



Saskatchewan's IT Professionals

# CIPS Saskatchewan

## Annual Report 2018 – 2019

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## **CIPS SASKATCHEWAN: THE ASSOCIATION OF SASKATCHEWAN'S IT PROFESSIONALS**

CIPS Saskatchewan is the only legislated association for IT professionals in the province. Since 1958, CIPS has helped strengthen the Canadian IT industry by establishing standards and sharing best practices for the benefit of individual IT professionals and the sector as a whole. Together, Canada's provincial societies represent thousands of members across the country. CIPS provides and coordinates vital services and programs for its members, including:

- networking opportunities
- professional IT designation certification programs (I.S.P. and ITCP)
- accreditation for IT post-secondary programs
- a niche IT job board
- a voice to government
- representation of Canadian IT professionals on the international forum
- facilitation of on-going professional development
- safeguarding of the public interest

## **CIPS CODE OF ETHICS AND PROFESSIONAL CONDUCT**

As demand for professional IT services continues to grow around the world, IT practitioners need to command the confidence and respect of the public. Therefore, IT professionals must establish and maintain a reputation for both integrity and competence.

The CIPS Code of Ethics and Professional Conduct was developed to establish ethical and enforceable standards. The Code shows that CIPS has taken steps to ensure professionalism and integrity to protect the public interest.

You can learn more about the CIPS Code of Ethics and Professional Conduct at [sk.cips.ca](http://sk.cips.ca).

<http://www.cips.ca/?q=system/files/coe-frame.pdf>

## **MEET THE BOARD OF DIRECTORS**

### **Trevor McDonald, I.S.P., ITCP President**

Trevor joined the CIPS Saskatchewan Board of Directors in 2015. Trevor began his career in IT after graduating from the University of Regina with a Computer Science degree in 1996. Trevor is a Senior IT Leader with extensive experience leading application development, IT infrastructure, and data centre teams. Currently SaskTel's Director of IT Operations, Trevor has accountability for data centre, managed and cloud business services support. In addition to serving as Treasurer for CIPS Saskatchewan, Trevor is a volunteer member of the Saskatchewan Polytechnic Business Information Systems Program Advisory Committee. Trevor has held an I.S.P since 2005.

### **John Stevenson, I.S.P., ITCP Vice President Chair, Professional Development Committee**

John's IT career started approximately 30 years ago, and he has been a member of CIPS for the majority of that time. He has worked with many great teams to deliver products and services in both the private and public sectors, and has been noted as bringing a strategic, results-oriented, team-based and innovative focus to the positions he has held and the teams he has lead. John has over 20 years of senior leadership experience (including Chief Technology Officer for the ministries of Justice and Corrections & Public Safety, and Manager of IT Operations for a Crown Corporation). His key areas of responsibility have included: working with executive and senior management to make sure their business vision, objectives and challenges are understood by the IT organization; the provision of leadership and technical advice to executive and senior management, He looks forward to contributing to the CIPS Board and to working to strengthen the IT profession and IT industry in Saskatchewan. John has a Bachelor of Science degree in Computer Science, an I.S.P./ ITCP designation, a PMP designation, is certified in change management, and believes in giving back to his community.

### **Shaun Herron, I.S.P. ITCP Treasurer**

Shaun joined the CIPS Saskatchewan Board of Directors in 2014 and has been a member of CIPS since 2005. Shaun has been working in the IT field for over 25 years all with the same company, ESTI Consulting Services. Shaun has performed a number of roles as a Consultant including System Management, System Architecture, System Analysis, and Project Management. Along with being an I.S.P, ITCP, Shaun is a Professional Project Manager (PMP), a Certified Computing Professional (CCP), an Enterprise Architect (TOGAF), ITIL certified, and PROSCI Certified in Change Management. In his time at ESTI, Shaun has seen the company grow from one employee and a Saskatchewan focus to over 40 employees and a national focus. Shaun has performed consulting engagements in all four Western Canadian provinces. Shaun enjoys working the CIPS Board and looks forward to strengthening CIPS Saskatchewan in the coming years.

**Bev Gooding, I.S.P.,(ret.)  
Registrar**

In the early 70s, Bev started her IT career at a mining company in Thompson, Manitoba where she worked in the field for 10 years. In 1982, she moved to Regina and accepted a position with SGI where she worked for 32 years in various IT roles on many different systems which included auto, finance, reinsurance, claims, commercial lines, personal lines, and smaller supporting systems throughout the corporation; Bev retired in July 2014.

