2012-2013
Annual Report

Presented at the
Annual General Meeting
September 12, 2013
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Vision
Creating a framework that systematically empowers chapter leadership to build a rich regional meetings industry community.

Mission
Make our members successful by building connections to:
- Knowledge/Ideas
- Relationships
- Marketplaces
- Communication.

MPI International Strategic Imperatives

Evolve to a Regional Community - Deploy programs, knowledge platforms and brand architecture to align with vision.

Re-Imagine our business relationship with members - Invest in members to create channel partnerships around community results.

Elevate the member conversation and experience - Elevate programs and services to a higher level of experience and business return.

Build a great organization - Create a remarkable culture and structure.

Chapter Business Metrics / Goals

1. Engagement/Participation
   1.1. Increase regional/annual program attendance  
   Target: 1783 (1%)
   1.2. Increase planner attendance at educational programs  
   Target: 258 (5%)
   1.3. Increase web site visits  
   Target: 5%

2. Membership Satisfaction
   - Ensure a 8.2 overall Member Satisfaction Score on Annual member care survey  
   (conducted by MPI HQ)

3. Net Member Growth
   - Ensure a 0% increase in net new members (retention & recruitment)

4. Chapter Financial Management
   - Ensure a 2.5% Chapter Educational Investment Ratio
   - Ensure a 0% Gross Margin

   Educational Investment Ratio = Total Education Expense divided by Total Revenue
   Gross Margin = Total Revenue less Total Expenses divided by Total Revenue
OBJECTIVES:

- Develop program for Leadership, Volunteer Management and Succession Planning
- Produce & execute CMP Study Group
- Educate members regarding CMM process
- Execute Annual Awards Gala
- Execute one Special Event to raise a minimum of $17,000 donated to a local charity
- Raise $1300 for local charity through monthly 50/50 draws
- Collect $300 and 200lbs of food for the Food Bank
- Produce & execute fundraising effort (golf) to raise a minimum of $1500 for charity
- Maintain a board orientation presentation/package
- Increase online traffic by 5-10%
- Secure $7,000 in website banner advertising sales
- Create innovative opportunities and options for education programming
- Produce & execute 2013 NMID
- Produce & distribute member directory
- Produce & execute a minimum of 9 chapter newsletters
- Increase membership retention rate
- Increase membership recruitment levels
- Maintain programs that communicate the chapter value and that promote member engagement
- Secure a minimum of $110,000 in Strategic Alliances cash sponsorships
- Create and Implement an In-kind Sponsorship Prospectus
# Board of Directors

## Executive Committee

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Company/Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Lira Buschman, CMP</td>
<td>Union of Canadian Transportation Employees</td>
</tr>
<tr>
<td>President Elect</td>
<td>Marie-Louise Doyle</td>
<td>Doyle &amp; Associates Event Planners</td>
</tr>
<tr>
<td>Immediate Past President</td>
<td>Markus Fisher</td>
<td>Ottawa Marriott</td>
</tr>
<tr>
<td>Vice-President, Communications</td>
<td>David Dugas</td>
<td>D.E. Systems Ltd.</td>
</tr>
<tr>
<td>Vice-President, Education</td>
<td>Claire Fitzpatrick, CMP, CMM</td>
<td>CF Conference &amp; Event Management Services</td>
</tr>
<tr>
<td>Vice-President, Finance</td>
<td>Brian Scott</td>
<td>Scott Photography</td>
</tr>
<tr>
<td>(Resigned May 2013)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice-President, Membership</td>
<td>Greg Plazek</td>
<td>Westin Bayshore, Vancouver</td>
</tr>
</tbody>
</table>

## Directors

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Company/Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Community Outreach and Corporate Social Responsibility</td>
<td>John Michael Maharaj</td>
<td>Simply DMC</td>
</tr>
<tr>
<td>Co-Director of Program and Education</td>
<td>Nick Sont, CMP</td>
<td>Podium Event Planners Inc.</td>
</tr>
<tr>
<td>Co-Director of Program and Education</td>
<td>Ruta Klicius, CMP</td>
<td></td>
</tr>
<tr>
<td>Co-Director of Publications</td>
<td>Iana Ciatti</td>
<td>Horizant</td>
</tr>
<tr>
<td>Co-Director of Publications</td>
<td>Melanie Hudson</td>
<td>National Association of Federal Retirees</td>
</tr>
<tr>
<td>Director of Recognition and Awards</td>
<td>Chantal Montpetit, CMP</td>
<td>Canadian Construction Association</td>
</tr>
<tr>
<td>Director of Strategic Alliances</td>
<td>Brent Beatty, CASE</td>
<td>Edmonton Tourism</td>
</tr>
<tr>
<td>Director of Strategic Education</td>
<td>Karen Wiersma</td>
<td>The National Hotel &amp; Suites Ottawa</td>
</tr>
</tbody>
</table>
Dear MPI Ottawa Members:

As the global economy continues to be unstable, MPI as a whole has had new challenges. Membership numbers have declined slightly and the Ottawa Chapter is no exception. We know that there are many demands on our members’ time and dollars. For some of you, it is more difficult to get approval to attend education sessions or renew your memberships. For others it is difficult enough just to make ends meet. The board has been very mindful of this throughout the year and I hope you have seen it.

This year we took a “back to basics” approach to our work on the board. Your board worked diligently to review our policies, procedures and processes. Some things we were doing great; other times we realized that we had overlooked something that you needed; and again there were some things that we questioned if they were still worth doing. If you ever attended a board meeting, you knew we had a few lively discussions. If you haven’t then you might want to come and sit in as an observer. Throughout it all, the wants of our members were always at the forefront.

In response to some members’ needs, we created a Transition Fund. This fund is dedicated to helping those who are between jobs or in transition with their businesses to still maximize the benefits of membership within the Chapter. A few members have made use of this and I am pleased that we were able to help.

We also created the new Director of Leadership & Volunteer Management position for 2013-2014. This position will be the one point of contact for anyone interested in getting more involved in the Chapter. As this position fully develops, I know that it will help our volunteers get the most out of the Chapter.

