



2023

Annual General Meeting Minutes

20th June 2023

2023 Annual General Meeting Business Meeting Agenda

1. The meeting was called to Order at 18:20

- The Chapter launched its fourth virtual AGM. There were 19 participants in attendance and 19 out of them were Chapter members, constituting a quorum.

2. President's Report:

- The President began by providing details about the voting process using ElectionBuddy software. All voting items were sent to the membership by email in advance with the ability to provide feedback or suggest any changes. During the meeting, the voting members can submit their votes and provide suggestions. All new suggestions will be addressed after the AGM.
- The President continued by thanking all Board Members and Volunteers for all of their hard work and effort. Additionally, the President mentioned the efforts of volunteers of the special projects and sub-committees. Sponsors were also thanked (MNP and Projerra Academy) for all their support.
- All VPs provided an overview of their portfolios as part of the year in review. VP, Marketing shared with the chapter membership the results of the survey about "in-person vs remote" events for the chapter.
- The presentation slide-deck can be found below.
- Some highlights of the past year's accomplishments include: being named a "2022 Chapter of the Year" award finalist, the success of programs like Lunch & Learns, the continued engagement and quality monthly programming for workshops and monthly meetings, and the ongoing collaboration with other IIBA Chapters on various initiatives including the GRAAL Awards.

3. Approval of previous General Meeting minutes

- See Motion Addressed below

4. Treasurer's Report

- The Treasurer presented and addressed the financial report for 2022-2023.
- Key points:
 - The Treasurer shared with the membership the efforts the chapter makes to maintain the transparency of the chapter's financials: financial reports are reviewed by the board directors at each monthly board meeting, bank statements (from 2014 till date) are available for board directors on shared Google drive, and all transactions are reflected in the Quickbooks.
 - The Treasurer presented the Income Statement (Surplus & Deficit) and Balance Sheet to the membership
 - Emily Tom commented that the chapter accumulated a surplus over the last several years and inquired how the chapter plans to reinvest in the community. VP, Member Services clarified that the board is aware of the situation and held several conversations about the best initiatives to reinvest in the chapter community.
- Approval of financial statements.
 - See Motion Addressed below

5. Review of the chapter's financial statements

- Based on ONCA (Ontario Not for Profit Corporations Act) the chapter has to engage the external independent reviewer of the chapter's financial statements

- The Chapter engaged Michael Lachapelle to provide a review of the chapter's financial statements for the fiscal year 2022-2023
- Michael Lachapelle is an independent reviewer at the point of review (not an IIBA member)
- See "Review Engagement Report" Motion Addressed below.

6. Elections

- This slate of candidates was put forth:
 - Treasurer - Abie Oneako (incumbent)
 - Vice President Certification - Ziad Sakr
 - Vice President Member Services - Ramya Dhyapa
 - Vice President Professional Development - Surani Peiris (incumbent)
- See Motion Addressed below

7. The results of the votes were shared live from ElectionBuddy by the Secretary

8. Call for any motions from the floor

- No motions were put forth

9. The Year Ahead

- The President shared a future view of the chapter's plans for the year ahead.

10. Close of AGM Business Meeting at 19:43

Annual General Meeting Motions Addressed

Approval of 2022 Annual General Meeting Minutes

MOTION: To approve the minutes of the previous Annual General Meeting of the Membership in 2022.

Moved – Nancy Beatson
Second – Sviatlana Huchek

Passed 74% For 0% Against 26% Abstain

Approval of Treasurer's Report

MOTION: To approve the financial report presented by the Treasurer.

Moved – Nancy Beatson
Second – Helen Racette

Passed 82% For 0% Against 18% Abstain

Approval of Review Engagement Report

MOTION: To approve the Review Engagement Report.

Moved – Nancy Beatson
Second – Emily Tom

Passed 91% For 0% Against 9% Abstain

Election of Officers to the Board of Directors

MOTION: To approve the candidate for the Board Position.

- Treasurer - Abie Oneako (incumbent)

Moved – Nancy Beatson
Second – Sviatlana Huchek

Passed 100% For 0% Against 0% Abstain

MOTION: To approve the candidate for the Board Position.

- Vice President Certification - Ziad Sakr

Moved – Nancy Beatson
Second – Sviatlana Huchek

Passed 96% For 0% Against 4% Abstain

MOTION: To approve the candidate for the Board Position.

- Vice President Member Services - Ramya Dhyapa

Moved – Nancy Beatson
Second – Sviatlana Huchek

Passed 96% For 0% Against 4% Abstain

MOTION: To approve the candidate for the Board Position.

- Vice President Professional Development - Surani Peiris (incumbent)

Moved – Nancy Beatson
Second – Sviatlana Huchek

Passed 93% For 0% Against 7% Abstain

Closing

MOTION: To close the General Meeting of the membership. Requires no second.

Moved – Nancy Beatson
Meeting adjourned at 19:43

IIBA Ottawa-Outaouais Chapter

Annual General Meeting
Tuesday, June 20, 2023



AGENDA

6:00 – 6:10 p.m. Virtual networking

6:10 – 6:15 p.m. Voting Process for the AGM

6:15 – 6:45 p.m. Chapter Year in Review

6:45 – 7:30 p.m. **The 2023 AGM:**

- Call to Order
- Approval of 2022 AGM Minutes
- Treasurer's Report
- Financial Review Engagement Report
- Election of Officers to the Board of Directors

The Year Ahead

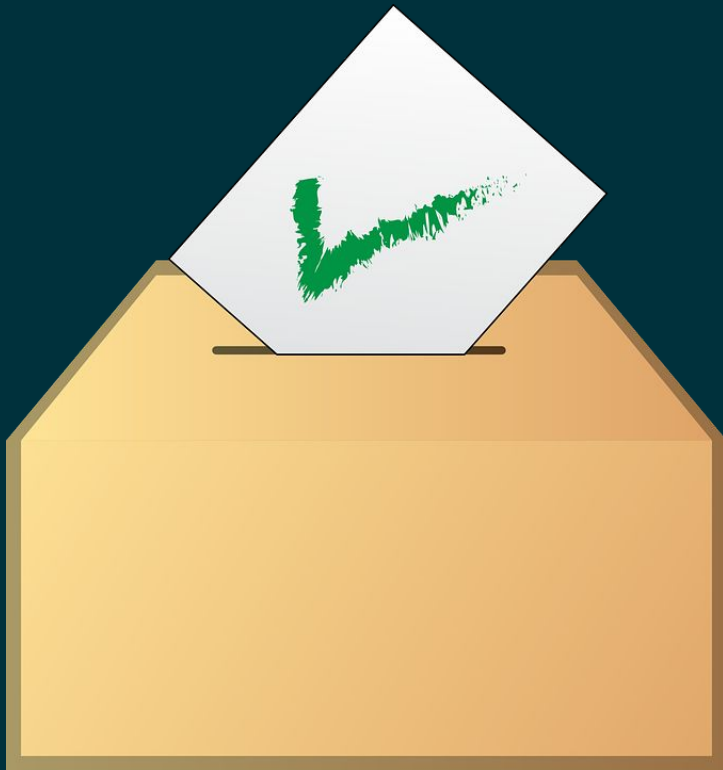
7:30 – 8:00 p.m. Closing / Socializing

Networking and Socializing

Let's go camping!