She started volunteering for CIPS Regina in 1991 when a prominent member convinced her that she could benefit her career in this unique organization. She served as a co-Program Director, finding speakers, venues and managing the details for monthly presentations. Bev also served as Vice-President, President, Chair of Spring Seminars and Regional Director for CIPS Regina, and also represented CIPS Regina at the national level in several roles. Bev was active on the committee to amalgamate CIPS Saskatoon and CIPS Regina into CIPS Saskatchewan. She was also on the committee to legislate the I.S.P. designation for the province as well. After CIPS Saskatchewan was established, Bev became the Registrar.

Bev reports that working for CIPS in different capacities provided opportunities to develop and enhance skills that helped her personally and in her professional position. She learned and was able to employ skills such as project management, working with volunteer staff, interviewing for appropriate presenters, assisting and directing others in their roles, learning nuances of dealing with government, and interacting with other CIPS sections and CIPS National.

**Kim Jasken, I.S.P.  
Secretary**

Kim began her IT career as a computer programmer with SED Systems in 2000 after completing her Computer Science degree from the University of Regina. In 2002 she moved on from programming to teaching IT at The Saskatchewan Indian Institute of Technologies (SIIT). Kim teaches a variety of IT classes including computer programming, database systems, CISCO networking and many more. She has since earned her M.Ed degree in Educational Technology and Design from the University of Saskatchewan and various other certifications such as A+ and ITIL Foundations.

Kim holds an I.S.P. designation and has been a CIPS member for several years. She encourages her students to become members and they actively attend as many Saskatoon CIPS events as they can. Kim recently joined the CIPS Saskatchewan board in 2016, she chairs the mentorship committee, sits on the youth engagement committee and also participates in an affiliated education committee.

**Doug Lawrence**  
**Public Appointed Director**

Doug Lawrence is the founder of TalentC® a Human Resources solution provider focused on effective mentoring. Doug is an International Certified Mentor Practitioner (ICMP) and an International Certified Mentor Facilitator (ICMF). He has over 30 years of mentoring and leadership experience in federal, provincial and private sector environments and is recognized as a thought leader in the mentoring space. Doug authored the book entitled, “The Gift of Mentoring”.

Doug has worked with organizations to establish mentoring programs/mentoring cultures and provides one on one professional mentoring with people at all levels in an organization. Doug currently serves on a number of Boards locally and internationally.

Doug was instrumental in developing a curriculum to train people on how to become effective mentors. He has also created the International Certification for Mentors in partnership with Acquiros.

TalentC’s® Accredited Mentor Training Program was recently recognized in the 2016 Leadership Excellence Awards and was ranked in the top 10% in the Top Leadership Partner category at the Awards ceremony in Nashville, Tennessee.

Doug's passion is contagious. He is committed to helping organizations and people be successful and has dedicated his life to the mentoring of others.

**Yashu Bither, I.S.P., ITCP**  
**Chair, Professional Conduct**

Yashu has been volunteering with the CIPS Saskatchewan board since 2008 and has lead CIPS Saskatchewan for development of the Professional Conduct Committee (PCC) portfolio. Yashu has 22 years of successful career that is built through hard work, continuous professional development and growth. Yashu developed strategic partnerships, tailored plans to meet business’s short term operational and long term strategic needs. He strongly believes in learning new ideas, networking, collaboration, building/maintaining relationships with clients, team members and stakeholders. On education side, he has earned Masters in Computer Science from University of Regina, Bachelor’s in Computer Engineering and several International acclaimed professional designations such as Project Management Professional (PMP), Certified Business Analyst Professional (CBAP), Information Systems Professional (ISP), Information Technology Certified Professional (ITCP), Professional Engineer (P.Eng.) and ProSci change management (ADKAR). Since 2016, Yashu is in a leadership role as the Director of Business Intelligence and Data Analytics at Ministry of Justice, Government of Saskatchewan. He is promoting Data Leadership, Business Analytics, Data Visualization and believe in sharing and learning from others.

**Thomas Boxall, I.S.P., ITCP  
Chair, Discipline Committee**

All IT professionals are expected to follow the CIPS Code of Ethics and Professionalism, Thomas Boxall has made it a core element of his IT career. As a veteran of the Canadian Armed Forces, Thomas has always had a strong, team-focused work ethic, but when he joined CIPS in 2006, he added the IT Professionalism to this. This has allowed Thomas to be successful both with his projects and with the interactions he has had with his clients. Thomas strongly believes in giving back to the community and is involved in various IT related initiatives including Program Advisory Committees for Saskatchewan Polytechnic, Agile Regina, and formally the Regina Technology Community. Thomas currently works for SaskTel as a Business Metrics Analyst.