MPI Ottawa is also known for reaching deep into our pockets to help when and where we can. We increased our corporate social responsibility by raising funds at the August Golf Day for the Rideau Valley Conservation Authority, collected several hundred pounds of food for the Food Bank at our holiday event and raised more than $30,000 for the Ottawa School Breakfast Program at the annual Charity Auction dinner.

The year in education was no exception. We went back to basics with some sessions such as contract review, making meetings interactive and learning about critical excel tools. But we also looked forward by examining hot new technologies, hosting our first hybrid NMID and learning how to apply theme park methodology to our meetings. Some things worked great while others didn’t do as well; regardless we tried to be flexible and creative. I believe that we have made a great start and I know that your incoming president, Marie-Louise Doyle, will continue to lead the charge.

I would be remiss if I didn’t thank our sponsors. Each of them played an integral role in ensuring that all the education and networking events were successful. Without the support of both the financial and the in-kind sponsors, the Chapter could not continue its important work.

It has been an honour for me to serve as your President over the last year. I have learned so much about this Chapter, and myself, and for this I thank you.
Dear MPI Ottawa Members,

My Mom used to say: “Don’t run faster than your guardian angel can catch you.” For this year, I changed that to read “Don’t run faster than your Chapter President can catch you.” This year has been a great year of learning and preparation and great guidance from our Chapter President, Lira Buschman.

Lira challenged each of us to “Get Back to Basics”. We were challenged to not just learn the by-laws, processes and procedures, but to know them - to understand them and implement them with meeting our members' interests and priorities. At each meeting she demonstrated her pride in this Chapter and empowered the Board members who have worked diligently to make 2012-2013 the success it was. I hope that I can do the same.

This year we saw great education and networking opportunities as well as very successful events. Meeting and speaking with many of you gave me great insight as to your expectations from the Chapter President and Board of Directors. I am taking your conversations very seriously and taking them with me into 2013-2014.

This year we are saying hello to Paul Van Deventer as MPI HQ President and CEO. I do look forward to what he is bringing to the table and his direction.

Many of you know how proud I am of this Chapter. We really are the best of the best. We continue to evolve and develop regardless of whatever is thrown our way. This is thanks to the many people who give their time and energy, whether it be by volunteering on a committee or the Board, or by participating in one of our education and networking events. Each of you have made your impact on this Chapter and as such changed something for the better.

I hope to do you all proud as President in the coming year.
IMMEDIATE PAST-PRESIDENT’S REPORT

Markus Fisher

As Immediate Past President, my main area of responsibility was to chair the Governance & Nominating Committee tasked with ensuring the Board of Directors remains strong and representative of the membership it serves. I was supported in this important role of recruiting new Board members by a few members of the Executive, and I was delighted to present the new Board slate to the membership during the March MPI Luncheon.

It was gratifying to review the expressions of interest from members ready to take the next step in their involvement with MPI, and willing to serve on the Board. I can assure the membership you will be well served by this diverse, dynamic and committed group of volunteers. And I know I speak for all of us when I thank them in advance for giving so generously of their time and expertise.

It is with pleasure that I confirm the 2013-2014 MPI Ottawa Chapter Board of Directors:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>President (One-Year Term)</td>
<td>Mary Louise Doyle</td>
</tr>
<tr>
<td></td>
<td>Doyle &amp; Associates Events Planners</td>
</tr>
<tr>
<td>President Elect (One-Year Term)</td>
<td>Jennifer Holly</td>
</tr>
<tr>
<td></td>
<td>Travel Alberta</td>
</tr>
<tr>
<td>Immediate Past President (One-Year Term)</td>
<td>Lira Buschman, CMP</td>
</tr>
<tr>
<td></td>
<td>Union of Canadian Transportation Employees</td>
</tr>
<tr>
<td>Vice-President, Finance</td>
<td>Brent Beatty</td>
</tr>
<tr>
<td></td>
<td>Edmonton Tourism</td>
</tr>
<tr>
<td>Vice-President, Communications</td>
<td>David Dugas</td>
</tr>
<tr>
<td></td>
<td>D. E. Systems Inc.</td>
</tr>
<tr>
<td>Vice-President, Education</td>
<td>Diane Dodds, CMP</td>
</tr>
<tr>
<td></td>
<td>Royal College of Physicians and surgeons</td>
</tr>
<tr>
<td>Vice-President, Membership</td>
<td>Greg Plazek</td>
</tr>
<tr>
<td></td>
<td>The Westin Bayshore Vancouver</td>
</tr>
<tr>
<td>Co-Director of Community Outreach</td>
<td>Ryan Young</td>
</tr>
<tr>
<td></td>
<td>Brookstreet Hotel</td>
</tr>
<tr>
<td>Co-Director of Community Outreach</td>
<td>Riccarda Galioto</td>
</tr>
<tr>
<td></td>
<td>AMMI Canada</td>
</tr>
<tr>
<td>Co-Director, Program and Education</td>
<td>Brendan St. Jacques</td>
</tr>
<tr>
<td>(Two-Year Term)</td>
<td></td>
</tr>
<tr>
<td>Co-Director, Program and Education</td>
<td>Nicholas Sont, CMP</td>
</tr>
<tr>
<td>(Entering Final Year of a Two-Year Term)</td>
<td>Podium Event Planners Inc.</td>
</tr>
<tr>
<td>Co-Director of Publications (Two-Year Term)</td>
<td>Jennifer McAndrew</td>
</tr>
<tr>
<td></td>
<td>Mastermind Events Inc.</td>
</tr>
<tr>
<td>Co-Director of Publications (Entering Final Year of a Two-Year Term)</td>
<td>Iana Ciatti</td>
</tr>
<tr>
<td>Director of Recognition and Awards</td>
<td>Diane Fowles, CMP</td>
</tr>
<tr>
<td></td>
<td>Events by Diane</td>
</tr>
<tr>
<td>Director of Strategic Alliances</td>
<td>Scott Ventresca</td>
</tr>
<tr>
<td></td>
<td>Toronto Tourism</td>
</tr>
</tbody>
</table>
Throughout my final year on the Board of Directors, my role was as a resource, providing guidance and support where appropriate. It was a privilege to witness our many successes as a Chapter – all of which are a direct result of the important contributions made by our members, volunteers, sponsors, speakers, facilitators and guests.
INDEPENDENT AUDITOR’S REPORT

To the Members:

Report on the Financial Statements
We have audited the accompanying financial statements of Meeting Professionals International Canada - Ottawa Chapter which comprise the statement of financial position as at June 30, 2013, June 30, 2012 and July 1, 2011 and the statements of changes in net assets, revenue and expenditure and cash flow for the year then ended, and a summary of significant accounting principles and other explanatory information.

