

CMC ATLANTIC CANADA - BOARD MEETING MINUTES

1. Meeting Details			
Location	WTCC	Meeting Date	June 13,2009
Chair	Shawn Porter	Meeting Time	5 :00 PM
Participants (In Person)	Participants (via Phone)	Proxies	
13	0	6	

Quorum established 5:10pm

2. Meeting Content

Quorum established at 5:08 pm

- 13 in attendance
- 6 proxies

Minutes of Last AGM

- Read by Jerry White
- No changes
- Motioned to accept 2008 AGM minutes by John Snow, 2nd by KJ Elton, motion passed

Committee Reports

a. President's Report (Presented by Shawn Porter)

- PD summit idea well-received by National, other institutes are looking at having a similar event jointly with other institutes
- 28 new CMCs over the past year, headed by John Snow
- National Executive stream efforts resulted in over 500 CMCs across the country
- Focus in coming year on engaging new CMCs in activities to build the Institutes
- National Board
 - May 2009, new Teaming Agreement finalized and ratified by National Board
 - Encourages more collaboration across the institutes, and helps institutes leverage capabilities of National without cost to institutes
 - Doubles revenues to ICMCAC
 - Advocacy Board - achievement of getting CMC designation recognized in Federal procurement guidelines
 - Efforts with provinces underway
 - Teaming agreement discussion with CMC underway
 - Research and advocacy are obvious areas of collaboration
 - Operational discussions on areas of cooperation to reduce costs and increase opportunities
 - Focus in coming year will likely be on advocacy
 - Continuing to attract senior practitioners is important to advocacy efforts
- FCMCs to be conferred on Peter Milley and Pat MacNeil

CMC ATLANTIC CANADA - BOARD MEETING MINUTES

- Question asked how many CMCs in Canada
 - Approximately 2500 across the country according to Jane and Shawn
- Jerry and Shawn explained the evolution of the Growth Task Force and the ongoing existence of the Executive Stream

b. Certification and Discipline Report (Presented by Jane Davison)

- 28 new CMCs, 2 FCMCs, 2 lifetime CMCs conferred in past year
- No discipline issues this year
- Busy year for certification – elimination of written exam
 - Emphasis on oral examination
 - Competency framework updated
 - Client reference process implemented
 - Oral assessment process revised and standardized
 - Qualification guidelines established for oral assessors
 - Process for gold medal winners revised, based on oral exams
- Updated change management section of CBOK
- 2009-10 – emphasis on audit process, common policies around discipline, common guidelines for executive stream
- John Snow requested Jane explain differences between oral assessments introduced for Growth Task force, executive stream and regular and experienced streams.
 - Rigor and consistency of oral assessments is key difference. Less rigorous for more experienced streams. Much more latitude in GTF assessments.
 - From this point forward, oral assessments will have much greater consistency within each stream.
 - Local institutes will decide on degree to which they want to examine an executive stream candidate

c. Secretary and Treasury Report (Presented by Jerry White)

- Jerry presented summary of financial results and explained major differences from previous year
- Review of the Fiscal 2009 financials being conducted by Kathy Jane Elton and Craig MacDonald
- Question regarding total amount of revenue generated by ICMCAC, and sources of revenue
 - Total revenue of ~ \$18,300 generated in 2009 FY vs. \$6,600 in 2008 FY
 - Explanation that membership fees go to National, portion fed back to Institutes
 - Discussion of new teaming agreement, which significantly increases revenues and reduces expenses
 - Revenue for Atlantic doubles

d. Membership Development Report (Presented by Jerry White)

- As of May 2009 there are ~ 190 total members, including >100 CMCs and 12 FCMCs
- 28 new CMCs in Atlantic in the past year, second highest in country behind Ontario

e. Communication Report (Presented by Shawn Porter for Craig MacDonald)

- Refresh of CMC Canada website to increase functionality and user friendliness
- Updated email distribution – allows more frequent and effective communication with members
- Participated in advocacy task force, to communicate value of CMC designation to Federal and Provincial government buyers

Peter Milley moved that all committee reports as presented be accepted by the AGM. Seconded by KJ Elton, motion carried.

Jane Davison moved that payments, acts, and privileges of the executive committee and Council of the Institute of Certified Management Consultants of Atlantic Canada made, done and taken since the last Annual General meeting of the members of the Institute as set forth or referred to in minutes of the Council or of the executive committee be approved, ratified sanctioned, and confirmed. Seconded by Jerry White, motion carried.

CMC ATLANTIC CANADA - BOARD MEETING MINUTES

Other and New Business

- Nominations to the Board
 - Shawn Porter
 - Jerry White
 - Craig MacDonald
 - KJ Elton
 - Brad Dyke
 - Maureen Connolly
 - Cheryl Harrison
 - Todd Williams
 - Musetta Thwaites
- Motion to accept nomination report by John Snow, seconded by Peter Milley , motion carried

Motion to adjourn carried unanimously

Meeting adjourned at 6:00pm