**John Winter, I.S.P.  
Director**

John started his career in IT in 1991. He completed the Computer Information's Systems Program at SIAST Palliser Campus in 1995. John has added a SANS GSEC (GIAC) and ISP to his professional designations.

He has worked for and with both Federal and Provincial government, Starting with Energy Mines & Resources (Application Specialist) and Search and Rescue Headquarters (System Administrator) in Ottawa and including many Provincial departments through TMC (Now Fujitsu), Highways, Municipal Government, SPMC and Casino Regina to name a few. Currently, John has been at SaskTel for over 19 years, most of it in IS Security as a Technical Analyst.

John also serves on a number of other boards in various roles including President, Vice President to member at large. Thus, he brings a variety of experience, enthusiasm to contribute to and help the CIPS SK Board accomplish their objectives and goals.

**Rob Merritt, I.S.P.**

**Rob Merritt** has over 20 years in I.T. In those 20 years I have been a software developer and System/Network Admin and on a variety of platforms. Computing is a hobby as well as a career.

Rob has volunteered at Habitat for Humanity Builds and at the Re-Store, -Bantam lacrosse coach, and is a Member at large for the University of Saskatchewan Computer museum. Rob joined CIPS in February 2014 and obtained his ISP Designation in July 2014.

**Maria Galati, CAE**  
**Executive Director**

Maria Galati has been the CIPS Saskatchewan Executive Director since 2009. She brings to the role a strong combination of event management, sponsorship-building, and membership/volunteer management skills. Since joining CIPS Saskatchewan, Maria successfully acquired new sponsors and identified program partners. As the ED, Maria's work supports both the CIPS' board and membership. Maria attends most committee meetings and helps coordinate the needs of the committee chairs and other volunteers. Maria has obtained her designation of Certified Associate Executive.

## **PRESIDENT'S REPORT**

**Trevor McDonald**

I am pleased to report another very successful year for CIPS SK. Highlights for the 2018-19 fiscal year include strong membership and financial growth as well as stability and a focus on renewal from a CIPS National perspective.

### ***Year in review***

In October 2018, the CIPS SK Board met for our annual planning retreat. The Board of Directors identified 3 key areas of focus for the 2018-19 fiscal year:

- Grow and retain CIPS SK members. (Growth Committee)
- Nurture the professional development of our members. (Professional Development Committee)
- Increase awareness of CIPS SK and IT professionalism. (Growth Committee)

Tactical initiatives were identified and then delivered throughout the year by subcommittees of the CIPS SK Board of Directors. Highlights of our in-year successes include:

- Membership numbers increased by 88.5% during 2018-19. At the beginning of July 2018 CIPS SK was comprised of 746 members. By July 2019 we reached a record 1406 members. Key areas of growth continue to be international and student members.
- The Professional Development Committee oversaw another successful round of the CIPS SK Mentorship program, several luncheon events, and the CIPS Professional Development Conference.

### ***CIPS National update***

Under the guidance of a strong Board of Directors, CIPS National is aligning efforts on the three focus areas of:

1. Digital Marketing
2. Certification
3. Accreditation/Students

CIPS National's approach to achieving results is to have provincial societies identify and run with supporting initiatives which when proven successful at a provincial level can be expanded across all the provincial societies across Canada. CIPS National is in the process of evaluating proposals in order to focus renewal investments for the 2019-20 fiscal year.

### ***Moving Forward***

As I move on to my new role as Past President, I reflect fondly on my past 5 years with the CIPS SK Board, our many accomplishments, the great people I've had the fortune to meet and work with, and the significant opportunity we have to continue to grow our organization and the value that we provide both Provincially and Nationally.

Through the dedication of our volunteers, CIPS has achieved a level of stability and focus we could have only dreamed of just a few years ago. The key to our success has been the collaborative input of our volunteer members. Each time a new member joins our Board, they bring new ideas and energy that continues to thrust the organization forward. In closing off my thoughts of what our organization has achieved and the opportunities ahead, I would like to make a plea to the CIPS SK membership to get involved. Without the dedication and thought leadership of our volunteers our organization will not continue to thrive. For a few hours of your time annually, you too can have the opportunity to work towards a common cause with a great team of professionals, while making a difference within our community. For information on joining CIPS SK or the CIPS SK Board of Directors, please contact myself or any CIPS SK Board member.