Management’s Responsibility for the Financial Statements
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.

Auditor’s Responsibility
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting
estimates made by management, as well as evaluating the overall presentation of these financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Opinion**
In our opinion, these financial statements present fairly, in all material respects, the balance sheet of Meeting Professionals International Canada - Ottawa Chapter as at June 30, 2013, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Nephin & Winter, Chartered Accountants
Smiths Falls, Ontario
Licensed Public Accountants
August 22, 2013
MEETING PROFESSIONALS INTERNATIONAL CANADA - OTTAWA CHAPTER

BALANCE SHEET

AS AT JUNE 30, 2013

<table>
<thead>
<tr>
<th></th>
<th>June 30, 2013</th>
<th>June 30, 2012</th>
<th>July 1, 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CURRENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$ 77,762</td>
<td>$ 51,099</td>
<td>$ -</td>
</tr>
<tr>
<td>Investment, at cost (note 2)</td>
<td>100,329</td>
<td>100,000</td>
<td>100,000</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>17,133</td>
<td>16,522</td>
<td>26,854</td>
</tr>
<tr>
<td>Accounts receivable - government</td>
<td>11,933</td>
<td>16,894</td>
<td>8,626</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>2,575</td>
<td>1,352</td>
<td>2,549</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>$ 209,732</td>
<td>$ 184,867</td>
<td>$ 138,029</td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CURRENT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank indebtedness</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 456</td>
</tr>
<tr>
<td>Accounts payable</td>
<td>6,032</td>
<td>1,651</td>
<td>1,649</td>
</tr>
<tr>
<td>Deferred revenue</td>
<td>12,237</td>
<td>23,578</td>
<td>7,950</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>18,269</td>
<td>25,229</td>
<td>10,055</td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted</td>
<td>191,463</td>
<td>159,638</td>
<td>127,974</td>
</tr>
<tr>
<td><strong>Total Net Assets</strong></td>
<td>$ 209,732</td>
<td>$ 184,867</td>
<td>$ 138,029</td>
</tr>
</tbody>
</table>

Approved on behalf of the Board:

_________________________ Director

_________________________ Director

The accompanying notes are an integral part of the financial statements.

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MEETING PROFESSIONALS INTERNATIONAL CANADA - OTTAWA CHAPTER

STATEMENT OF NET ASSETS

FOR THE YEAR ENDED JUNE 30, 2013

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UNRESTRICTED NET ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance - beginning of year</td>
<td>$159,638</td>
<td>$127,974</td>
</tr>
<tr>
<td>Excess (deficiency) of revenue over expenditure</td>
<td>31,825</td>
<td>31,664</td>
</tr>
<tr>
<td>Balance - end of year</td>
<td>$191,463</td>
<td>$159,638</td>
</tr>
</tbody>
</table>

| **RESTRICTED NET ASSETS** |          |          |
| Balance - beginning of year | $-       | $3,129   |
| Transfer to unrestricted net assets | -        | 3,129    |
| Balance - end of year      | $-       | $-       |
# MEETING PROFESSIONALS INTERNATIONAL CANADA - OTTAWA CHAPTER

## STATEMENT OF REVENUE AND EXPENDITURE

### FOR THE YEAR ENDED JUNE 30, 2013

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recognition and awards</td>
<td>$24,801</td>
<td>$32,108</td>
</tr>
<tr>
<td>Community Outreach</td>
<td>76,724</td>
<td>64,140</td>
</tr>
<tr>
<td>Membership</td>
<td>12,966</td>
<td>16,224</td>
</tr>
<tr>
<td>Newsletter</td>
<td>42,050</td>
<td>35,400</td>
</tr>
<tr>
<td>Education and program</td>
<td>66,933</td>
<td>71,766</td>
</tr>
<tr>
<td>Strategic Alliances</td>
<td>109,787</td>
<td>95,855</td>
</tr>
<tr>
<td>Interest</td>
<td>1,842</td>
<td>2,941</td>
</tr>
<tr>
<td>Other</td>
<td>17,819</td>
<td>17,994</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$352,922</td>
<td>$336,428</td>
</tr>
</tbody>
</table>

### EXPENDITURE

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognition and awards</td>
<td>42,730</td>
<td>48,849</td>
</tr>
<tr>
<td>Community Outreach</td>
<td>77,433</td>
<td>68,453</td>
</tr>
<tr>
<td>Membership</td>
<td>5,273</td>
<td>1,432</td>
</tr>
<tr>
<td>Newsletter</td>
<td>39,830</td>
<td>33,843</td>
</tr>
<tr>
<td>Education and program</td>
<td>60,820</td>
<td>56,446</td>
</tr>
<tr>
<td>President</td>
<td>12,029</td>
<td>11,846</td>
</tr>
<tr>
<td>President - past and elect</td>
<td>14,371</td>
<td>9,750</td>
</tr>
<tr>
<td>Website</td>
<td>876</td>
<td>3,953</td>
</tr>
<tr>
<td>Management fees and expenses</td>
<td>42,000</td>
<td>42,000</td>
</tr>
<tr>
<td>Finance</td>
<td>7,976</td>
<td>8,598</td>
</tr>
<tr>
<td>General Administration</td>
<td>2,856</td>
<td>3,435</td>
</tr>
<tr>
<td>National Meeting Industry Day</td>
<td>14,903</td>
<td>16,159</td>
</tr>
<tr>
<td><strong>Total Expenditure</strong></td>
<td>321,097</td>
<td>304,764</td>
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</tbody>
</table>

### EXCESS OF REVENUE OVER EXPENDITURE

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Excess</strong></td>
<td>$31,825</td>
<td>$31,664</td>
</tr>
</tbody>
</table>

