



Saskatchewan's Association of Information Technology Professionals



## **Saskatchewan's Association of Information Technology Professionals Annual General Meeting Minutes September 29, 2011**

### **Greetings from John Hill**

Shane Ridgway introduces John Hill, SaskTel's Chief Information Officer.

John Hill opens the AGM bringing greetings and support for CIPS.

Dean Hartley, CIPS President thanks SaskTel for their ongoing sponsorship, support and use of the video conference facilities.

### **1. Confirm Quorum**

In Regina there were 20 certified I.S.P. members and 5 board members in attendance.

In Saskatoon there were 8 certified I.S.P. members and 6 board members in attendance.

With over 10 certified members and more than 50% of the board present, quorum was declared.

### **2. Call to Order (12:05)**

The meeting was conducted via SaskTel's Teleconference facilities in Saskatoon and Regina. President Dean Hartley chaired the meeting.

#### **2.1. Motion: Accept the Agenda**

Moved by Thomas Boxall

Seconded by Janice Muir

None opposed, motion carried.

### **3. Officer's Report**

#### **3.1. President's Report**

Good afternoon everyone. Thank you for attending the Annual General Meeting.

It is my pleasure to deliver to the membership, the President's Report.

Firstly, I would like to reflect on the last 12 months. At last year's AGM we announced that we were nearly ready to launch a new and improved CIPS Saskatchewan website. Last fall the site was launched bringing you timely information on our events program, news, our sponsors, and other relevant information. I hope you all agree the new website is a wonderful improvement over the old one.

Also improving on our image, you probably noticed a more professional look to the emails you receive from CIPS Saskatchewan. In June we started using Constant Contact for our email communications.



Saskatchewan's Association of Information Technology Professionals



This last year we continued to strive to bring you opportunities for professional networking and ongoing education through our luncheon program. We hope you were able to take advantage of this great program. We have found by offering up this program on a consistent basis, we are now being sought out by people and organizations wanting to present to you. Partnering with others, like the Project Management Institute and the Help Desk Institute, as examples, will be an ongoing strategy.

In April we brought to Regina the Annual CIPS Saskatchewan Spring Seminar. We brought you three fantastic keynote speakers Marc Saltzman, Larry DeBoever and Michael Furdyk. Additionally we brought you sixteen break-out sessions. One of the many highlights of the seminar was the panel discussion titled, "Privacy in the Cloud". We hosted the CIPS National Special General Meeting on the first day enabling them to pass motions on a number of outstanding items.

Also, under the heading of professional development, we offered ISP Exam Cram opportunities in both Saskatoon and Regina this year. If you are a CIPS member and want to obtain your ISP, it is a great way to pursue it. If this interests you, please feel free to email the CIPS Saskatchewan office.

An important part of our mandate is the running of the Professional Conduct committee. The committee's purpose is to ensure ISP's are committed to the ISP principals. Primarily this is done by administering a complaint resolution process. In November, CIPS Saskatchewan received its first official complaint. It was a great opportunity for the committee to test its procedures. From that event, much was learned, and recommendations were put forward by the committee for improvement to their processes.

We have learned over the years that it is difficult to maintain momentum on a number of fronts with only a volunteer base. In the summer of 2009 the Board decided to recruit for an Executive Director position. In November of 2009, Maria Galati successfully won the competition for the Executive Director position. Since then, we have developed momentum in the areas of our luncheon programs, website updates, member communications, and sponsorship to name a few. In short, our products and services to you, the membership, has improved significantly.

Shortly, you will hear the Treasurer's report, and in the report you will hear that we incurred a financial loss this year. I want to ensure you the finances of the society are healthy. The financial loss is attributed to having a paid position. I.e. the Executive Director position. When the Board made the decision to bring on an Executive Director, the Board knew that meant spending more money than we bring in. The Board also felt that having an Executive Director would enable the society to do more and do it better. In the long run, we believe stronger services will translate into a larger membership base which in turn will translate into higher revenues.

We did make a number of changes to improve our revenues last year. Firstly, we looked at the fees we were charging at our luncheon program and found that no other professional organization was charging as little as we were. The Board approved an increase so that we would at least



Saskatchewan's Association of Information Technology Professionals



cover our costs of the luncheon program. Compared to other organizations we looked at, our luncheon fees are still below the average.