### **Treasurer's Report**

Shaun Herron

I am pleased to present the financial statements for the period of July 1, 2018 to June 30, 2019. This fiscal year we had our financial statements reviewed and prepared by Marvin Bandura with assistance from our bookkeeper, Goldene Mills.

CIPS Saskatchewan has posted a gain for the year of \$57,316.63

Reasons for the continued performance include:

1. Continued increases in net membership revenue related to new international memberships due to CIPS certification requirements for Saskatchewan immigration applications.
2. A 47% increase in membership Fees.
3. Continued management of expenses to the previous year.
4. Increased corporate sponsorship of the Annual Conference.

CIPS Saskatchewan continues to maintain a healthy balance with \$171,585.00 in current assets. Our provincial chapter continues to make significant strides for CIPS by leveraging alternative membership sources such as the international and immigration communities. Investments into new programs and delivery mechanisms will be a high priority this coming year to ensure we maintain our new international memberships.

Our investments in student awareness and engagement continues to be a focus for CIPS Saskatchewan. We continue to allocate resources to Student events to ensure that we build our presence. Lower luncheon event attendances in previous years had led to fewer events as CIPS continues to face competition pressure for IT departments professional development dollars. Instead of sponsoring a number of small monthly events, CIPS Saskatchewan has been investing in a larger annual conference which has proven to be beneficial for members and the financial health of the organization. I would like to thank our Board of Directors, Maria Galati, Executive Director and Goldene Mills our bookkeeper for their assistance this past year. I would also like to thank our President, Trevor McDonald, who laid the foundation with strong financial management prior to the recent unprecedented growth. Everyone's dedication has been

instrumental in ensuring our financial requirements have been met and the organization continues to thrive.

We have an excellent Board of Directors that has been together for several years and that has proven instrumental to the stability of CIPS Saskatchewan. The Boards commitment to invest in marketing and refreshed programs will help position CIPS within the competitive landscape of Information Technology professional development. As a Board, we encourage everyone to join the team and volunteer. It is through the efforts of you and others that will see CIPS Saskatchewan into the future.

**Secretary’s Report**

**Kim Jasken**

The CIPS SK Board met five times this past fiscal year, and the Executive Committee met eight times. The Board met in Davidson for their annual retreat on October 20 to finalize the 2018/2019 Strategic Plan and develop the Tactical Plan required for the year. Committees were put together and growth in membership and revenue was a highlight of discussion at the retreat and ongoing throughout the year.

Executive Meetings	Board Meetings
Sept 17, 2018	Nov 29, 2018
Nov 14, 2018	Jan 23, 2019
Jan 15, 2019	March 20, 2019
Feb 13, 2019	May 22, 2019
March 13, 2019	Sept 18, 2019
April 24, 2019	
May 21, 2019	
Sept 11, 2019	

## COMMITTEES' REPORTS

### Registrar's Report

**Beverley Gooding, I.S.P. (ret.)**

For July 1, 2018 to June 30, 2019 year there was a total of 707 **new** members which breaks down into the following classifications:

Certified members -	133
Non-Certified members -	498
Graduate members -	1
Candidate members -	9
Student members -	66
<b>Total New Members</b>	<b>707 *</b>

\* This is not the net number of members, only the number of new members.

Once again, our increase is largely due to the immigration process. A few more codes for IT were added to the National Occupation Classifications which allowed more people to apply for immigration. We now have 51.36% of members across Canada. Alberta has 19.08% and Ontario has 10.58%. The remaining 7 provinces make up the 18.98%. Our challenge has now become to keep these new members engaged.

The following is the breakdown of the variance from year to year:

<b>Member Type</b>	<b># end of July 2018</b>	<b># end of June 2019</b>	<b>Difference</b>
Certified	231	561	330
Certified & Retired	7	7	0
Non-Certified	425	711	286
Non-Certified & Retired	1	1	0
Candidate	18	28	10
Students	64	98	34
<b>Totals *</b>	<b>746</b>	<b>1406</b>	<b>660</b>

*\*These numbers taken from the monthly status reports, takes into account dropped members as well as new members. Therefore yielding the net amount of members in each category.*

The Young IT Professionals program, which provides students with a designation (AITP) has become popular with many students. We will continue to promote student programs and programs for certified and non-certified membership.