The accompanying notes are an integral part of the financial statements.
MEETING PROFESSIONALS INTERNATIONAL CANADA - OTTAWA CHAPTER

STATEMENT OF CASH FLOW

FOR THE YEAR ENDED JUNE 30, 2013

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPERATING ACTIVITIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excess of revenue</td>
<td>$31,825</td>
<td>$31,664</td>
</tr>
<tr>
<td>over expenditure</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CHANGES IN CERTAIN NON-CASH OPERATING ASSETS AND LIABILITIES

Net change in operating components of working capital:

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts receivable</td>
<td>3,350</td>
<td>3,064</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>(1,223)</td>
<td>1,197</td>
</tr>
<tr>
<td>Accounts payable</td>
<td>4,381</td>
<td>2</td>
</tr>
<tr>
<td>Deferred revenue</td>
<td>(11,341)</td>
<td>15,628</td>
</tr>
<tr>
<td></td>
<td>(4,833)</td>
<td>19,891</td>
</tr>
</tbody>
</table>

INCREASE IN CASH FOR YEAR

2013: $26,992
2012: $51,555

CASH AT BEGINNING OF YEAR

2013: $151,099
2012: $99,544

CASH AT END OF YEAR

2013: $178,091
2012: $151,099

Cash includes investments and bank.

The accompanying notes are an integral part of the financial statements.
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2013

1. SIGNIFICANT ACCOUNTING POLICY

a) Organization
The Corporation was incorporated without share capital on April 8, 1992 under the Canada Corporations Act. The principal activity is to provide quality educational resources, networking opportunities and recognition for members involved in the management of meetings. The Corporation is a not for profit organization within the provisions of the Income Tax Act and as such is not subject to income tax. Revenue is derived from membership fees and various social and educational programs and is recorded when the event is held.

b) Revenue recognition
Membership fees are recognized in the fiscal year to which they represent.

c) Use of estimates
The preparation of financial statements in conformity with accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the year. Actual results could differ from these estimates.

d) The Canadian Institute of Chartered Accountants (CICA) Accounting Standards Board (AcSB) has issued a new accounting framework applicable to Canadian not-for-profit organizations. The Organization has adopted the new accounting standards for not-for-profit organizations for its fiscal year beginning July 1, 2011. The adoption of these standards had no impact on the previously reported assets, liabilities or income statement, statement of change in net assets and cash flow statement.

2. INVESTMENTS
The fair market value of investments as at June 30, 2013 is $100,329, as at June 30, 2012 is $100,000 and as of July 1, 2011 is $100,000.

3. FINANCIAL INSTRUMENTS
The Organization’s financial instruments consist of cash, accounts receivable, bank indebtedness, accounts payable and accrued liabilities. The carrying amounts reported on the balance sheet for these financial instruments approximate fair market values due to their immediate or short-term maturities. Unless otherwise noted, it is management’s opinion that the Organization is not subject to significant interest rate and credit risk arising from these financial statements.

There is no foreign currency risk.

The liquidity risk is constantly monitored through current and future cash flows and financial liability maturities.

The organization’s exposure to and management of risk has not changed materially from June 30, 2012.
4. CONTRACTUAL OBLIGATION

The organization has contracted for management services requiring an annual payment of $42,000 expiring 2014.
Strategic Alliances Committee

Brent Beatty, Director

The Chapter is very fortunate to have established long-term relationships with many of its partners in support of our Chapter. We continue to do this by building strong relationships and ensuring that deliverables are met and there is consistent follow-up with our partners after the event.

This year our "new" In-Kind Sponsorship Prospectus was very successful. We were able to increase sponsorship dollars for the larger events while continuing to provide more opportunities for our sponsors to showcase their products.

We also launched our new Diamond Education Sponsorship; although sadly it was not picked up, we have strong interest and two committed parties for the upcoming year to take on this new $25,000.00 premier sponsorship.

The Sponsorship Prospectus document is available for distribution in both hard copy and electronic version. Strategic Alliances continues to have a master list of sponsors that records previous contributions in cash sponsorships as well as the now formulized in-kind products and services.

The Strategic Alliances committee has achieved its financial objectives this year and extends a thank-you to all our sponsors. More importantly, we are looking forward to increasing our sponsorship revenues by almost 20% from $109,720.00 to $134,720.00 for 2013/2014.

We are still working closely with each committee to ensure we, as a Chapter, are cohesive in our objectives.

Strategic Alliances Committee:
Brent Beatty, Edmonton Tourism (Chair)
Jennifer Holly, Travel Alberta
COMMUNICATIONS

David Dugas, Vice-President

The Vice President, Communications oversees both the Publications and Community Outreach Committees. In addition to this, the VP Communications is responsible for the Web and Social Media communications to the membership. This includes relaying news - both local and from MPI HQ - recognizing sponsors, marketing upcoming events, and monitoring discussion groups to ensure compliance with our social media guidelines. Also under the VP Communications mandate is external communications with the local community and meetings industry at large. Some of the highlights under the VP Communications portfolio this year include:

- Recognition by Ottawa Mayor Jim Watson for the money raised at this year’s MPI Charity Auction
- Publication in the Ottawa Citizen about MPI Ottawa’s charity auction and donation to the Ottawa School Breakfast Program
- Liaise with MPI Foundation as local representative on MPI Ottawa’s ECOS project
- Contribution of articles to the MPI Communiqué
- Manage MPI Ottawa Twitter account, now with over 916 followers, including live tweeting key events
- Manage MPI Ottawa Facebook page and Facebook group; both seeing increased activities and members (101 Likes, 224 members respectively)
- Website traffic overall increased 12% to ~40,000 unique visits over the 2012-2013 year

Community Outreach & CSR Committee

John-Michael Maharaj, Director

Goal
This committee is tasked to organize and execute fundraising activities: one major event to support a local charity, monthly draws to support a charity or foundation, a food drive to support a local organization, as well as venturing out into the community and doing outreach work.

Highlights/Accomplishments
The very successful MPI Annual Charity Auction and Dinner, held on January 31, 2013 at the new Ottawa Convention Centre, had over 700 guests in attendance and raised over $29,000 for charity. These funds will enable MPI Ottawa to donate to the Ottawa School Breakfast Program. With the money raised from our 50/50 draws at MPI Ottawa events and some donations from the MPI Ottawa Golf Day fundraising efforts, this brought the total raised for our Chapter Charity to over $33,700.00.