Secondly, the Board looked at the Spring Seminar registration fees and found that we were not breaking even on Spring Seminar. This year we increased the registration fees and returned a small profit.

Thirdly, the sponsorship program was revised and we brought in more sponsorship dollars than last year.

And finally, as we look at last year, you probably noticed we didn't run the Annual Golf Tournament this year. The Board felt it required a lot of effort to put on, and too few beneficiaries. As an experiment the Board decided not to run it, and see how much negative feedback would be received. Almost no feedback was received. If the membership wants to see the Golf Tournament continue, we would like to hear from you.

Looking forward to next year, I see some great opportunities, and some challenges.

On the opportunity side, you have already seen an email about a networking event coming up. For CIPS to grow and become stronger we really need you, the membership, to embrace this event and the membership drive attached to it. There is tremendous strength in numbers, and we need to increase our membership base.

We will continue to deliver a great luncheon program so you can network with your peers and get relevant information on the items impacting our profession.

Expect the Spring Seminar to be even better than last year. If you attended and obtained value from it, I encourage you to spread the word among your colleagues.

If we are to move forward, we need more volunteers. Do you want to help shape the luncheon programs? Would you like to help shape and deliver next year's spring seminar? Do you have an idea for an event that you want to see become reality? Would you like to sit on the Board and shape the overall direction of CIPS Saskatchewan? There are many opportunities to volunteer and network with other IT professionals in the province. If you want to volunteer but not sure in what capacity or to what extent, why not start by emailing the CIPS Saskatchewan office? You can find the email address on the website. You don't need to have your ISP certification to serve on a committee.

Our connection to the students in Universities and colleges seems to still stump us. Our student member numbers and our student participation rates in our events continue to be low. If you have some ideas on how we can engage the future CIPS members, please give myself or any board member a call.

We accomplished a lot of wonderful things last year, and it would not have happened without the help of many. A big thank you to all of the volunteers from last year. You should be very proud of your accomplishments.



Saskatchewan's Association of Information Technology Professionals



Also a big thank you to our sponsors. Sponsorship money goes a long ways towards delivering our programs. And speaking of programs, there were many fantastic presentations last year that wouldn't have been possible without the speakers. Thank you to all of you who shared your expertise with us, so that we could grow.

This year we have two outgoing board members. Please help me thank them:

- Richard Baker served as the Treasurer & Finance Chair.
- Len Beaulieu served as the Discipline Chair

And last, but not least, thank you to all of you, the members, who continue to support and show your commitment to CIPS Saskatchewan.

Yours truly,

Dean Hartley  
President CIPS Saskatchewan

### **3.2. Treasurer's Report**

#### **Treasurer's Report to the 2011 Annual General Meeting of CIPS Saskatchewan**

I, Richard Baker, present the financial statements for the period ending June 30, 2011. These statements have been prepared by Breen & Associates. In their letter of transmittal they state:

“We have reviewed the balance sheet of Canadian Information Processing Society of Saskatchewan Inc. as at June 30, 2011 and the statements of loss and retained earnings and of cash flows for the year then ended. These financial statements have been prepared in accordance with Canadian accepted accounting principles.”

Upon review of our financials I would like to bring to your attention the following key facts:

- CIPS adopted a new chart of accounts which caused the reporting of some revenues and expenses to be reported in other line items from where they were in previous years. This makes it somewhat more challenging to perform year over year comparisons.
- CIPS incurred a net loss of \$32,222 for the year, primarily due to a full year of employing the Executive Director
- Membership revenues increased by 2.87% over last year to \$30,359
- Sponsorship revenues increased 38% over last year to \$17,250
- CIPS did not host a golf tournament this year, so in turn no revenue was generated from the event.

To ensure we have the ability to continue having an Executive Director, it is clear that we need to increase membership revenues to financially support the position. To this end, I strongly encourage everyone to participate in our 2011 Membership Drive and to share with your colleagues the value that CIPS provides. For those with the ability to volunteer time, I



Saskatchewan's Association of Information Technology Professionals



understand we have some key openings on our Board that would benefit from your involvement!