## **Professional Development Committee**

**Chair: John Stevenson**

**Committee Members: Thomas Boxall, Kim Jasken, Doug Lawrence, Ryan Francis, Maria Galati**

## **Professional Development Committee**

The Professional Development Committee works to providing professional development opportunities to CIPS members and non-members in two different ways – the annual professional development conference, and on-going luncheon meetings, held in both Regina and Saskatoon.

### **The Annual Professional Development Conference**

On May 16, 2019 CIPS Saskatchewan held its third annual professional development conference, with a range of engaging speakers and presentations, with the topics including:

- Digital Growth & Evolution – A Policing Perspective
- Security Tips and Tricks 101
- Cyber Security and Critical Infrastructure
- The Saskatchewan Technology Labour Market: Needs and Interventions
- What Side of Digital Disruption Are You On?

This year's conference also included a moderated panel discussion with senior representatives from the private, public and higher education sectors, discussing the knowledge economy's opportunities and challenges.

The Board of CIPS Saskatchewan strongly believes that offering high-quality and pertinent professional development opportunities in Saskatchewan is fundamental to serving our membership, and the planning process for the 2020 conference will be starting soon.

As always, as a volunteer-run organization, additional volunteers are always welcome and needed to help ensure that the conference presentations are on timely & relevant topics to provide high-value to participants.

### **Luncheon Meetings in Support of Advancing Professional Knowledge**

CIPS Saskatchewan, as another component of its commitment to supporting on-going professional development and knowledge expansion, organize luncheons approximately 6-8 times per year in both Saskatoon and Regina.

These luncheons provide members with the opportunity to hear from a broad range of speakers, as well as the opportunity to connect with others in our profession.

Members can greatly assist the on-going success of these luncheons by suggesting speakers & topics that they would find to be of interest, and by attending the luncheons – sometimes the most interesting luncheons are those with topics that differ from one's day-to-day responsibilities.

## **Growth Committee** Rob Merritt

**Committee Members:** Trevor McDonald, Kim Jasken, Maria Galati

This year's main focus has been student recruitment. Below are the student member numbers.

### **Student Membership numbers**

- 20 - University of Regina
- 3 - University of Saskatchewan
- 4 - SaskPolytechnic Saskatoon campus
- 42 - SaskPolytechnic Moose Jaw Campus
- 33 - SIIT

## **Professional Conduct Committee**

**Yashu Bither, Chair**

The Professional Conduct Committee (PCC) investigates complaints received about members that indicate a violation of the CIPS Code of Ethics & professional misconduct. I am pleased to inform that to date we have not had any grievances filed against any CIPS Saskatchewan members. CIPS members are bound by a Code of Ethics and the Standards of Conduct that defines the IT profession, and protects the public interest. Visit <http://www.cips.ca> for additional details.

We at CIPS Saskatchewan encourage you to come forward with any IT professional misconduct against a certified\* or a regular member of CIPS Saskatchewan. For any inquiries or learn about next steps, please contact [Saskatchewan@cips.ca](mailto:Saskatchewan@cips.ca).

*\*Source <http://www.cips.ca/isp>: The I.S.P. is legislated as a self-regulating designation in six provinces: British Columbia, Alberta, Saskatchewan, Ontario, New Brunswick and Nova Scotia. Other provinces are working toward similar legislation through their provincial government.*

## **Discipline Committee**

Thomas Boxall

Thomas Richard Miles Boxall, Chair

The Discipline Committee is formed to handle disciplinary complaints and appeals under the regulations of the society. One key area of responsibility of this committee is to determine appropriate disciplinary action should a member breach our CIPS Code of Ethics and Professional Code of Conduct. The established discipline process follows the CIPS Saskatchewan Act and helps us govern our professional association within the province, ensuring our employers and business partners that CIPS Members and I.S.P. holders are held to the CIPS Code of Ethics and Professional Code of Conduct.

Within the last fiscal year, there were no complaints referred to the Discipline Committee from the Professional Conduct Committee, and thus no disciplinary action required. A review of the Discipline Process was conducted as part of an effort to keep the Discipline Committee current and capable to meet its obligations. No amendments or alterations were deemed necessary at this time.

## **Report on Sponsors & Volunteers**

**Maria Galati**  
**Executive Director**

### **Sponsorship Report**

CIPS Saskatchewan would like to thank SaskTel for their continued support to the IT sector..

The CIPS Saskatchewan sponsors' continued support of the programs demonstrates their leadership in the IT community.