At the December Festive Luncheon, we helped the Ottawa Food Bank “Drive Away Hunger” by donating over 400 pounds of food and contributing over $300.00 in cash. What a great year for community outreach! The Community Outreach and CSR Team has gone to the Food Bank and sorted food on six different occasions.

The Community Outreach and CSR Team has also gone out and to be a part of the community.
The team has visited ten elementary schools and served breakfast to the kids. The Team also created and filmed a PSA for the Program which they will be using in their information.

There is a wonderful team of volunteers you see at monthly events, selling 50/50 tickets or planning the next MPI Charity Auction and Dinner. These great people are Community Outreach members. Volunteering is rewarding work, but it is still work—THANK YOU Community Outreach members for all of your time and assistance. You have certainly contributed to the betterment of our community.

Thank you to all MPI Ottawa members for the tremendous support over the past year. You have bought 50/50 tickets, donated food and/or cash to the Food Bank and donated or purchased auctions items—we couldn’t do what we do without your support.

**Community Outreach Members:**
- John-Michael Maharaj (Director) Simply DMC
- Andrea Pinsent-Martineau Canadian Association of Schools of Nursing
- Rose-Marie Racine, CMP Justice Canada
- Helene Kenney National Judicial Institute
- Ryan Watson Brookstreet Hotel
- Diana Dooley Creative Mixx
- Denise Compean Student
- Lisa Holmes Human Resources and Skills Development Canada
- Lydia Peltz Minto Suites Hotel
- Andrea Wagner Health Canada - Pest Management Regulatory Agency
- Dawn Wilson Royal College of Physicians and Surgeons of Canada
- Jenna MacLeod Holiday Inn & Suites Ottawa Kanata
- Allison Collins Sheraton Wall Centre Vancouver
- Kelly Eyamie Diefenbunker
- Alison Hunter Hilton Garden Inn-Ottawa Airport
- Sarah Landry The Ottawa Hospital Foundation
- Annie Sabourin Chateau Cartier Hotel
- Rebecca Vorstaz Holiday Inn Select Downtown Ottawa
- David Dugas DE Systems

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**Publications Committee**

*Iana Ciatti & Melanie Hudson, Co-Directors*

The Publications Committee is responsible for producing nine issues per year of the Communiqué newsletter which provides event promotion and coverage, news, advertising, member announcements, articles of interest in service to our membership as a way to inform, promote and instruct. The Publications Committee members are also active on three main social media channels also designed to promote community. The committee also assists with the content in the Annual Membership Directory.

**Highlights/Accomplishments**
- We have successfully published nine issues of Communiqué ranging from 16-24 pages each, reporting on all MPI Ottawa events, as well as featuring stories of events planned by Chapter members, great educational content, and coverage of industry highlights.
• We added Social Media into our reporting mix with pictures, announcements and promos
• We fulfilled all advertising obligations for Gold and Platinum event sponsors.
• We have continued to work with Applecrate Inc. for advertising sales, as well as printing of the newsletter and directory, and have seen an increase in advertising sales.
• We successfully recruited new members, maintained an engaged committee including a new proof-reader and two feature writers, and a student for whom we provided training and produced documents to aid in orientation for the role.
• We have created a Dropbox File Sharing system to permanently house committee publication materials such as Style Sheet, Committee List, Sponsorship Tracking Sheet, and Deadline Grids and to facilitate the sharing of pictures, articles and more.

Publications Committee:
Iana Ciatti (Co-Chair), Horizant Inc.
Melanie Hudson (Co-Chair), FSNA
Doreen Ashton Wagner, Greenfield Services Inc.
Cynthia Beaudin, Canada Foundation for Innovation
Julie Begbie, CMP, National Judicial Institute
Pierre Bisailion, Project Speaker Inc.
Nicole Burchat, The Conference Board of Canada
Judy Fredette, Honourary Member
Andrew Horsfield, Lord Elgin Hotel
*Melonea Kelly, National Hotel Ottawa
Lydia Peltz, Minto Suite Hotel
Sunnie Shuang Ma, Algonquin College student
*Patricia Simpson
Janette Rached, Certified Event Manager
Monique Racine, Association of Universities and Colleges of Canada
Brian Scott, Scott Photography
*partial term
EDUCATION

Claire Fitzpatrick, CMP, CMM, Vice-President

The Vice-President of Education is responsible for two committees: Programs & Education and Strategic Education.

We kicked off the 2012/2013 with a Roundtable Breakfast “Speak Easy” for Senior Planners. Eleven planners participated and provided us with their feedback on what is working well with the education program; what isn’t working well; why they weren’t attending; would they contribute in other forms such as developing workshops, becoming trainers, composing case studies, etc. They spoke, and, we hope we listened! A few of the suggestions will be implemented immediately: sessions will be promoted much earlier; presenters will be solicited from non-Chapter members; and the level of experience for sessions will be identified.

Under the leadership of our two Co-directors, Ruta Klicius, CMP and Nick Sont, CMP, our members were well taken care of. Ruta has completed her term and we are fortunate that such a dedicated professional was at our helm. Ruta’s warmth and compassion for her role exemplified the true meeting professional. Strategic Education, under the leadership of Karen Wiesrma, delivered a great NMID program for our members.

As this is the end of my term, I would like to extend my thanks to our members who have spoken out as to what challenges our Chapter faces in terms of competition from other organizations and the level of education they want us to aspire to. We have requested additional funds to bring in presenters that will deliver what you want! I also want to thank everyone for allowing me to continue to learn and grow.

Now I would like to welcome Dianne Dodds as your new VP Education. Dianne has been a member of the committee for many years, and as a seasoned planner will continue to bring quality sessions to our members. I would also like to introduce Brendan St. Jacques, an active committee member who has stepped up to work with Nick as a Director. Our Chapter is in very good hands with the new Education leadership for 2013-2014!

Program and Education Committee

Nicolaas Sont, CMP, & Ruta Klicius, CMP, Co-Directors

Co-Directors Ruta Klicius, CMP and Nicolaas Sont, CMP divided their duties by each taking the lead for half of the program year. With talented and committee members, the year’s program kept a good balance between education and networking functions.