What 5 items will you and your
mates take with you?



Voting Process for today's AGM

(Refer to your June 15th email for a link to the items being voted on later, during the AGM portion of this meeting)

1. **At 6:15 pm ET**, an email containing ElectionBuddy url, a unique access key and password will be sent to all IIBA Ottawa-Outaouais chapter members
 - **Subject:** Vote now: IIBA Ottawa-Outaouais Chapter – Annual General Meeting 2023
 - **From:** invitations@mail.electionbuddy.com
2. **Later, at the start of the AGM portion of the meeting** we will ask you to click on the link and open the ElectionBuddy url; input your unique access key and password
3. During the AGM we will present each item to be voted on then ask you to input your vote in ElectionBuddy
4. **After all items have been presented**, we will ask you to submit your voting ballot

Voting Process for the AGM

Vote now: IIBA Ottawa-Outaouais Chapter - Annual General Meeting 2023



IIBA Ottawa-Outaouais Chapter <invitations@mail.electionbuddy.com>

[Unsubscribe](#)

To: someperson@email.com

Today at 1:00 PM

Vote now: IIBA Ottawa-Outaouais Chapter - Annual General Meeting 2023

You are invited to vote in the IIBA Ottawa-Outaouais Chapter - Annual General Meeting 2023

The voting deadline is Jun 20 2023 7:45pm Eastern Time (US & Canada).

We are using an online election system to tabulate our votes. You have been assigned a unique access key which can only be used to vote once and your voting choices will remain anonymous. Do not forward this email. Do not reply to this email to vote, as your vote will not be registered.

If you have election questions, feedback or want to be removed from future ballot lists, please email Member Services at membership@ottawa-outaouais.iiba.org.

To vote, visit:

secure.electionbuddy.com/m/IIBA_OO/agm_2023

Or copy and paste the link into your web browser.

Your access key is someperson@email.com

Your password is 12345

[Unsubscribe](#) from any further emails about this election.



Powered by [ElectionBuddy Inc.](#)



Sign in to vote!

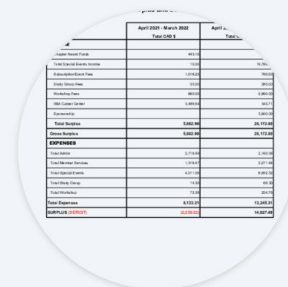
Access key

Password

Vote now

For questions, contact Member Services at membership@ottawa-outaouais.iiba.org

Approval of Treasurer's Report



	April 2022 - March 2023	April 2023 - March 2024
Income from fees	\$0.00	\$0.00
Income from donations	\$0.00	\$0.00
Income from interest	\$0.00	\$0.00
Income from investments	\$0.00	\$0.00
Income from other sources	\$0.00	\$0.00
Total Income	\$0.00	\$0.00
Expenses		
Administrative	\$0.00	\$0.00
Marketing	\$0.00	\$0.00
Travel	\$0.00	\$0.00
Other	\$0.00	\$0.00
Total Expenses	\$0.00	\$0.00
Net Income	\$0.00	\$0.00

Click on image to open document

Motion: To approve the financial report presented by the Treasurer.

Note: To review Treasure's Report please open attached file.

Select ONE choice. If you don't want to vote, select abstain.

Options

Yes - I approve the report

☒

No - I reject the report

☐

Abstain

☐

Voting Process for the AGM



IIBA Ottawa-Outaouais Chapter Annual General Meeting 2023

Finalize your choices by selecting **Submit**. To make changes, select **Edit**

Approval of 2022 Annual General Meeting Minutes

Yes - I approve the minutes

Approval of Treasurer's Report

Yes - I approve the report

Approval of Financial Review Report

Yes - I approve the reviewer report

Candidate for Treasurer - Abie Oneako

Yes - I approve the candidate

Candidate for Vice President Certification - Ziad Sakr

Yes - I approve the candidate

Candidate for Vice President Member Services - Ramya Dhyapa

Yes - I approve the candidate

Candidate for Vice President Professional Development - Surani Peiris

Yes - I approve the candidate

<< Edit

Submit >>

Chapter Year in Review

2022/2023



2022/2023 Board of Directors

President	Nancy Beatson
President Elect	Helen Racette
Secretary	Sviatlana Huchek
Treasurer	Abie Onaeko
VP, Member Services	Alec Lumsden
VP, Marketing	Chinyere Ubani
VP, Certification	Gaël Mombio
VP, Professional Development	Marcus Udokang (Sep - Dec) Surani Peiris (Jan - Jun)
VP, Communications	Myla Hum

Leadership Team Support Roles

Deputy for Finance

Anne Chapman

Deputies for Member Services

Marie Halsey
Joslin Samuel
Humam Hassan

Deputies for Communications

Lanre Atte
Paschal Asadu
Ramya Dhyapa

Deputies for Marketing

Rosalind Seale
Ndrianaja Randrianandrasana

Deputies for Professional Development

Doris Qian
Nikhil Shah
Marcus Udokang

Deputies for Certification

Jason Oliver
Claire Paquette
Ramya Dhyapa

2022/2023 Sub Committees & Special Projects

2022 Holiday Social Planning Team

- Ramya Dhyapa
- Surani Peiris
- Nancy Beatson
- Helen Racette

2023 GRAAL Awards

- Claire Paquette (Ottawa-Outaouais Rep)