*Our thanks to our sponsors for their financial and in kind support for both the luncheons and conference.*

### **Volunteer Report**

CIPS Saskatchewan's continued success has been due to the commitment of our volunteers. This past year, volunteers sat on various committees, including the programs, mentor and the Professional Development Conference. Most importantly, the volunteers also sit on the CIPS SK Board and are responsible for managing the CIPS SK day to day business.

Currently our active committees are: Professional Development, Mentor and Student Committee. This year we saw strong commitment from the student membership who participated in luncheons and organized a few programs. (student members are currently enrolled in the CIPS accredited programs).

We are always looking for volunteers, here's your chance to share your time and knowledge and further the work of CIPS SK to not only our members, but the community. This is also your opportunity to network and gain valuable experience.

*Our sincere thanks to our volunteers for their time and ongoing commitment.*

***THANKS TO OUR SPONSORS!***

CIPS SK sponsors' continued financial support of the programs demonstrates their leadership in the IT community. This year our conferences sponsors ensured a successful event.

*Our thanks to our sponsors for their continued financial support.*

**Annual Platinum Sponsor**



**2019 Professional Development Conference Sponsors**

<http://sk.cips.ca/Conference2019>

**Thank you to the following Conference Sponsors:**

**Co-Sponsors**



**Sponsors:**



**A/V In-kind Sponsor**



# **AGM MINUTES 2017 - 2018**

**September 25th, 2018**

Welcome and Introduction  
2018 CIPS AGM

Presentation of CIPS Fellowship to Donna Lindskog by Pat Glenn

Pat Glenn from Alberta and a CIPS Fellow attended the meeting to present Donna Lindskog as the most recent inductee to the fellowship. Pat went through the list of Donna's accomplishments including a long and successful career at SaskTel and her ongoing work involving Ethics in Information Technology.

In May 2005, CIPS introduced a new membership class: the Fellow of CIPS. The Fellow Membership is awarded to professionals in the Information Technology (IT) sector who have made an outstanding contribution to the advancement of the profession or industry in Canada.

The Fellow is the highest class of membership offered by CIPS and can only be obtained with approval from the CIPS National Board of Directors. Only Fellow Members can nominate an individual for a Fellow Membership.

Fellow Members have agreed to uphold the highest standards of ethics and professional conduct. They will also help to promote CIPS and the association's initiatives within their sphere of influence.

Donna along with all the other Fellow Members use the designation, FCIPS, after their name.

## **Annual General Meeting**

1. Confirm Quorum

Quorum was confirmed with 7 board members & 11 members in good standing.

2. Meeting convened

President Trevor McDonald welcomed everyone and called the meeting to order at 12:10 P.M.

- 2.1 Motion to adopt the agenda  
Moved by Dawn Thomas  
Seconded by Darrell Getz  
None opposed, motion carried.

- 2.2. Motion to approve the minutes of the 2016-2017 AGM  
Moved by Janice Muir  
Seconded by John Winter  
None opposed, motion carried.

### 3. Officer's Reports

#### 3.1. President & Chair, Business Development Committee, Trevor McDonald

Partnership, evolution,  
Technology removes borders  
Location doesn't matter

##### Highlights

Growth – 300% membership attributed to International membership and Saskatchewan Immigration, financial and the awareness that CIPS is more than Saskatchewan.  
Continued work with students specifically at Moose Jaw.

Professional Development – Mentorship program, Luncheons for PD, CIPS Professional Development conference was another success.

Awareness (Marketing) – expensive, what is the strategy to get the word out for CIPS, working with National level. Working on Employer engagement.

Quick CIPS National update – 60th anniversary this year. Ontario was in turmoil and National will be the focus to work to rebuild Ontario.

October retreat, focus on working with National.

#### 3.2. Treasurer's Report, Ryan Francis

##### Highlights

- \$26K net income compared to 3K loss last year.
- 140% revenue gain
- Improved expenses for Annual Conference
- Overall general expenses were down 11%
- Income Statement comparison showed great improvements
- Sponsorship revenue was down.
- Streamlining of expenses continues to evolve.
- Balance Sheet - \$110

Question: What is the cost of third party to review the financial statement? The cost is approximately \$300.

3.2.1. Motion to accept Financial Statements

Moved by Thomas Boxall

Seconded by Travis Wiebe

None Opposed, motion carried.

3.2.2. Motion to accept Marvin Bandura (from Marv's Tid Bitz) to conduct the annual review of the financial statements.

Moved by John Stevenson

Seconded by Ryan Francis

None Opposed, motion carried.

The plan to create and audit committee as discussed at last years AGM has been put on hold as the expertise and time commitment were not available.

