he sent the financial report as of the August 31, 2011 Auditor's Report with Lucie.	
3.2	It was noted that membership revenue increased for this year versus last due to the effort to get out 1.5 year invoices as approved at the 2010 AGM to make up for the late invoices last year and membership period change in 2009.	
3.3	It was noted that the 2010 conference revenue was low, partly because some revenue has been slow to arrive. However, conference administration costs were controlled and helped offset the difference.	
3.4	Overall \$1392 was spent on the website to add two new modules.	
3.5	Overall yearly administration expenses were dramatically lower (\$2915 vs. \$4044), in part due to more work done by volunteers and period without business office.	
3.6	It was noted that there was no interest to report as the \$68k that was to be invested as per the 2010 AGM minutes was not done. Ronald was too busy changing the insurance; he will get this done soon.	
3.7	It was noted that the net end of year went down about \$8807 (decrease in assets); the fiscal year had a deficit of \$2318.	
3.8	Motion by Lucie Parrot, seconded by Ted Lane to accept the Treasurer's Financial Report (Carried).	
4.0	President's Report	L. Parrot
4.1	Lucie noted that her focus has been to clean-up our act and get more efficient in order to leave a clean organization and transmit knowledge to the next generation.	
4.2	Highlights from the year were as follows: - Written guidelines now exist for conferences and in-part for membership.	

Item Article		Assigned Assigné
	<ul style="list-style-type: none"> - Board meetings were held monthly on the Tuesday closest to the 15th from 6:00 pm to 7:00 pm with access via GoTo Meeting, not one meeting was cancelled. - The insurance was renewed for three years at almost half the old cost, but some additional coverage had to be added for the conference. - A new core has been started in Alberta and our next focus will be on the Maritimes. - We have started a discussion on chapter creation, but we are not quite ready yet for independent chapters. - Lucie did interviews of three persons involved in VE for a long time and will be writing them up for the website (Robert Charette, Francine Constaneau and Guy Brun). - There is a new VE course now offered at Conestoga College and one is supposed to be starting in Alberta. - Lucie has been investigating universities for developing a marketing plan, not much interest yet, but it will happen. - There is a new Twitter account (@scav_csva) being managed by the President. - There is now a joint membership agreement with SAVE. 	
4.3	Lucie noted that for next year she plans to continue what she has started and she is hoping to have more CSVA presence at other`s conferences (Expand Marketing).	
4.4	Motion by Kim Lewis that the board be directed to make marketing a priority, focus on a marketing strategy and allocate funding up to \$1000 to do it, seconded by Rakesh Shreewastav (Carried).	
5.0	Activities Report	L. Parrot
5.1	Mushtaq noted the recent activities in Calgary. There were four sessions of Value Analysis in action with 125 people attending in total. Also last week there was a joint activity with the PMI South Alberta Chapter and 50 people attended including the Director of Alberta Infrastructure.	
5.2	In Quebec there was the Montreal Conference and the Module 1 course at McGill.	
5.3	CSVa also participated with a booth at the SAVE conference in Portland.	
6.0	Secretary's Report	M. Pearsall
6.1	Mike noted that there were 10 board meetings from January to November. In addition notices for the AGM were prepared and issued.	
6.2	Mike reported that some bylaw revisions have been prepared and these will be discussed later in the meeting.	
6.3	It was noted that membership statistics will now be discussed separately by the	