Volunteer Appreciation Planning Team

- Joslin Samuel
- Sviatlana Huchek
- Nancy Beatson
- Helen Racette

2023 AGM Nomination Committee

- Nancy Beatson
- Surani Peiris
- Ramya Dhyapa
- Helen Racette

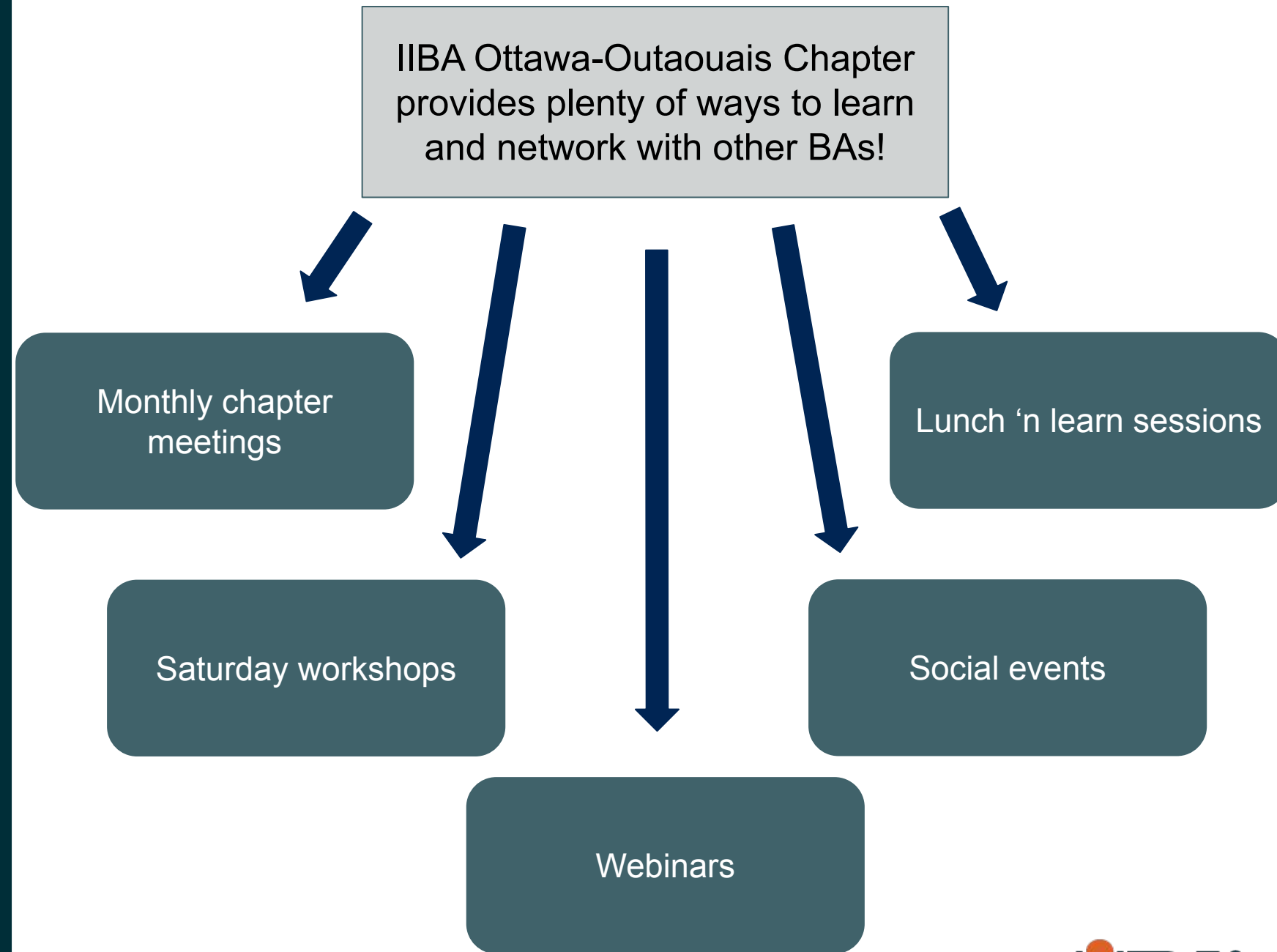
2023 AGM Planning Team

- Sviatlana Huchek
- Alec Lumsden
- Nancy Beatson
- Helen Racette
- Myla Hum

Professional Development

VP:
Surani Peiris

Deputies:
Doris Qian
Nikhil Shah
Marcus Udokang



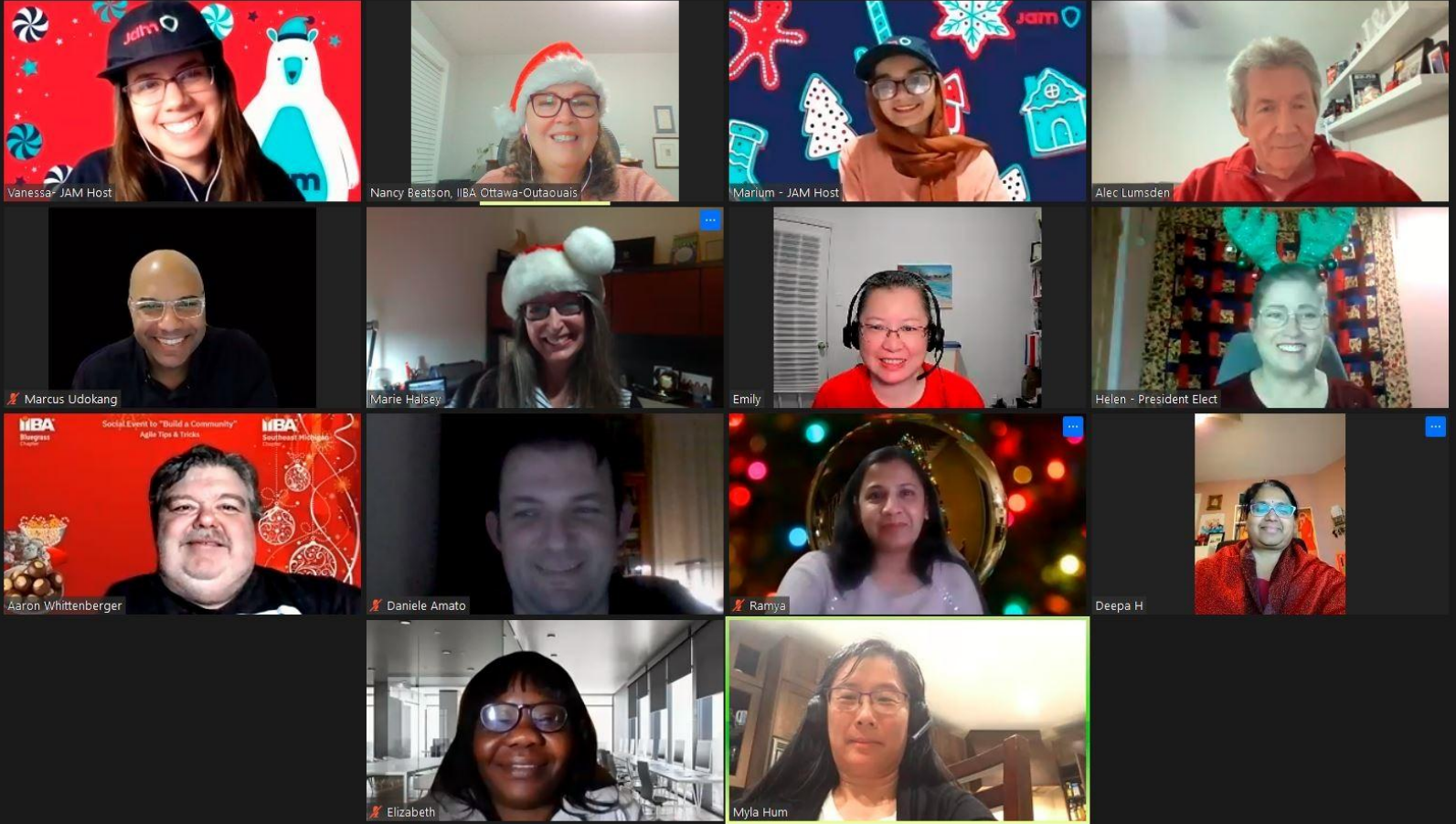
Monthly Chapter Meetings

Sep 2022	Lawrence Reid	CRM requires collaboration across the organization		Feb 2023	Bruce Gay	Introduction to design thinking methods
Oct 2022	Deirdre Caren	Four business architecture pillars that can help you become more agile		Mar 2023	Saby Waraich	Journey of Devops: it's more about the the culture
Nov 2022	Alexander Kurm	Behavioural Lean Six Sigma		Apr 2023	Igor Arkhipov	The Value of Specialization
Jan 2023	Jason Oliver	Revealing privacy requirements		May 2023	Eno Eka	Strategic techniques for enterprise analysis

Workshops, Webinars*, Lunch 'n Learns Sessions*

Sep 2022	Eniola Ogunsola	Lunch 'n Learn	5 Simple Steps to effective Business Process Mapping