4. Election of Board Members

The following board members have accepted to renew for another term.

4.1 Re-elect Board Members

Shaun Herron

Bev Gooding

John Stevenson

Doug Lawrence

Yashu Bither

Thomas Boxall

Kim Jasken

4.2. Motion to re-elect the current Board Members

Moved by John Winter

Seconded by Janice Muir

None Opposed, motion carried.

4.2.2 The Board Members for 2017 - 2018

**Executive Committee**

Trevor McDonald, President

John Stevenson, Vice President

Kim Jasken, Secretary

Bev Gooding, Registrar

Shaun Herron, Treasurer

## **Board Directors**

Yashu Bither  
Doug Lawrence  
John Winter  
Thomas Boxall  
Rob Merritt

## **Outgoing Board Members**

Ryan Francis has served on the board for just over five years. Ryan joined us because he wanted to make a difference and give back to CIPS. Ryan began his time at CIPS as a Director at large Business Development Committee, instrumental in producing the first conference 2017

Fred Buschau served as secretary and finished his term as the Treasurer. Fred participated in all board meetings and was an active contributor at our annual retreats as well as an expectational recorder.

Trent Lowes joined the board three years ago and in the that time he was the chair of the Discipline Committee. Since 2017 Trent was also the chair of the Awareness Committee and he also participated at board meetings and retreats.

### 5. Recognition of all newly certified I.S.P.s

The new I.S.P.s from July 1, 2017 – June 30, 2018 were displayed on the screen as there were too many to announce during the meeting.

### 6. Presentation of Ethics Documents

The Ethics documents were introduced by Brenda Byers. Donna Lindskog spoke about the changes to the documents and the reason for the update. A discussion of the document ensued with a focus on grammatical and wording usage.

- 6.1. Motion to adopt the new version of the Ethics Documents with the understanding that the grammatical errors in the document will be revised prior to usage.  
Moved by Thomas Boxall  
Seconded by John Winter  
None Opposed, motion carried.

### 7. Other Business

#### 7.1 National Update Shaun Herron

- The current CIPS Chair is Derek Burt from Alberta. Derek was an active member of CIPS Saskatchewan when he lived and worked in Regina.
- CIPS National is working through the large number of applications that has been a result of the Saskatchewan membership growth.

- After a turbulent year, CIPS Ontario has a new Board and is working towards the future.
- A working group has been created to develop a new services agreement between the Provinces and CIPS National
- One of the main concerns is the fees and CIPS National is aware that the fee structure and services provided need to be addressed.

***I certify this to be a true copy of the minutes of the Canadian Information Processing Society of Saskatchewan's 2017 -2018 Annual General Meeting.***

Shaun Herron  
CIPS Saskatchewan  
Executive Board Secretary  
September 25th, 2017

Canadian Information Processing  
Society of Saskatchewan Inc.

Independent Review Engagement Report

Year Ended June 30, 2019

## Independent Review Engagement Report Conducted by Marvin Bandura

To the Directors and Members:

I have reviewed the balance sheet of Canadian Information Processing Society of Saskatchewan as at June 30, 2019 along with the statements of earnings, retained earnings (deficit) and changes in financial position for the year then ended from information provided by CIPS Saskatchewan representatives.

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, 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.

I conducted my review in accordance with generally accepted review standards. These standards require that I plan and perform a review to obtain reasonable assurance whether the financial statements are free of material misstatement.

The review does not constitute an audit, and consequently, I do not express an audit opinion on these financial statements.

Based on my review these financial statements present fairly, in all material respects, the financial position of this entity as of June 30, 2019 and the results of its operations for the year then ended in accordance with Canadian accounting standards.

Readers are cautioned that these statements may not be appropriate for their purposes.

Marvin Bandura



Marv's Tid Bitz  
Small Business Accounting and Income Tax Services  
118 City View Estates  
Regina Saskatchewan

September 17, 2019

Canadian Information Processing Society of Saskatchewan INC  
 Balance Sheet  
 as at  
 June 30, 2019 (unaudited)