Item Article		Assigned Assigné
	Membership Director.	
7.0	Administration Services for 2012 / Business Office	L. Parrot
7.1	It was noted that we moved our offices in 2011 to Sherbrook Quebec with a Post Office Box in Ottawa; Sylvia Karma is now providing the services.	
7.2	We have new phone and fax numbers on 1-877 lines and we are working on reorganizing some of the administrative responsibilities.	
7.4	Motion by Mike Pearsall, seconded by Ted Lane that we keep Sylvia`s administration services for 2012 (Carried).	
8.0	Communication Report	S. Holmes
8.1	Steve noted that conference, invoice and newsletter modules have been added to the website. There are still some issues with e-mail blasts, this will be revisited and resolved this year.	
8.2	Motion by Steve Holmes, seconded by Ed Ellard to approve the simplified logo as presented (Carried).	
9.0	Conference Report	S. Holmes / E. Ellard
9.1	It was reported that the latest stats show 188 people registered (166 Monday/ 155 Tuesday/ 141 Wednesday) and 108 people will attend the Monday night dinner.	
9.2	An effort is being made to track missing payments more timely than last year and a profit is expected this year.	
9.3	Steve noted that we need to look into restructuring how our conferences are done and consider paid services.	
9.4	Motion by Mushtaq Rabbi to hold the 2012 Conference in Calgary joint with PMI, seconded by Steve Holmes (Carried).	
10.0	By-Law Revisions	M. Pearsall
10.1	Global change to by-laws: Replace “Corporation” with “Society” throughout bylaws. Motion by Steve Holmes, seconded by Steve Taylor (Carried).	
10.2	Section 3.08 added stating that The Society adopts and declares that Wainberg’s Society Meetings including Rules of Order (latest edition) [or Robert’s Rules of Order] shall govern the affairs of the Corporation and the conduct of all meetings, provided that any of the rules therein may be altered by an amending by-law passed in accordance with the constitution. Motion by Steve Holmes, seconded by Scot McClintock (Carried).	
10.3	In Section 4.02 deleted “pesitions” and replaced with “positions”, deleted “certitied” and replaced with “certified” and deleted “indicatinf” and replaced with	

Item Article		Assigned Assigné
	"indicating". Motion by Scot McClintock, seconded by Kim Lewis (Carried).	
10.4	Section 4.02 modified with ...the President-Elect who shall be elected for a term of (Inserted "not less than") three (3) years, the first year as President-Elect, the second year as President (Inserted "with the possibility of an additional year as President") , and the (Deleted "third" and replaced with "final") year as Past President. Motion by Scot McClintock with the addition of "and no more than 4 years" to the first insertion, seconded by Rakesh Shreewastav (Carried).	
10.5	Section 4.13 added on the appointment of Directors stating: If there are less than fifteen (15) directors at any time through the year, additional directors, up to a maximum of fifteen (15) directors in total, may be appointed for the unexpired portion of the term by resolution of the board of directors. Any persons to be appointed in said manner must be a member of the society in good standing. The President shall bring a motion forward at a board meeting naming the member to be appointed as a director and after discussion on the motion the secretary shall take a recorded vote from the directors. Motion by Ted Lane, seconded by Rakesh Shreewastav (Carried).	
10.6	Section 19 added to allow the creation of chapters. Motion by Kim Lewis, seconded by Rakesh Shreewastav (Carried).	
11.0	Election of Officers	
10.1	Lucie will stand as President as determined with the new bylaws and election in 2010.	
10.2	<p>Nominations received for the 2012 Board with 11 of the existing Board standing are as follows:</p> <p>Mike Pearsall – President-Elect, acclaimed</p> <p>Ted Lane</p> <p>Ed Ellard</p> <p>Eiryn Devereaux</p> <p>Steve Holmes</p> <p>Steve Taylor</p> <p>Tammy Dow</p> <p>Kim Lewis</p> <p>Scot McClintock</p> <p>Mushtaq Rabbi</p> <p>Rakesh Shreewastav</p> <p>It was noted that the bylaws allow for a minimum of 7 and a maximum of 20 Directors.</p>	
10.2	Motion by Mike Pearsall, seconded by Scot McLintock that we elect the slate of 10 Directors in addition to Lucie continuing with the mantle of President and Mike	

Item Article		Assigned Assigné
	assuming President-Elect further that the remaining executive from the Directors to resume their posts (Carried).	
11.0	Other Business	
11.1	No other business was presented to discuss.	
12.0	Adjournment Motion by Steve Holmes, seconded by Ed Ellard to adjourn the meeting (Carried). Meeting adjourned at 7:15 pm.	