Nov 2022	Filip Hendricks	Lunch 'n Learn	Benefits Mapping - The WHAT, WHY, and HOW
Feb 2023	Susan Moore	Lunch 'n Learn	Interviewing Like a Journalist
Apr 2023	Dr. Bhuvan Unhelkar	Lunch 'n Learn	Root Cause Analysis
May 2023	Joe Perzel	Workshop	Project Stakeholders: Dealing with Sleeping Giants to Saboteurs
Jun 2023	Karl Wiegers	Webinar	BA Career Series Webinar Essential Requirements Practice

**In collaboration with other IIBA chapters*



2023 GRAAL Awards

Grand Recognition of Achievement
in Analysis and Leadership



Montreal
Ottawa-Outaouais
Quebec City



Governance Team

President:

Nancy Beatson

President Elect:

Helen Racette

Secretary:

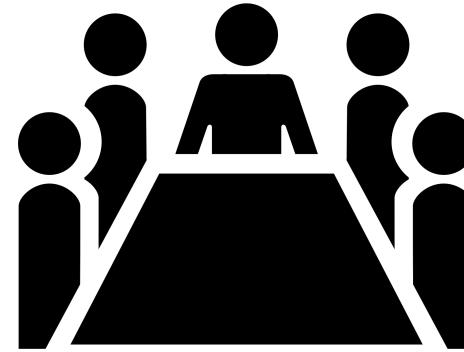
Sviatlana Huchek

Treasurer:

Abie Onaeko

Deputies:

Anne Chapman





On Nov 1, 2022, from a group of 120 IIBA chapters across the globe, **the IIBA Ottawa-Outaouais chapter was once again named a Chapter Awards finalist for 2022**

Chapter Award Finalists

- Albany
- Australia
- Birmingham
- Bluegrass
- Brasil
- Brussels
- Greater London Ontario
- Kansas City
- Montréal
- Nigeria
- ★ Ottawa-Outaouais
- Palmetto
- Phoenix
- Région de Québec
- Research Triangle Park
- South Africa
- United Kingdom
- Vancouver

