

2020 PMINZ ANNUAL GENERAL MEETING

MINUTES

Meeting PMINZ AGM
Date October 13 2020
Time 5:00 – 5:30pm
Location Zoom
Chair Kosam Nyamdela

BOARD

President Kosam Nyamdela
Vice President Brian Belworthy
Secretary Brian Belworthy
Treasurer / VP Finance Kevin Jones
VP National Operations Samantha Samuels
VP Professional Development Matthew Percival
VP Marketing/ Communications Christine Yip

MEMBERSHIP

43 in attendance - *as per register below*

AGENDA

- 1** Secretary **Apologies**
- 2** Secretary **Matters arising and ratification of 2019 AGM minutes**
- 3** President **President's Report December 2020**
- 4** Treasurer **Treasurer's Report December 2020**
- 5** Secretary **General Business**
- 6** Secretary **Questions**

MEETING MINUTES

1 Apologies – See Apologies Register below

2 Matters arising from previous minutes

No matters arising from the minutes

Brian moved that the minutes as distributed are accepted as a true and accurate record of the meeting on the 24th of September 2019

Confirmed had a quorum

Motion The minutes of the PMINZ 2019 AGM be accepted as a true and accurate record noting the corrections above.					
Moved	Second	For	Against	Abstain	Outcome
Lindsay Addie	Brian Belworthy	Unanimous	0	2	Carried

Abstention from Matt Harris – had not received the minutes

Note – the minutes were emailed out to PMINZ members but were not distributed on the website.

3 President's Annual Report : January - December 2020

Presented by Kosam Nyamdela

The President welcomed members to the AGM and noted his report had been distributed.

Acknowledged the Board members present and that the report was sent out to members yesterday. He hoped that all members had had a chance to read it. He will not be reading it verbatim.

Traditionally the AGM is held in September but due to COVID and other disruptions we are having it virtually in October. Mostly the AGM has been confirmed to the previous years report which in this case is mostly outdated so he has included this years events as well to make it more current.

Starting with the Board – we now have a full complement of Board Members, including the President and Chapter Vice President, and 9 Vice Presidents representing various portfolios. This is meant to cover all the areas that we need to deliver on our success strategy

Last year we also sponsored a board member to attend the North American LIM and two board members to the APEC Lim. This was for the Board development. This year we have also had a couple of virtual events with Region 10 for Board Development.

Our previous GM completed her term in July of this year, having had 4 years of exceptional service. We now have a new GM, Sharyn Hight (currently taking the minutes) who has

made a lot of contributions already as some of you would have seen in the Project Management Awareness month.

Portfolios:

The Governance Team has done a very good job of coming up with an amended Constitution which has been approved by you as Members, with about 90% approval. They are now working on approving policies which are relevant to the new constitution and reviewing the old ones to make them current

The Volunteers portfolio. We had a volunteer recognition session this year which was a bit different to the previous years in that it was held on line and we had three recipients of the Volunteer of the Year Award but this time called the Presidents Award, combining the Volunteer of the Year Award and the Presidents Award in to one. Going forward any deserving volunteer would be awarded this award by the current President of the day. This puts everyone on an even keel and as they excel they can be recognised as such.

We have moved in to a mode of recruiting volunteers with skills in different areas to fill in the support roles to support the Board portfolios. This will enable the Board members to focus more on strategy. At the moment we are still struggling between strategy and operations. We are shifting this to a more strategic focus.

The membership portfolio is in a decline of about 200 members due to Covid. This time last year we had a slight increase from the previous year which was really good. We will be looking at creating a number of events to increase our member value . One of these was Project Management Awareness month which spread our portfolio around throughout nZ so people knew what we did and what we stand for and why it is important for them to join PMI to advance their careers, or just to be aware what Project Management is. There will be follow up events in terms of deep dives in each of those to follow up which will be value add.

Our IT department mostly works behind the scenes but what you would have seen is the website which has changed due to the branding as well as some as other user friendly applications like the events calendar so you can see a full view of what events there are and register for events

They are also working on other forms of intranet products which make volunteers work easier including a Virtual PMO which will be available very soon, as well as giving volunteers the opportunity to develop

The Marketing and Communications portfolio has been recently filled with new Vice President Christine Yip. She and her team have done a splendid job and you will have seen their efforts with the various speaker badges and the new weekly newsletter.

Event Portfolio – as always the conference is the flagship event , held in Wellington and celebrated the PMI 50th anniversary as well as the 25th anniversary of PMINZ. This was combined with an awards ceremony which was a very well organised event, although we did have a slight drop in numbers

This year we initially intended to have a combined AUS NZ conference to be held in Christchurch. But COVID again interfered and we had to cancelled that. This will be replaced by a virtual conference that will be held next week and we hope you have all registered as it is promising to be a good event

We also had quite a number of other events including the flagship one looking in to the future of project management. The major point that emerged from there we need to make other organisations

aware of what we do and this is the only way we can make sure our position in society is respected and understood.