Completing her two-year term, Ruta Klicius, CMP has handed over her role to Brendan St. Jacques, who will bring a fresh and energetic perspective to the committee. This awesome duo is bound to deliver high quality education opportunities to our members.

Together with the VP of Education, Claire Fitzpatrick, the Co-Directors were consistent in obtaining clock hour credits for members through the Convention Industry Council, providing further value to attending the educational events.

August 2012: Ryan Young headed up this year’s 13th Annual Golf Day, held at The Marshes for a day on the links. The fundraising portion of this event included a live auction and raffle raising a combined $5,910.00 for the School Breakfast Program. Due to the continuously successful
fundraising nature of this event, it was determined it would be moved to the Community Outreach portfolio for the 2013-2014 program year under a new Co-Director position.

**September 2012:** The Back to MPI Kick-Off & AGM at the National Hotel and Suites set the bar for the year. The creative food and beverage is still being talked about at the end of the year. The sweets table was a force to be reckoned with!

**October 2012:** The October educational event took learning and practices of green meetings to a new level. With a variety of speakers both onsite and through videoconference, attendees learned how to advance practices beyond the standard green meeting practices. This educational workshop included a new and unique green meetings trade show, and a tour of the LEED certified host venue, the Canadian War Museum.

**November 2012:** Back for another opportunity to share their expertise, Mark Nisbett (Brookstreet Hotel) and Joanne St-Pierre (Niagara Tourism) dove into hotel contracts “Tips for Easier Contract Review.” The day of presentation, Joanne was battling laryngitis and couldn’t speak, but she was in the background making sure Mark stayed on track.

**December 2012:** The ever popular December Festive Luncheon continued to be the best attended P&E networking event of the year. This year’s theme ‘50 Shades of Holiday Magic’ also included a candy buffet full of in-kind sponsor treats from cupcakes to gourmet chocolates.

**February 2013:** Technology Day was repeated at the Hilton Garden Inn Airport. The morning began with five modules/demonstrations for members. During lunch, James Spellos, CMP, CMM shared the apps that a meetings professional could use in day to do their work. In the afternoon, modules continued and James offered an excel workshop geared to meeting planners.

**March 2013:** Headed by Dianne Dodds, CMP and held at the Albert at Bay Suites Hotel, the March Roundtables continued to deliver quality education to Ottawa members. Topics included working with the federal government, legal issues, mobile apps for meetings, and more.

**May 2013:** A new format of education session was delivered which brought our members a hot breakfast with keynote speaker. Len Millbower delivered ‘Meet like a Mouse’, showing attendees the process and successes that made Walt Disney theme park events so successful. This format was so well received that the P&E Directors will continue to deliver a hot breakfast keynote next year.

**June 2013:** The Carnival was in town for the lively and colourful year-end event. A tribute to all chapter volunteers, the evening was fun with great networking opportunities and an entertaining magic show. The dessert was a variation of the carnival funnel cake!

**Committee Members:**
- Cynthia Beaudin, Canada Foundation for Innovation
- Denise Compean, Student
- Dianne Dodds, CMP, Royal College of Physicians & Surgeons of Canada
- Brian Henry, Quality Entertainment
- Lisa Holmes, HRSDC
- Alison Hunter, Hilton Garden Inn Ottawa Airport
- Nicole Jeffrey, Canadian Produce Marketing Association
- Darlene Kelly-Stewart, STONEHOUSE Sales & Marketing Services
- Sarah Landry, The Ottawa Hospital Foundation
- Terri-Lee Lefebvre, RA Centre
- Lisa Lipowski, Curly Dog Communications Inc.
Strategic Education Committee

Karen Wiersma, Director

This committee is responsible for the successful planning and implementation of:

- National Meetings Industry Day (NMID);
- A CMP Study Group in preparation for the Certified Meeting Planner [CMP] exam held in January/February; and
- Presentation of the Chapter’s Influence Award

Highlights/Accomplishments

The CMP study group began meeting in September/October in preparation for the January/February exam. Claudia Urrutia, CMP and Heidi Rodger, CMP were co-study group leaders. With four participants, the leaders and the group jointly agreed on a meeting schedule and process for learning the subject matter.

For the fourth time, NMID was launched by inviting members and non-members to visit the national NMID website. The eight chapters, led by the Ottawa Chapter, agreed to share a hosted website defining NMID and providing portals to all chapters for event and registration information.

This year the event adopted the theme of: “The Meetings Industry: Champions of the Human Connection”. A letter from Prime Minister The Right Honourable Stephen Harper was presented at the event, which stated:

“This special day of activities offers a wonderful change to raise the profile of your industry and to underscore the many benefits it creates. Business meetings and events are an important generator of revenue and ideas, bringing diverse people together to share knowledge and enhancing the quality of life of communities in which they take place.”

After breakfast, Warren Evans, CSP Hall of Fame, presented our keynote address called “Of MICE and Trends”, referring to the Meetings, Incentives, Conference and Events industry. After a quick transition break, Steph Pfelsticker, CMM, CMP, MBA not only shared with us her experience planning her company’s first hybrid meeting, but how she built a case to get her employer to buy into the idea. Warren Evans, CSP Hall of Fame, returned to the podium to speak to us about how to choose and connect with your speaker. During lunch, we challenged each table to create their own centerpiece out of the Lego provided, which symbolized connecting. Each table was up for the challenge and a tough decision had to be made by our celebrity judges – Warren and Steph. The participants with the winning centerpiece each received a Tim Horton’s gift card to ‘connect over coffee’. We then connected virtually with Mike van de Vijver from Italy with the help of our moderator Darlene Kelly-Stewart, to speak to the...
seven fundamentals of having a meeting. We also had the attendees working their way around
the room to match up the seven graphic designs on posters to the word phrases provided.
These seven phrases were the chapters of Mr. van de Vijver's book.

Overall feedback from the 2013 NMID was well and members learnt new ways to enhance the
human connection.