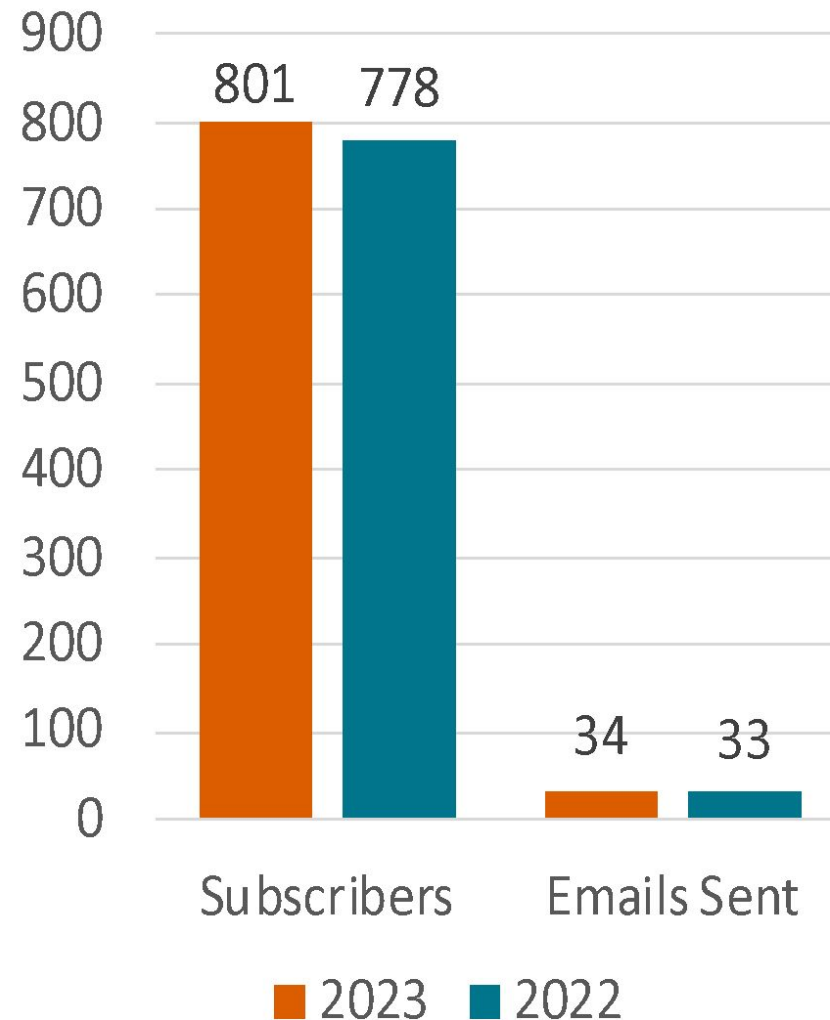
Communications

VP:
Myla Hum

Deputies:
Lanre Atte
Paschal Asadu
Ramya Dhyapa

Email Marketing – Mailchimp

Newsletters and Event Reminders



**Number of
Subscribers:**

↑ ~3%

Email preferences:

- Newsletters – 801
- Reminders – 795
- AGM notices – 314

Communications

VP:

Myla Hum

Deputies:

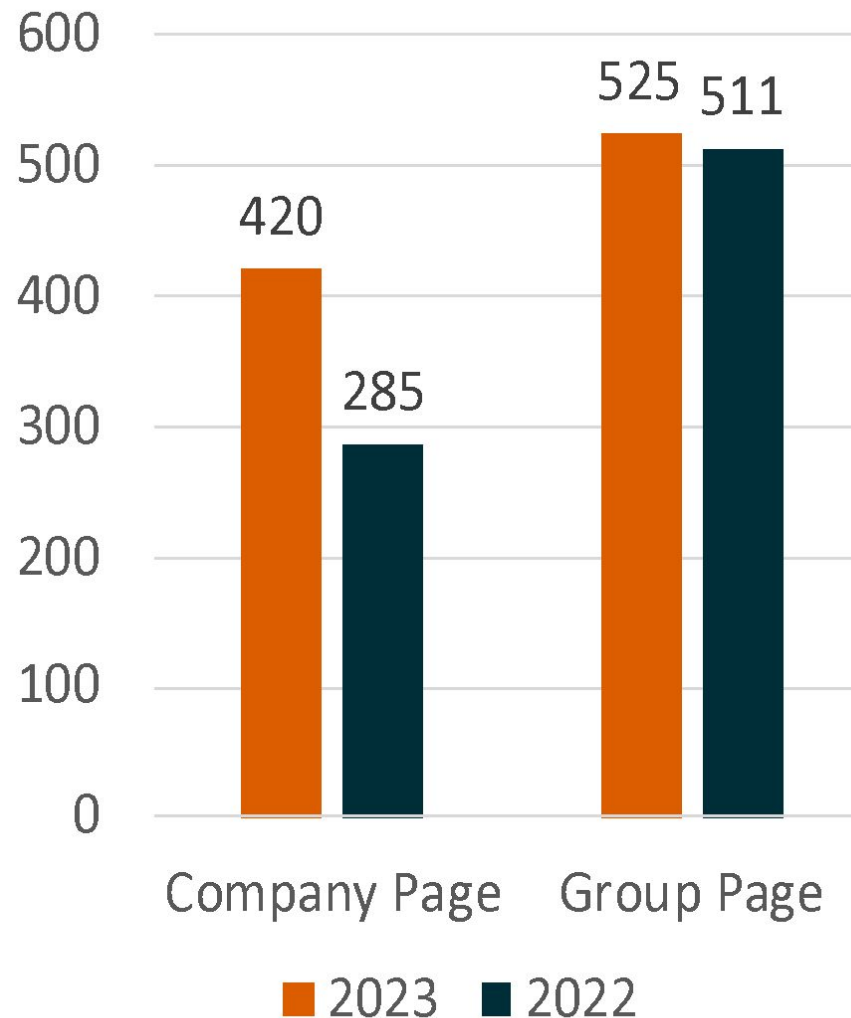
Lanre Atte

Paschal Asadu

Ramya Dhyapa

Social Media – LinkedIn

News and Upcoming Events



Company Page:

- Growth in number of followers

↑ 47%

Group Page:

- Growth in number of members

↑ ~3%

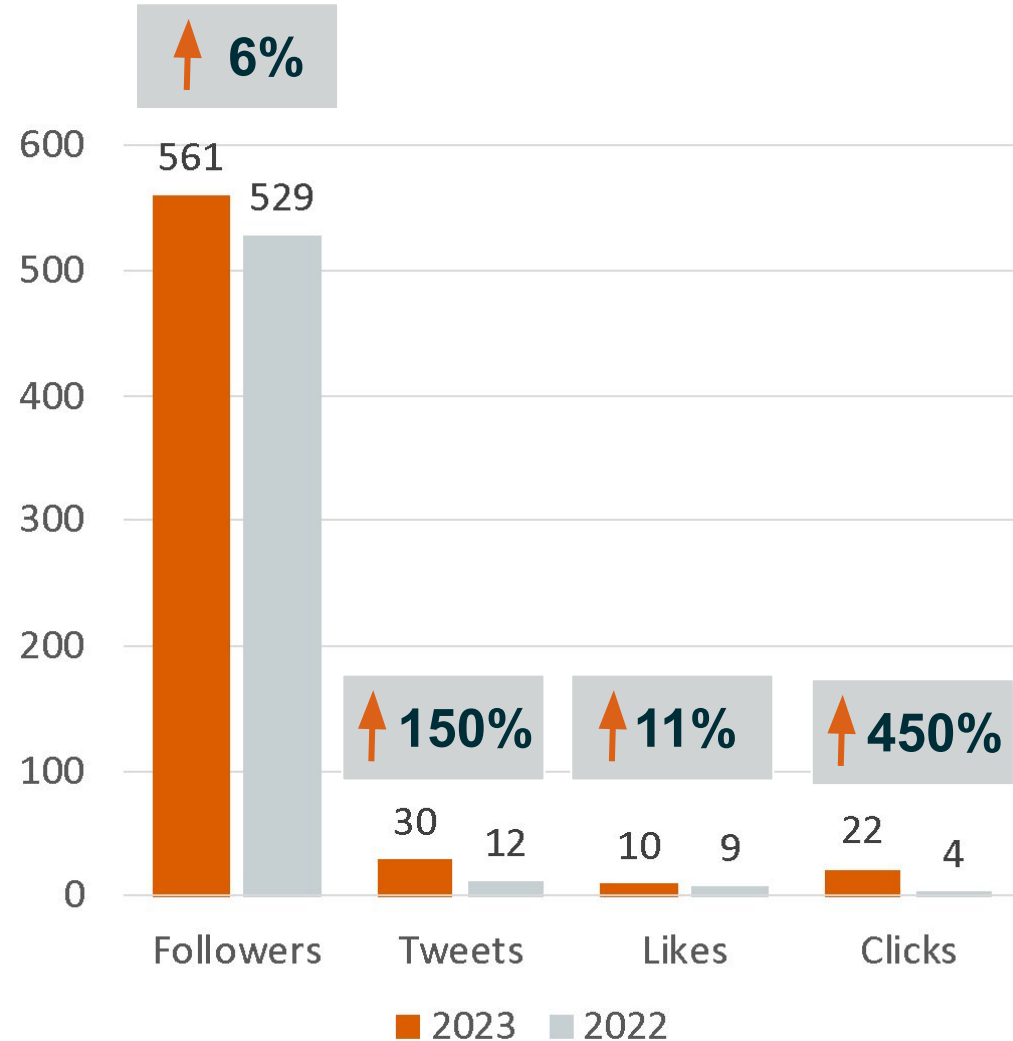
Communications

VP:
Myla Hum

Deputies:
Lanre Atte
Paschal Asadu
Ramya Dhyapa

Social Media – Twitter

News and Upcoming Events



Communications

VP:

Myla Hum

Deputies:

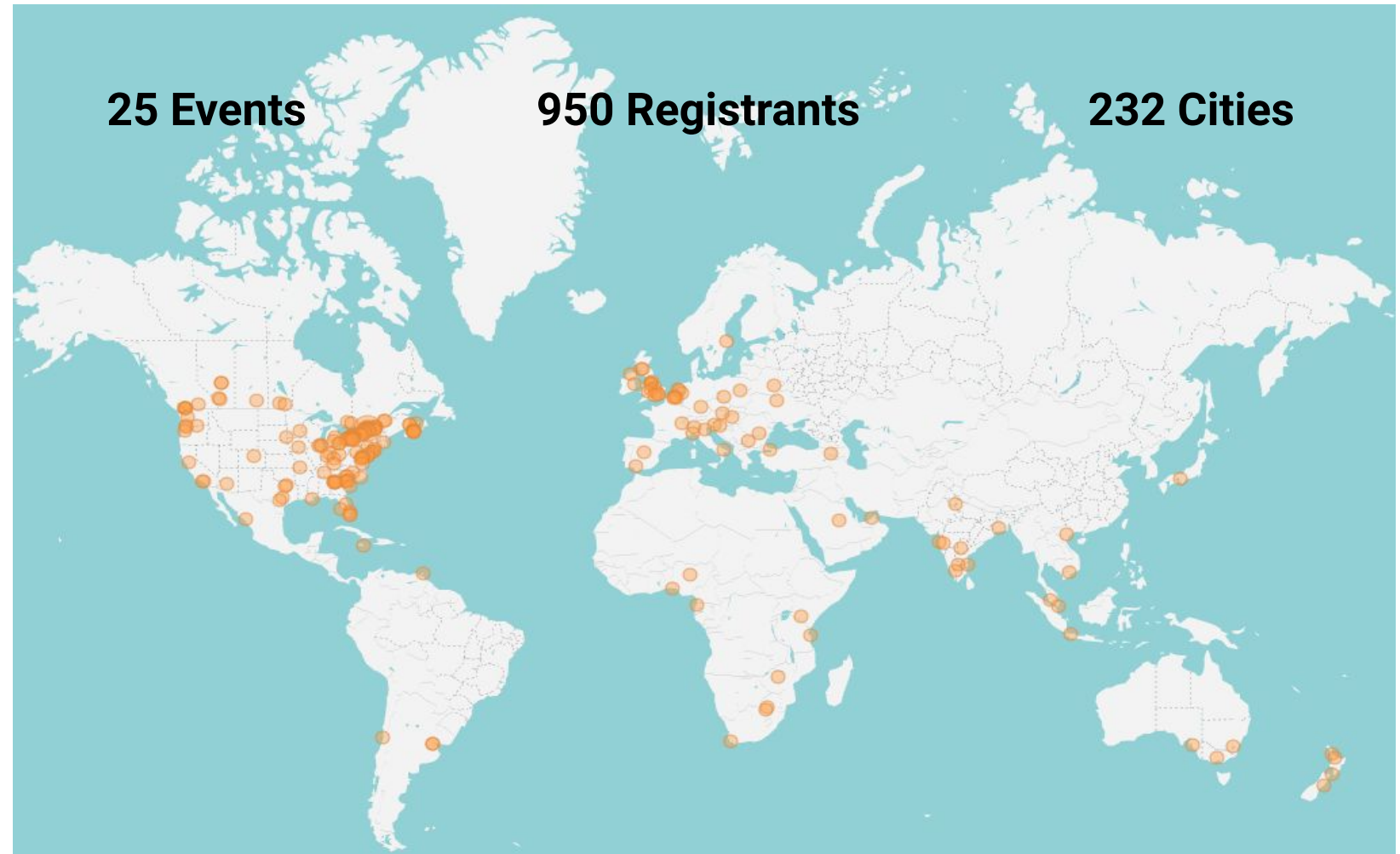
Lanre Atte

Paschal Asadu

Ramya Dhyapa

Events – Eventbrite

Registrations

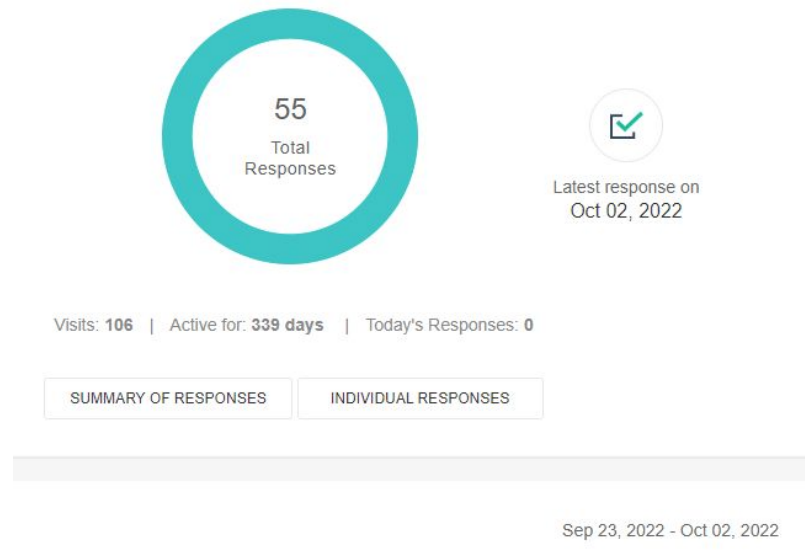


Marketing

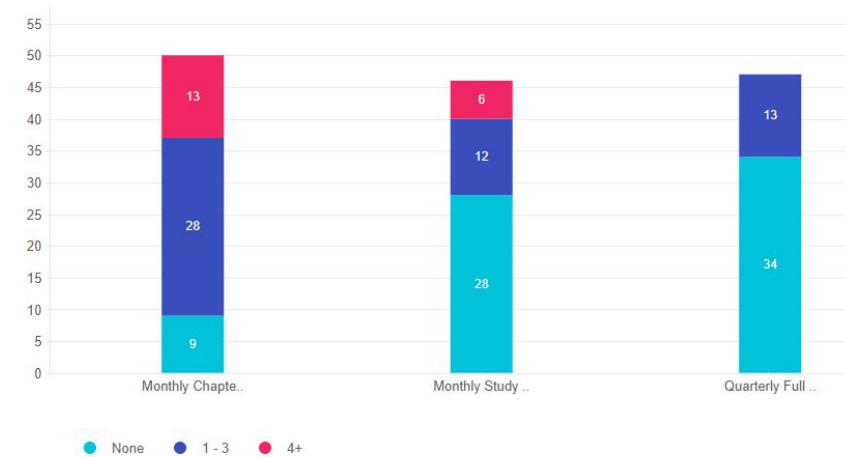
VP:
Chinyere Ubani

Deputies:
Rosalind Seale
Ndrianaja
Randrianandrasana

Survey Results



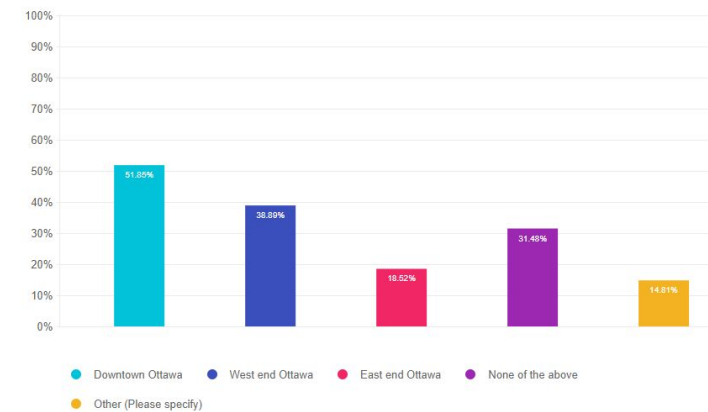
1. How many of each type of chapter events indicated below, did you attend in the last year.
Answered: 55 Skipped: 0



3. How would you like our Chapter to conduct events? Select all that apply.
Answered: 54 Skipped: 1



4. Would you be willing to attend an in-person event if we hosted it in:
Answered: 54 Skipped: 1



- Strategic engagement of our stakeholders as we plan activities for next year
- Value proposition to sponsors and BA community.



Sponsor



MNP is a leading national accounting, tax and business consulting firm in Canada

Partnerships and In-Kind Sponsorships



Projerra Academy provides a practical, multi-media, educational experience that helps professionals launch their career in business analysis and IT project management.

Member Services

VP:

Alec Lumsden

Deputies:

Marie Halsey
Joslin Samuel
Humam Hassan

Membership: Marie Halsey

Volunteers: Joslin Samuel

Membership

- Validation of membership
- Event check-in
- Records
- Bylaw Board membership tracking
- Regional chapter sharing
- Advise IIBA Global

Volunteers

- Deputies
- Speakers
- Technical experts
- Event planning & organizing
- Ad hoc support
- Board of Directors

Deputy, Membership Services:
Marie Halsey

VP Member Services:
Alec Lumsden

Chapter Membership

311

327



2022

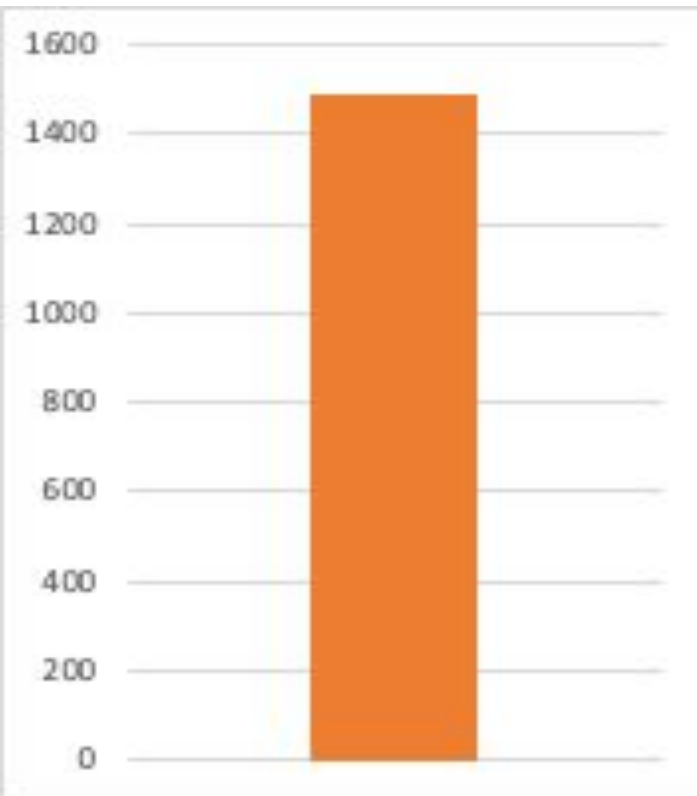


2023



Volunteers

Total Volunteer Hours > 1400



Certification

VP:

Gaël Mombio

Deputies:

Claire Paquette

Ramya Dhyapa

Study group and Mentoring program

Monthly ECBA / CCBA / CBAP Study Group Sessions

- For individuals seeking to prepare for the ECBA, CCBA or CBAP certification exams
- Monthly sessions from September 2022 to June 2023
- Each session covers 1 chapter of the **Business Analysis Body of Knowledge (BABOK)**

Mentoring Program

- For mentees willing to grow as BA and for mentors willing to help other BA achieve their goals
- Goal: to help IIBA Ottawa-Outaouais chapter members achieve their professional development goals through the mentor-mentee relationship

Monthly ECBA / CCBA/ CBAP Study Group

- Virtual facilitated session
- 16 to 34 people connecting each month from
- Attendees from across the globe, including:
 - Ottawa and Gatineau
 - Elsewhere in Canada
 - US
 - UK
 - Nigeria
 - Australia
 - New Zealand
 - Spain
 - India

Mentoring Program

5 mentor / mentee relationships contracted this year :

- 2 completed
- 1 dissolved
- 2 in progress

Looking to establish 10 more mentor / mentee relationships next year!

Mentoring Program Testimonials

From our Mentees...

The greatest
gift I ever
received on
my journey to
become
professional
BA

Help me build
my confidence
by validating
my BA mindset
and practices

I highly recommend
the program to any
BA seeking for
support during their
BA development
journey.

Without this
Mentoring Program,
I would have wasted
a lot of time, and the
journey would have
been more difficult.

A great and
valuable
experience

From our Mentors...

I would highly recommend
anyone who is interested
in mentoring to give it a try
- it may just be the best
career decision you ever
make

Helped me to grow
both personally and
professionally

Truly
transformative
experience

It doesn't take a lot
of time, and it's time
well spent.

START RECORDING...

2023 AGM

Chapter Business



CALL TO ORDER

If you are an IIBA
Ottawa-Outaouais member,
please open your voting email
now...

Vote now: IIBA Ottawa-Outaouais Chapter - Annual General Meeting 2023

 IIBA Ottawa-Outaouais Chapter <invitations@mail.electionbuddy.com>
[Unsubscribe](#)
To: someperson@email.com

Today at 1:00 PM

Vote now: IIBA Ottawa-Outaouais Chapter - Annual General Meeting 2023

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The voting deadline is Jun 20 2023 7:45pm Eastern Time (US & Canada).

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To vote, visit:
secure.electionbuddy.com/m/IIBA_OO/agm_2023

Or copy and paste the link into your web browser.

Your access key is someperson@email.com

Your password is 12345

[Unsubscribe](#) from any further emails about this election.

 **ElectionBuddy**
Powered by [ElectionBuddy Inc.](#)

2022 AGM Minutes

Approval of 2022 AGM Minutes

MOTION: To approve the minutes of the previous Annual General Meeting of the Membership held on June 21, 2022.

Treasurer's Report

Treasurer's Report

Income Statement (Surplus & Deficit)

	April 2022 - March 2023 Total CAD (\$)	April 2021 - March 2022 Total CAD (\$)
SURPLUS		
Chapter Award Funds	-	443.10
IIBA Career Center	5,502.35	3,496.64
Sales of Product Income	500.00	-
Special Events Income	-	10.00
Study Group Fees	-	55.00
Capital BA Day Income	6,360.00	-
Sponsorship	600.00	-
Subscription/Event Fees	906.30	1,018.25
Workshop Fees	-	860.00
Gross Surplus	13,868.65	5,882.99
EXPENSES		
Total Admin	1,914.89	2,716.49
Total Member Services	1,098.96	1,318.47
Total Special Events	1,967.03	4,011.56
Total Study Group		14.30
Total Workshop	92.92	72.39
Total Expenses	5,073.80	8,133.21
SURPLUS (DEFICIT)	8,794.85	- 2,250.22

Treasurer's Report

Balance Sheet

	April 2022 - March 2023	April 2021 - March 2022
	Total CAD (\$)	Total CAD (\$)
ASSETS		
Total Cash and Cash Equivalent	46,061.56	37,266.71
Total Accounts Receivable (A/R)	-	-
Babok Books on Hand	-	-
Petty Cash	508.25	508.25
Prepaid expenses	-	-
Total Assets	46,569.81	37,774.96
LIABILITIES & EQUITY		
Accrued Liabilities	-	-
Total Liabilities	-	-
Equity (Net Asset)		
Retained Earnings	37,774.96	40,025.18
Surplus/Deficit for the year (excess over expenses)	8,794.85	-2,250.22
Total Equity (Net asset)	46,569.81	37,774.96
Total Liabilities and Equity	46,569.81	37,774.96

Treasurer's Report

MOTION: To approve the Treasurer's Report

Financial Review Engagement Report

- **Financial Reviewer: Michael Lachapelle**

Good afternoon;

I have completed my review of the financial statements, per the ByLaws, for the fiscal year 2022-2023.

I am satisfied the Income Statement and Balance Sheet are clear, and a fair representation of the financial status of the Chapter. I recommend to the Membership they approve these financial statements.

My congratulations to the Board and Membership of the Chapter for another excellent year. Please keep up the great work.

Michael Lachapelle

MOTION: To approve the Financial Review Engagement Report

Election – Slate of Candidates for 2023/2024



Position: Treasurer

Candidate: Abie Oneako



Position: Vice President, Member Services

Candidate: Ramya Dhyapa



Position: Vice President, Professional Development

Candidate: Surani Peiris



Position: Vice President, Certification

Candidate: Ziad Sakr

MOTION: To elect the slate of candidates for 2023/2024

Voting Results

Motions from the Floor

The Year Ahead

- Annual Strategic Planning Day (August 12)
- Programming in support of core & specialized IIBA certifications
- Compelling content & inspiring presenters
- Continued collabs with other IIBA chapters
- Support for Chapter Ambassador and Mentoring Program
- Planning for Capital BA Day Conference 2024



| STOP RECORDING...

MOTION:

To close the
meeting



Socializing



About International Institute of Business Analysis

International Institute of Business Analysis™ (IIBA®) is a professional association dedicated to supporting lifetime learning opportunities for business and professional success. Through a global network, IIBA connects with over 29,000 Members and more than 300 Corporate Members and 120 Chapters. As the recognized voice of the business analysis community, IIBA supports the recognition of the profession and discipline and works to maintain the global standard for the practice and certifications.

For more information visit iiba.org