Regards,

Richard Baker  
2010/2011 CIPS Saskatchewan Treasurer

<u>CANADIAN INFORMATION PROCESSING</u>			
<u>SOCIETY OF SASKATCHEWAN INC.</u>			
<u>BALANCE SHEET AS AT JUNE 30, 2011</u>			
(Unaudited)			
		<u>2011</u>	<u>2010</u>
	<b>ASSETS</b>		
CURRENT ASSETS:			
Cash and short term investments		\$ 82,651	\$ 113,286
Accounts receivable		<u>10,318</u>	<u>9,312</u>
		92,969	122,598
CREDIT UNION EQUITY		<u>388</u>	<u>388</u>
		<u>\$ 93,357</u>	<u>\$ 122,986</u>
	<b>LIABILITIES AND SHAREHOLDERS' EQUITY</b>		
CURRENT LIABILITIES:			
Accounts payable		<u>\$ 3,213</u>	<u>\$ 620</u>
EQUITY:			
		<u>90,144</u>	<u>122,366</u>
		<u>\$ 93,357</u>	<u>\$ 122,986</u>



Saskatchewan's Association of Information Technology Professionals



<u>CANADIAN INFORMATION PROCESSING</u>		
<u>SOCIETY OF SASKATCHEWAN INC.</u>		
<u>STATEMENT OF LOSS AND RETAINED EARNINGS</u>		
<u>FOR THE YEAR ENDED JUNE 30, 2011</u>		
(Unaudited)		
	<u>2011</u>	<u>2010</u>
<b>REVENUE</b>		
Membership fees	\$ 30,359	\$ 29,511
Sponsorships	17,250	12,500
Meetings	47,145	11,435
Interest	1,235	1,523
Seminars	-	20,975
Camp revenue	-	4,058
Other income	-	2,985
Golf tournament	-	3,041
	<u>95,989</u>	<u>86,028</u>
<b>EXPENSES</b>		
Awards and gifts	209	-
Bad debt	463	-
Bank charges	362	170
Paypal fees	-	20
Picatic fees	1,018	1,642
Membership fees to CIPS Canada	9,896	7,883
Accounting and legal	1,040	1,195
Office supplies	3,369	8,426
Seminar expenses	4,421	29,095
AV costs	6,105	1,734
Dinner and lunch meetings	19,326	10,341
Guest speakers	15,900	328
Facility expense	3,025	92
Sponsorship expense	198	650
Executive director payroll and benefits	57,738	26,862
Executive meetings	1,240	1,511
Golf tournament	-	3,297
Miscellaneous	241	364
Regional Director expenses	500	500
Promotion and publicity	989	3,609
Printing and mailing	871	-
Studen liaison	-	600
Scholarships	1,300	950
CIPS National	-	480
	<u>128,211</u>	<u>99,749</u>
NET (LOSS)	(32,222)	(13,721)
EQUITY AT BEGINNING OF YEAR	<u>122,366</u>	<u>136,087</u>
EQUITY AT END OF YEAR	<u>\$ 90,144</u>	<u>\$ 122,366</u>



Saskatchewan's Association of Information Technology Professionals



<u>CANADIAN INFORMATION PROCESSING</u>		
<u>SOCIETY OF SASKATCHEWAN INC.</u>		
<u>STATEMENT OF CASH FLOWS</u>		
<u>FOR THE YEAR ENDED JUNE 30, 2011</u>		
(Unaudited)		
	<u>2011</u>	<u>2010</u>
CASH FLOWS FROM (USED IN) OPERATING ACTIVITIES:		
Net (loss)	\$ (32,222)	\$ (13,721)
Changes in non-cash working capital:		
Accounts receivable	(1,006)	(3,996)
Accounts payable	2,593	243
NET (DECREASE) IN CASH	(30,635)	(17,474)
CASH POSITION AT BEGINNING OF YEAR	113,286	130,760
CASH POSITION AT END OF YEAR	<u>\$ 82,651</u>	<u>\$ 113,286</u>

### **3.2.1.Motion: Accept the Financial Statements**

Moved by Richard Baker  
 Seconded Thomas Boxall  
 None opposed, motion carried.