**NMID 2013 Organizing Committee:**
Karen Wiersma, The National Hotel & Suites (Chair)
Marie-Louise Doyle, Doyle & Associates Event Planners
Jacques Drury, CMP, The Ottawa Convention Centre
Andrew Horsfield, The Lord Elgin Hotel
Darlene Kelly-Stewart, Stonehouse Sales & Marketing
Stephanie Seguin, Albert at Bay Hotel
Lisa Holmes, HRSDC
MEMBERSHIP

Greg Plazek, Vice-President

The Vice-President, Membership is responsible for the Membership Committee and the Recognition and Awards Committee.

Membership Committee

- 

Results

We are concerned that the membership numbers have dropped from 318 in June 2012 to 297 members at the end of June, 2013. This trend is not isolated to the Ottawa chapter and is being experienced across Canada and internationally. The Membership committee has been following up with non-renewing members to identify any trends in why they are not renewing. The main reasons identified have been changing jobs and sometimes outside of the meetings industry as well as economic reasons. We will continue to focus on recruiting and maintaining current members in 2013.

We have maintained our student in transition program within the chapter. We did not put a lot of focus on this program this year, but plan to promote this further in the 2013 / 2014 year. We also plan to continue to recruit members at educational institutions. We did a visit to Algonquin College last March and this resulted in about 3 new members signing up with MPI Ottawa. The Membership committee this upcoming year will also be designating a specific Student Liaison role within the committee.

We did not host any member orientation sessions before events this year as we felt we were taking new members away from excellent networking opportunities. In 2013 / 2014, we will be scheduling 2 specific new member orientation sessions. We will continue to call new members and first time attendees of events in advance. They have a special designation on their badge at events to identify them and encourage people to welcome them.

The MPI Bucks program was strong again this year. It had great new energy from the initiatives of Martha Tobin and Riccarda Galioto who continued with beautiful packaging for the certificate. Riccarda will be leaving our committee and we will be having another member step in to assist Martha with this program – thank you for all your help and hard work Riccarda! We once again, gave $50 worth of MPI bucks this year to all award nominees for the MPI Gala. This was first done in 2012. Winners received a larger amount. We also developed, with the assistance of the secretariat, a tracking sheet of all winners so that we can better record and keep statistics on how the MPI bucks are being used and be able to follow up with winners that have not used their prizes.

We submitted 2 articles to Communique that presented member benefits and we maintained the MPI Bucks corner this year also. In this, we highlighted winners from previous months and also reported on how MPI bucks were spent by previous winners within the chapter. We will continue this and include any fun testimonials to again create awareness and interest.
It was decided that in 2013, we once again invited all our member volunteers to the Summer Bash dinner in June, complimentary as a thank you for their volunteering through the year and as a member benefit!

The Membership committee took over the production of the MPI Ottawa Directory in 2012 and we produced (with much assistance from the entire committee and the secretariat) the 2012/2013 MPI Ottawa Membership Directory that was distributed at the 2012 Kick-off event. We will once again this summer be working on this to be distributed at the Kick-off event in September, 2013. We worked with Jean-Guy Brunet of Applecrate for the Advertising Sales and Production/Printing of the directory and he has been a valuable resource to us.

In 2013, we helped to promote the annual MPI International Member satisfaction survey in March. In 2013-2014, the Membership committee will be developing, conducting and reporting results of our own MPI Ottawa survey.

We look forward to a busy year ahead on the Membership committee.

**Membership Committee:**
Greg Plazek, Westin Bayshore, Vancouver (Chair)
Andrea Fernandes, Canadian Museum of Nature
Guido Guzzo - AWV-TELAV Audio Visual Solutions
Martha Tobin, Accolade Promotion Group
Kimberly Wilson, Novotel Hotel
Riccarda Galioto, AMMI Canada
Barbara Ourtschoorn Direct Energy Centre
Maryse Morin, Hilton Lac Leamy
Kris King, Allegra Print
Louise Gervais, Royal College of Physicians & Surgeons of Canada

**Recognition and Awards Committee**

**Chantal Montpetit, CMP, Director**

The Awards committee started the planning of the 2013 Gala already knowing the theme of the event would be “MOTOWN”. Both the committee and the Board were pleased to confirm, before the end of last year, that the entertainment for the evening would be sponsored by Tourism Toronto with a 14 piece Motown band. With this theme, and plenty of volunteer support, the Awards Gala was a great success and the comments from the survey were very positive.

1. **Recognition for the nominees**
   For the second year, all nominees received a gift certificate of MPI Ottawa Bucks value of $50.00 valid for any MPI Ottawa events or suppliers until June 30th 2014. All award winners received $250.00 under the same term.

2. **Nominations**
   The nomination team promoted the nomination process through an article in the MPI Ottawa Communiqué, e-blasts sent to the membership, and a posting on the MPI Ottawa website encouraging everyone to nominate. The efforts proved successful as we received a total of 24 nominations for six awards.

   All of the award categories received at least two nominations each, and after deliberation by
the Executive Committee, the recipients in each category were chosen. The President’s Award was not bestowed this year. Sincere congratulations to all the Award Nominees for their well-deserved recognition.

The Award Recipients for 2013 were:

**Student of the Year**: Denise Compean, Algonquin College  
**Rising Star of the Year**: Ryan Young, Brookstreet Hotel  
**Supplier of the Year**: Scott Ventresca, Tourism Toronto  
**Planner of the Year**: Marye Menard-Bos, CMP CMM, National Judicial Institute  
**Mentor of the Year**: Patricia Pearson, CMP, Brent Moore & Associates  
**Volunteer of the Year**: Lisa Holmes, HRSDC  
**Honorary Member**: Michelle Shortall

3. **Meet sponsorship revenues for the Gala**

With the assistance of the Strategic Alliances Committee, the Gala Committee achieved the 2013 targets for sponsorship revenues. Many thanks to the sponsors of the Gala, including:

- **Platinum Sponsor**: Edmonton Tourism  
- **Host Sponsor**: Hilton Lac Leamy  
- **AV Sponsor**: AVW-TELAV Audio Visual Solutions  
- **Gold Sponsors**: Tourism Toronto, Meetings and Conventions Calgary and Tourism Winnipeg  
- **Silver Sponsors**: AVW-TELAV Audio Visual Solutions, Quebec City Tourism, The Westin Ottawa, ConferSense Planners Inc./D.E. Systems, Outaouais Tourism, AV-Canada and Travel Alberta  
- **Emcee**: Porter Airlines and Fairmont Tremblant Resort  
- **In-Kind sponsorship**: Tourism Toronto, EventMobi, Meetings & Incentive Travel, Mastermind Rental, Scott Photography, Mediaco, and Hilton Worldwide

4. **Ticket sales**

This year’s Gala attendance was lower than the previous year with 302 attendees. The room capacity of the Hilton Lac Leamy could have accommodated more attendees. In terms of profitability, preliminary indicators point to a 5% increase in the funding remittance the Gala was able to provide for the Chapter.