ASSETS	<u>2019</u>	<u>2018</u>
Current Assets		
Cash	100,738	58,904
Short Term Investments (at cost)	67,212	50,657
Accounts receivable	<u>3,150</u>	<u>553</u>
Total Current Assets	<u>171,100</u>	<u>110,114</u>
 Total Fixed Assets	 <u>485</u>	
 TOTAL ASSETS	 <u>171,585</u>	 <u>110,114</u>
 LIABILITIES AND MEMBERS QUITY		
Current Liabilities		
Accounts payable	<u>2,405</u>	<u>(1,750)</u>
Total Current Liabilities	2,405	(1,750)
 Equity	 100,518	 100,518
Opening Retained Earnings	11,345	(15,320)
Current Income (Loss)	57,317	<u>26,666</u>
Ending Retained Earnings	<u>68,662</u>	<u>11,346</u>
 Total Equity	 169,180	 111,864
 TOTAL LIABILITIES AND MEMBERS EQUITY	 <u>171,585</u>	 <u>110,114</u>

Approved by the board:	Print	Signature	Date
Director	_____	_____	_____
Director	_____	_____	_____

Canadian Information Processing Society of Saskatchewan INC  
Income Statement  
Twelve Months Ended  
June 30, 2019 (unaudited)

REVENUE	<u>2019</u>	<u>2018</u>
Membership fees	279,752	148,643
Sponsorships	9,500	6,500
Conference fees	10,545	11,825
Lunch and dinner events	1,080	5,110
Interest	<u>1,231</u>	<u>947</u>
<b>TOTAL REVENUE</b>	<b><u>302,108</u></b>	<b><u>173,025</u></b>
GENERAL AND ADMINISTRATIVE EXPENSES		
Amortization of Tangible Assets	<b>184</b>	
Professional Fees	<b>2,777</b>	3,472
Advertising and promotion	<b>991</b>	762
AV costs	<b>878</b>	1,714
Awards and gifts	<b>286</b>	500
Branded items and Mentorship	<b>1,095</b>	448
Executive	<b>26,635</b>	25,534
Executive meetings	<b>669</b>	636
Facility expenses	<b>382</b>	206
Interest and bank charges	<b>154</b>	140
Conferences	<b>8,324</b>	5,830
Events	<b>1,372</b>	5,121
Membership fees to CIPS Canada	<b>198,044</b>	99,743
Office	<b>2,450</b>	1,698
Printing / mailing / courier	<b>50</b>	55
Director Insurance	<b>500</b>	500
<b>TOTAL EXPENSES</b>	<b><u>244,791</u></b>	<b><u>146,359</u></b>
<b>NET INCOME (LOSS)</b>	<b><u>57,317</u></b>	<b><u>26,666</u></b>

Canadian Information Processing Society of Saskatchewan INC  
Statement of Cash Flows  
Twelve Months Ended  
June 30, 2019 (unaudited)

	<u>2019</u>	<u>2018</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Net Income	57,317	26,666
Decrease in accounts receivables		1,754
Increase in accounts payable	4,155	
Decrease in equity (CU)		
TOTAL CASH GENERATED	<u>61,472</u>	<u>28,420</u>
USES OF CASH		
Operating activities		
Increase in Inventory	485	
Net Loss		
Increase in accounts receivable	2,597	
Decreases in accounts payable	-	5,651
TOTAL CASH USED	<u>3,082</u>	<u>5,651</u>
CASH, BEGINNING OF YEAR	109,560	86,791
INCREASE (DECREASE) IN CASH	<u>58,390</u>	<u>22,769</u>
CASH, END OF YEAR	<u>167,950</u>	<u>109,560</u>

Canadian Information Processing Society of Saskatchewan, Inc.  
General Notes to the Financial Statements  
Twelve Months Ended  
June 30, 2019 (Unaudited)

1. Organization
  - a. CIPS of Saskatchewan is incorporated under the laws of the Province of Saskatchewan as a Professional Association and is exempt from Income Tax under paragraph 149(1)(e) as long as no part of the income of the entity is payable or otherwise available for the personal benefit of members of the entity.
  - b. Management confirms this to be the case.
  - c. The entity must file a T2 tax return accordingly.
2. Significant Accounting Policies:
  - a. The financial statements have been prepared in accordance with generally accepted Canadian accounting principles.
3. Contingent Liabilities:
  - a. There were no outstanding contingent liabilities as of June 30, 2019.
4. Subsequent Events:
  - a. CIPS management are aware of the significant increase in year end current assets and discussion will be taking place about this matter in relation to CIPS status as an NPO.
5. Goods and Service Tax Return to be filed:
  - a. \$1,018.62 due to CRA
  - b. Whereas keeping track of the changes and developments in GST/HST as pertaining to NPO's is so complex and challenging it is recommended your organization seek the skills and knowledge of experienced professionals with respect to the calculations of GST as applied revenue and ITC's.