

PMI SOUTHERN CARIBBEAN CHAPTER

THE NORMANDIE HOTEL, 10 NOOK AVENUE, ST. ANN'S, PORT OF SPAIN
ON MARCH 22, 2019, AT 7:00PM

Attendance recorded:

Board Members

☞ H. Harnarine Maharaj	- Immediate Past President
☞ Glynis Alexander-Tam	- President
☞ Magnus Wilson	- VP – Finance
☞ Alicia Garcia-Pedro	- VP – Publications
☞ Debra Johnson	- VP – Education Certification
☞ Kamla Rampersad-de Silva	- VP – Technical Sessions
☞ John Lewis	- VP – Marketing & Sponsorship
☞ Princess Adams	- VP – Strategic Alliances
☞ Simone De Souza	- VP - Membership
☞ Cassandra Ramkerrysingh	- VP - Special Events & Volunteerism
☞ Shelly-Anne De Silva	- VP - Compliance
☞ Janice Koylass-Abraham	- Corporate Secretary

PMI SCC Members

☞ Derwin Antoine	☞ Saira Knox
☞ Jameel A. Baksh	☞ Janelle Kowlessar
☞ Lisa Benjamin	☞ Lucille Leacock-Smith
☞ Alston Benjamin	☞ Anasa London
☞ Margaret Ann De Peza	☞ Akindele Looby
☞ Verna De Silva	☞ Dianne Pierre
☞ Roddy Elie	☞ Nillini Ramlakhan
☞ Christopher Farquhar	☞ Clyde Rampaul
☞ George Ford	☞ Narayan Ramtahal
☞ Gillian Gellizeau-Menzies	☞ Joan Romany-Constantine
☞ Phillip Heeralal	☞ Daren Sookoo
☞ Kristed Herbert	☞ Georgina Terry
☞ Cynthia James-Cramer	☞ Felicia Thomas
☞ Anthony John-Baptiste	☞ Keisha Xavier

Non-Members

☞ Mr. Michael Lopez (Presenter)

1.0 CALL TO ORDER

The Sixteenth (16th) Annual General Meeting commenced at 7:00 pm and was called to order by Ms. Glynis Alexander-Tam, President who acted in the capacity of Chairperson.

2.0 READING OF THE NOTICE CONVENING MEETING

She welcomed all members present to the 16th Annual General Meeting and invited the Corporate Secretary to read the Notice dated 28th March 2019 which had been published in the Trinidad Guardian and identified the Board positions which had become vacant.

3.0 CONFIRMATION OF 15th A.G.M MINUTES

The Minutes, having been published on the PMI SCC's website on March 1st, 2019, a motion was moved for members to adopt the Minutes of the 15th Annual General Meeting. Magnus Wilson moved a motion to adopt the Minutes and this was seconded by Deborah Johnson.

4.0 PRESIDENT'S REPORT

The President thanked all fellow members of Board of Directors for their unstinting support in ensuring that "We stay on track to accomplish the Chapter's work..." She emphasized that change was the only promise. A major change was the moving of the Chapter's Secretariat from its Petrotrin location where it was based for almost twenty years to C.E.P. Limited, who provided the Chapter with a location from which the Secretariat's administrative business could be operated.

The President highlighted several Board accomplishments during the year, including: -

1. Special Events and Volunteerism:

- a. This portfolio was expanded to allow volunteers to bring in their own volunteer projects and guide them in managing the projects. One such project came as a challenge by the President of the Trinidad and Tobago Olympic Committee (TTOC) while making a presentation to PMI SCC in November 2018. TTOC's goal of winning ten gold medals in 2024 was supported by PMI SCC's commitment to assisting via its volunteers in the development of a Project Management Framework for this initiative.

2. Finance:

- a. For the first time PMI SCC engaged Mr. Robert Reis of ACKAL Services, a volunteer accountant, to assist the VP Finance in ensuring that the Financials are presented in a format in keeping with the new International Financial Reporting Standards (IFRS) requirements for presentation to the Auditors.

3. Compliance:

- a. In 2018 VP Compliance focused on the by-laws review and aligning it with PMI's requirements. Last review of the by-laws was approximately six years ago. The President announced that a Special Meeting is to be scheduled for the adoption of the proposed amendments and further advised that PMI SCC's 10th Biennial Conference titled "Rebooting for the Digital Age" would be held this year.

5.0 FINANCIALS AS AT SEPTEMBER 30, 2018

The Chapter received membership dues totaling \$78,408. Revenue from participants and sponsors was \$394,850. Expenses incurred in running the Conference was \$197,855 and we made a profit of \$196,995. The overall profitability of the Chapter for the year was \$122,607. The Chapter's bank balance as at the end of September was \$706,069.

6.0 ELECTION OF OFFICERS

The Chairperson identified the five (5) positions that were to be vacated and expressed her gratitude to Board members who were demitting office for their very diligent and committed service and contribution to the PMI SCC. She indicated that five (5) positions needed to be filled and at the close of nominations five nominations had been received.

1. VP Marketing and Sponsorship, Mr. John Lewis, was nominated by Mrs. Glynis Alexander-Tam and seconded by Ms. Deborah Johnson unopposed.
2. VP Strategic Alliances, Ms. Margaret Ann De Peza, was nominated by Ms. Deborah Johnson and seconded by Ms. Sasia Gokool unopposed.
3. VP Publications, Mrs. Alicia Garcia-Pedro, nominated by Mrs. Glynis Alexander-Tam and seconded by Mr. Magnus Wilson, returning to the position.
4. VP Technical Sessions, Miss Janelle Kowlessar, nominated by Mr. H. Harnarine Maharaj and seconded by Mr. Vince Ramlochan
5. VP Compliance, Miss Shelly-Anne De Silva, nominated by Ms. Deborah Johnson and seconded by Mrs. Glynis Alexander-Tam.

Elections were as follows:

POSITION	NOMINEES	NO. OF VOTES
VP Technical Sessions	Janelle Kowlessar	Unopposed
VP Compliance	Shelly-Anne De Silva	Unopposed
VP Publication	Alicia Garcia-Pedro	Unopposed
VP Strategic Alliances	Margaret Ann De Peza	Unopposed
VP Marketing & Sponsorship	Mr. John Lewis	Unopposed

7.0 APPOINT AUDITORS FOR 2018 - 2019

The Chairperson proposed that members authorize the Board of Directors to appoint and fix the remuneration of Auditors for the new term October 1st, 2018 to September 30th, 2019. This motion was moved by Ms. Kamla Rampersad-De Silva and seconded by Mrs. Princess Adams.

Some members expressed concerns at the absence of the auditors, Madan Ramnarine and Company Limited, at the meeting to present the Audited Financial Statements for the period October 1st, 2018 to September 30th, 2019 and to answer any question(s) on which a member may seek clarification. In the absence of the Auditors, at the meeting, said Report was presented by VP Finance, Mr. Magnus Wilson. A motion was tabled to give the authority to the Board of Directors to appoint the auditors for the next fiscal term at a later date.

Some members raised concerns that this approach was contrary to “process”. A suggestion was made to invite the general membership to a second meeting to ratify the Board’s recommendation. However, the motion was carried with twenty-two (22) members voting for, two (2) members voting against and thirteen (13) members abstaining.

8.0 CLOSURE OF MEETING

The President sought to encourage members to participate in all PMI SCC’s activities. She indicated that the Chapter can only be as good as its members who need to continue to propagate Project Management.

There being no further business to come before the meeting, it was adjourned at 8:06 p.m.