The branches – last year before the AGM we had 3 branches in NZ – Northern Central and Southern. After that we split them up in to smaller areas so we now have 11 branches , 9 of which are active which means they do have volunteers who are carrying out volunteer activities. Their events have also been disrupted due to COVID, we had some branches offering new offering such as breakfast meetings, book clubs, site visits. We will be looking at more diversity in terms of offerings from next year onwards once the COVID situation is resolved

Professional development – up to now we have been limiting our PD to our normal branch events We will be partnering with other training with partner organisations to be offering more than that eg soft skills. At the moment we are still offering CAPM and PMP as well as limited training in PMIBA

External relationships = we have used the external relationships we have built over the years to help us host various events and they have promoted some of the events among their events. They will also be promoting the awards

Academic Outreach is a new offering this year – about 75 students and academics attended their first event and there was a lot of enthusiasm for keeping these events going

The current strategic plan runs out at the end of this year and we will soon be asking you the members to give us your input on what the next three years would look like and we will create a new plan for the next three years. We would like to make sure that the new upcoming strategy takes in to account of the changing environments and making us more nimble responsive to those

Finally my term as president will end in December 2020 and I am not looking to stand for the new elections so there will be a new President next year. We hope you have been part of the election process and we want to see new blood coming in with new ideas so we can have better growth of our profession. Thank you very much for your continued support.

4 2019 Treasurer's Report

Presented by Kevin Jones

The Treasurer noted his report and the Financial Statement of Accounts had been distributed.

Last financial year we had a loss of just under \$19,000 compared to the previous year where we had a profit of just under \$30,000 so there is a difference of around \$50,000.

The main difference is how the conference performed – so there was about \$46,000 less coming in against the going out for the 2019 conference compared to the 2018 conference

The only other thing to note was the membership dues brought in around \$6000 which was made up from the better exchange so we brought in about \$40,000 versus \$31,000 from the year before but there was around 100 less members

Again the conference remains our biggest risk but it adds the biggest value for our members. However there is a robust governance process around that as always there. We typically spend \$350000 when we have a face to face conference

There has been an impact on membership by COVID and the board has taken steps to reduce the spend so that we can be sustainable. The reserves have decreased to just over \$500,000 at the end of last year.

Questions from the floor.

There were a few questions and they highlighted the challenges of recording the proceedings.

1. Note from Jane Farley. The first column on the expenses should be 2019.
2. Question from Matt Harris – last year the board wanted to run a series of projects out of capital reserves -is that included in that loss? In the middle of the expenses there is something called special projects and initiatives there is \$4500 coded to that. Matt said there were more projects than that which he included in the presidents
3. **There is a large amount of expenditure in operational expenses. They pulled out some expenses that Terina had previously done and Lindsay is now doing it – that is what the expense is**

Motion That the 2019 Financial Statements, as tabled, be accepted.

Moved	Second	For	Against	Abstain	Outcome
Brian Belworthy	Matthew Percival	All	0	2	Carried

Matt Harris abstained as he has not seen the report

Iam McKenzie would like to abstain as well as he has not see the report

Lindsay Addie voted in favour

Motion That JSA AUDIT LIMITED be appointed Auditors for the 2020-2021 Financial Year.

Moved	Second	For	Against	Abstain	Outcome
Brian Belworthy	Kevin Jones	All	0	0	Carried

General Business

Kosam confirmed that there were no questions submitted to AGM@PMI.NZ

Sharyn confirmed that the only question was from Matt Harris asking if there was an agenda for the meeting.

Brian asked if everyone has registered for the conference next week. Encouraged people to attend – it is a way that PMINZ is moving to the future.

Meeting closed: 6.34PM

Apologies Register

	First Name	Last Name
1	Donald	Cruz
2	James	Dobson
3	Jerry	Ball

Attendance Register – as per data compiled from Zoom Meeting

	First Name	Last Name		First Name	Last Name
	Kosam	Nyamdela	13	Isabel	McLernon
	Brian	Belworthy	14	Bill	Hopgood
	Samantha	Samuel	15	Lindsay	Addie
	Kevin	Jones	16	Sabah	Chillmeran
	Matthew	Percival	17	Kalid	Dyer
	Christine	Yip	18	Steffi	Dsikva
1	Nicola	Faithful	19	Bang	Du
2	Syed	Khurram Iqbal	20	Alison	Smith
3	Madalin	Ciubataro	21	Darryl	Fawcett
4	Gavin	Flynn	22	Jane	Farley
5	Ganapathy	Iyer	23	Matt	Harris
6	Toni	Iaseto	24	Ian	Gilmour
7	David	O'Malley	25	Dylan	Early
8	Matt	Glover	26	Ron	Bush
9	Robson	Munyuku	27	Andrew	Swann
10	Priyadarshini	Krishnaswamy	28	Ian	McKenzie
11	Caio	Vinicius	29		
12	Sharyn	Hight	30		