5. **Succession**

The Director of Recognition and Awards for the 2013-2015 term will be fulfilled by Diane Fowles. Diane has been a member of the committee for the last 3 years and she will certainly provide great continuity for the committee.

**Recognition and Awards Committee:**  
Chantal Montpetit, Canadian Construction Association (Chair)  
Diane Fowles, Events by Diane  
Guido Guzzo, AVW-TELAV Audio Visual Solutions  
Ron Hanniman, Creative Edge Studio  
Steward Hartley, Xibita  
Maryse Morin, Hilton Lac Leamy  
Carole Morissette, Delta City Centre  
Norm Reid, Mediaco- The Presentation Company  
Lisa Sharman, The Howes Group
THE 2012 ANNUAL GENERAL MEETING

MINUTES OF THE 2012 ANNUAL GENERAL MEETING
Thursday, September 13th, 2012
18:00 – 18:30
The National Hotel & Suites, Ottawa ON

Members of the MPI OTTAWA CHAPTER in attendance and eligible to vote:
Kristen Abraham, Julie Begbie, Alyssa Bignell, Nathalie Boulet, Marie Josee Boyd, Denise Breau,
Francois Brunet, Lira Buschman, Louis Buschman, Cori-Ann Canuel, Ellie Charters, Iana Ciatti, Lindsay
DenBoer, Marie-Louise Doyle, Jacques Drury, David Dugas, Markus Fisher, Claire Fitzpatrick, Riccarda
Galioto, Cindy Gascon, Louise Gervais, Bryan Glube, Nicole Graves, Guido Guzzo, Jennifer Holly, Lisa
Holmes, Andrew Horsfield, Melanie Hudson, Nicole Jeffrey, Ruta Klicius, Terri-Lee Lefebvre, Roger
Leroux, Sheila Love, Lesley Mackay, John-Michael Maharaj, Marlee McElligott, Marye Menard-Bos, Jill
Mimeault, Chantal Montpetit, Maryse Morin, Carole Morissette, Kim Morissette, Lydia Peltz, Ginette
Pierunek, Janette Rached, Heidi Rodger, Annie Sabourin, Nathalie Sarthou, Chuck Schouwerwou, Brian
Scott, Brigitte Seguin, Stephanie Seguin, Nicolaas Sont, Kristina Sparkes, Brendan St. Jacques, Martha
Tobin, Claudia Urrutia, Scott Ventresca, Rebecca Vorsatz, Andrea Wagner, Hester Whatman, Karen
Wiersma, Kimberly Wilson, Monica Wolkowycki, Stephanie Wolkowycki

1. CALL TO ORDER: Markus Fisher, Immediate Past President, called the meeting to order at 18:05.

2. ESTABLISHMENT OF QUORUM: Markus Fisher, President, called upon Lindsay Den Boer, Chapter
Secretariat, to determine if a quorum was present. The Secretariat indicated that a quorum existed.

3. ACCEPTANCE OF THE AGENDA: It was moved by Francois Brunet and seconded by Riccarda
Galioto to accept the agenda as circulated. Carried.

4. APPROVAL OF THE 2012 INTERIM ANNUAL GENERAL MEETING MINUTES: It was moved by Lira
Buschman and seconded by Kim Wilson to approve the minutes of the 2012 Interim Annual Meeting.
Carried.

5. AUDITED FINANCIAL STATEMENTS: The Past President introduced the 2011-2012 financial
statements and shared some overview comments provided by Patricia Pearson, outgoing VP
Finance. The Past President then moved to dispense with the reading of the financial statements of
MPI Ottawa and the Auditors' Report thereon for the period ending June 30th 2012, prepared and
signed by the accounting firm Nephin Winter & Bingley, and to accept them as presented. It was
moved by Chuck Schouwerwou and seconded by Jacques Drury Carried.

6. PRESENTATION OF THE ANNUAL REPORT: It was moved by Brian Scott and seconded by Denise
Breau to accept the agenda as circulated. Carried.

7. ADJOURNMENT: It was moved by Louise Gervais and seconded by Denise Breau to adjourn the
meeting. Carried. Meeting adjourned at 18:13.
LEGACY OF DEDICATION

Past Presidents’ Honour Roll (1984-2013)

1984-1985       Robert (Bob) Davis
1985-1986       Linda Teteruk
1986-1987       W.G. (Bill) Corcoran
1987-1988       Joy MacPherson
1988-1990       Nola Wade, CAE (deceased)
1990-1991       Susanne Fletcher
1991-1992       Anna Lee Chabot, CMP
1992-1993       Sharyon F. Smith
1993-1994       Joan Rondeau (deceased)
1994-1995       Patti Mordasewicz, CMP
1995-1996       Una Folkson Singh, CMM
1996-1997       Mariann Canning
1997-1998       Janet Finlayson, CMP
1998-1999       Mary-Lynn Campbell
1999-2000       Cynthia Connelly, CMP
2000           Michelle Gravelle, CMP
2000-2002       Ellyn Holzman, CMP
2002-2003       Chuck Schouwerwou, CMP
2003-2004       Louise Gervais, CMP
2004-2005       Ann Dow
2005-2006       Jacques Drury, CMP
2006-2007       Doreen Ashton Wagner
2007-2008       Darlene Kelly-Stewart
2008-2009       François Brunet
2009-2010       Marye Ménard-Bos, CMP, CMM
2010-2011       Carole Saad, CMP
2011-2012       Markus Fisher
2012-2013       Lira Buschman, CMP