



**Annual General Meeting
April 24, 2019
Via Webinar, Broadcast from Ottawa
(For Fiscal Year 2017-2018)
MINUTES**

1. Welcome and Call to Order

Katie Brown, President, called the meeting to order and welcomed the attendees to the meeting. She noted that this year was the first year that PPX is conducting the AGM via webinar.

2. Approval of the 2018 Annual General Meeting (AGM) Agenda

MOVED by Katie Brown and seconded by Eric Champagne that the agenda be accepted as presented.
Carried.

3. Approval of the 2017 AGM minutes held on May 25, 2017

MOVED by Katie Brown and seconded by Dana-Mae Grainger that the minutes of the May 25, 2017 Annual General Meeting be approved. Carried.

4. Committee Reports

4.1 Technology Committee – presented by Walter Zubrycky

Membership

- Objectives - To improve knowledge of our members by encouraging more of our community to register – expanding the profile information required to register – enabling better outreach to members to engage them in PPX program.
- Website member growth – over 23% since last Symposium now consisting of:
 - 819 members currently
 - 93% Canada / 7% International...of Canadians: 75% NCR / 25% Outside NCR
 - 66% federal, 6% provincial, 3% municipal, 5% academia, 6% NFP, 10% private sector, 7% other
- Given limited growth – membership strategy will be reconsidered at annual strategic planning session.

Technology

- Website enhancements –Communities of Practice, Forum

- Webinars – several presentations from the 2018 Symposium were done as webinars. No Learning Events were done as webinars last year. Work is underway for several recordings of presentations at the 2019 Symposium, but will not be live streamed.
- Will be seeking new leadership of Technology Committee

4.2 2016-17 Learning Event Activities – presented by Nadine Cyr

4 events conducted in the last year, with a range of 46-178 attendees (very good):

1. Joint event with the Canadian Evaluation Society – Knowledge Uptake Tool
 2. Lessons Learned from Implementing the Policy on Results
 3. How Performance Measurement is Informing Decision-Making
 4. Challenges in Implementing New Methodologies and Managing Data
- Evaluations: Overall satisfaction “very good” for all events
 - Overall financial position – it was decided to run the learning events at a lower cost making it harder to break even but resulting in higher uptake.

Possible Topics for Events in Fall 2019:

- GBA+ and the Policy on Results
- Integrating Performance Measurement in Project Management
- Parliamentary Reporting and the Policy on Results
- Annual Reports on Performance Measurement

4.3 2018 Symposium Report – presented by Katie Brown

Final report on the 2018 Symposium - a great success!

- Over 220 participants
- 5 Pre-Symposium training courses
- Excellent keynote speakers and concurrent session presentations
- High ratings from participants surveyed
- Profit of \$61k overall

Preliminary report on the 2019 Symposium

- On track for a sell out – 280 attendees anticipated
- 5 Pre-Symposium training courses
- Another excellent roster of speakers – representation from all levels of government, non-profit, domestic, and international
- Presentations include an update on KUUT Rating Tool – PPX Special Research Project

4.4 Collaborative Agreements – presented by Art Stewart

Strategic Objectives

- Increase PPX’s reach and encourage more professionally diverse communities to participate in PPX activities.
- Engage existing and prospective partner organizations and establish agreements to mutually support each other’s missions.

Progress in 2017-18

- Agreement established with the Financial Management Institute (FMI) to provide cross promotion of each other’s programs and events, technological support, as well as joint events.

- Progress towards agreements with 2 others: an agreement with CUEE that will see PPX provide funding for academic research in 3 Universities in subject areas related to PPX's mandate; and, the Ethical Practitioners Association of Canada, to cross promote each other's events.

4.5 Special Initiatives – presented by Steve Montague, Eric Champagne and Nadine Cyr

Science PM+E:

Communities of Practice (CoPs)

- Entry into “community of practice” events was a positive step, bringing focus to a particular segment of our audience
- Thus far, the focus has been with a Science community of practice – but competing priorities/workload and constant turnover result in an ongoing need to engage and reinvigorate

Academic Collaboration

- Groundwork laid out for collaborative research agreement with 3 universities
- Official launch planned for 2019

Knowledge Uptake and Use / Utilization Tool (KUUT)

- Doctoral Grad Student hired through collaboration with University of Waterloo to:
 - Complete Updated Scoping Review of the Literature on KUUT
 - Develop a Community of Practice (CoP) around KUUT
 - Generate evidence on how the KUUT has been used
 - A presentation regarding KUUT and the project status will be highlighted at the 2019 PPX Symposium

4.6 Treasurer's Report – presented by Katie Brown

- The highlight of the financial year was the success of the 22nd Annual Symposium, which made a profit of \$61K.
- In March and April 2018, before the agreement with Willow was due to expire in June, the Treasurer undertook a review of PPX financial management, including planning, budgeting, control and reporting. This led to identifying opportunities for improving financial management, with the assistance of Willow's financial staff and in particular, the Vice-President.
- The Board has undertaken significant projects, such as the KUUT and Science Community of Practice, secure in the knowledge of a healthy financial position, notably a surplus of \$232K from previous years.
- Although the Treasurer chairs the Finance Committee, that Committee did not meet over the last year, so that financial control has been carried out with the support of the Board members chairing the active committees. In addition, the Treasurer also sits as a member of the Symposium Planning Committee, which has assisted in financial decision making.

4.7 2018-19 Upcoming Priorities – Presented by Katie Brown

- Thoughtful Support to the Government's Results and Delivery Agenda
- Symposium 2019
- Maturity of Strategic Initiatives – Partnerships, CoPs, KUUT, Academic Collaborations

- PPX Board Director Build-Out, Renewal and Capacity Review
- Revisit PPX Strategy and Forward Looking Plan
- Improved PPX Financial Management

4.8 2018-19 Approved Slate of Officers

President Katie Brown provided the approved 2018-19 PPX Slate of Officers:

Returning Directors:

Melanie Winzer

Canada Space Agency

Katie Brown

Office of the Superintendent of Financial Institutions

Directors for Election (or Re-Election)

Dana-Mae Grainger

Retired, DFAIT

Murray Kronick

Interis Consulting Inc.

Steve Montague

Performance Management Network

Art Stewart

Retired, OCG

Tom Wileman

Retired, OAG

Walter Zubrycky

Facilitated Performance Solutions

Nadine Cyr

National Research Council

Christine Minas

Treasury Board Secretariat

Sheri Ostridge

Veterans Affairs Canada

Eric Champagne

University of Ottawa

4.9 Recognition of Outgoing PPX Board Members

Katie Brown noted that recruitment is underway to fill several vacant Board positions for the upcoming year. She thanked outgoing Board members Drew Duncan, Jean-Philippe Lapointe, Nicholas Chesterley and Mike Haley for their work over the past years with PPX.

5.0 Other Business

No other business was brought forward.

6.0 Adjournment

MOVED by Katie Brown, seconded by Dana-Mae Grainger that the 2017-18 FY Annual General Meeting be adjourned.

Carried.