#### **3.2.1.1. Questions**

Why have event costs not been broken out versus the spring seminar?

Events were under separate sub categories within the accounting system. There is the ability in the future to update and allow for consistent reporting. This year is a transition year.

### **3.2.2.Motion: Appoint Breen Associates as our designated accountant for 2011-2012**

Moved by Richard Baker  
 Seconded by Fred Buschau  
 None opposed, motion carried.



Saskatchewan's Association of Information Technology Professionals



**4. New Business**

**4.1. Approve the minutes of the 2010 AGM**

**4.1.1. Motion: Accept the minutes from September 29, 2010 AGM**

Moved by Derek Risling  
Seconded by Jon Jonathan  
None opposed, motion carried.

**4.2. Election of Board Members**

**4.2.1. Call for Nominations from the floor**

The call for nominations ended on September 22<sup>nd</sup> and there were no nominations.  
There are no nominations from the floor.

**4.2.2. Motion: Cease Nominations**

Moved by Brian Heinz  
Seconded by Atul Varde  
None opposed, motion carried.

**4.2.3. Election**

**Motion: To Nominate the Members to the Board:**

No additional nominations.

Elected by acclamation:  
Brenda Byers  
Bev Gooding  
Tiffany Simister

**4.2.3.1. Introduction of the Board**

Roundtable introduction of board members in attendance.

**4.2.4. Thank Outgoing Board Members**

Richard Baker  
Len Beaulieu

**4.3. Recognize newly certified I.S.P.'s over the past year in Saskatchewan**

David Buchanan, I.S.P  
Derrick Danyluk, I.S.P  
Allen Mineau, I.S.P  
Chris Madden, I.S.P

Albert Ngui, I.S.P  
Erica Krueger, I.S.P  
Travis Wiebe, I.S.P  
Thomas Boxall, ITCP



Saskatchewan's Association of Information Technology Professionals



#### 4.4. Upcoming Program Events

CIPS Saskatchewan is kicking off our membership drive on Thursday October 6<sup>th</sup> in both Regina and Saskatoon. The networking event is being held at the Delta Regina and the Saskatoon Club.

Come out and enjoy a couple hours of networking. Members who bring a guest will have their name puts in for a draw. When members bring non-members as guests for the remaining luncheons this year those member's names will be entered into the draw being made in December. We want to thank Horizon Computers for their donation of a tablet for the October 6<sup>th</sup> event.

##### **Northern Saskatchewan:**

Sept. 29, 2011 CIPS Sask. AGM and National Constitution Committee presentation  
 Oct 18, 2011 Social Media – Michael Klein, University of Saskatchewan  
 Nov. 15, 2011 CIO Panel North Sask. – Kevin Peacock, Faramarz Farahani, Rob Jaspar  
 Jan. 17, 2012 TBD  
 Feb. 21, 2012 TBD  
 Mar. 20, 2012 Cameco/ESTI Enterprise Storage  
 Apr. 17, 2012 Luncheon may be replaced with Spring Seminar  
 May 8, 2012 Potential joint luncheon with PMI  
 June 19, 2012 TBD

##### **Southern Saskatchewan:**

October 13, 2011 Potash Corp's Data Center Reorganization Project - Brenda Byers  
 November TBD IT Professionalism week.  
 November 15, 2011 CIO Forum Luncheon  
 December TBD Computer Science Week (U of R) (details TBD)

#### 5. Questions/Discussion Arising from the Floor

##### 5.1. What is the upcoming national vote regarding the referendum about?

The referendum has to do with the bylaws of CIPS National. CIPS National is changing from a membership organization to a non-profit society of societies. There are no other implications other than the naming of the national board and the terms. The rest of the items are housekeeping related. We need 720 members to participate in order to make the vote valid. It is as easy as going to the link and selecting yes. Voting will close on October 21<sup>st</sup>.



Saskatchewan's Association of Information Technology Professionals



## 6. Adjournment

### 6.1. Motion: To Adjourn the meeting (12:51)

Moved by Richard Baker

Seconded by Brian Heinz

None opposed, motion carried.