

2022

# Annual General Meeting Minutes

### 2022 Annual General Meeting Business Meeting Agenda

- 1. The meeting was called to Order at 18:11
  - The Chapter launched its third virtual AGM. There were 20 participants in attendance and 17 out of them were Chapter members, constituting a quorum.

#### 2. President's Report:

- The President began by providing details about the new voting process at this AGM 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 Projjera Academy) for all their support.
- All VPs provided an overview of their portfolios as part of the year in review.
- The presentation slide-deck can be found below.
- Some highlights of the past year's accomplishments include: winning "2021 Chapter of the Year" across the globe, the success of programs like Lunch & Learns, the continued engagement and quality monthly programming for workshops and monthly meetings, the ongoing collaboration with other IIBA Chapters on various initiatives including the GRAAL Awards, and, finally, the successful 2nd professional development conference Capital BA Day.
- The Chapter celebrated its 15-year anniversary.
- The AGM Zoom call was interrupted by uninvited participants, so the Zoom meeting was restarted and all participants were admitted following the registrants' list.

#### 3. Approval of previous General Meeting minutes

- See Motion Addressed below
- 4. Treasurer's Report
  - The Treasurer presented and addressed the financial report for 2021-2022.
  - Key points:
    - The Treasurer addressed the recommendation from the previous AGM in the financial reports: the current year is presented in the left column in the Surplus & Deficit report, and the terms "surplus" & "deficit" are used instead of "profit" and "loss."
    - The "Special Events Income," which was a major income contributor in 2020-2021, consists of income from the Capital BA conference. The 2nd Capital BA conference was held in May 2022, which is outside of the 2021-2022 fiscal year.
    - The President addressed the question about the fees that the Chapter receives from IIBA Global after the harmonization. These fees are reflected in "IIBA Career Center"
  - Approval of financial statements.
    - See Motion Addressed below
- 5. Review 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 2021-2022

- Michael Lachapelle is an independent reviewer at the point of review (not an IIBA member)
- See "Review Engagement Report" Motion Addressed below.

#### 6. Bylaw Amendments

- Rationale for change: to align with recent changes to the ONCA (Ontario Not for Profit Corporations Act) legislation, effective October 2021.
- The major changes of the bylaw were clarified for the members:
  - Rules for quorum and voting for electronic meetings (Zoom)
  - "Review engagement" replaces audit review for smaller \$ corps
- See Motion Addressed below

#### 7. Elections

- This slate of candidates was put forth:
  - Secretary Sviatlana Huchek (incumbent)
  - VP Communication Myla Hum (incumbent)
  - VP Marketing Chinyere Ubani (incumbent)
- See Motion Addressed below
- 8. The results of the votes were shared live from ElectionBuddy by the Secretary
- 9. Call for any motions from the floor
  - No motions were put forth
- 10. The Year Ahead
  - The Presidented a future view of the chapter's plans for the year ahead...
- 11. Close of AGM Business Meeting at 19:45

### 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 2021.

Moved – Christina Abbott Second – Emily Tom

Passed 87% For 0% Against 13% Abstain

### Approval of Treasurer's Report

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

Moved – Nancy Beatson Second – Alec Lumsden

Passed 91% For 0% Against 9% Abstain

### Approval of Review Engagement Report

**MOTION:** To approve the Review Engagement Report.

Moved – Sviatlana Huchek Second – Chinyere Ubani

Passed 91% For 0% Against 9% Abstain

#### Approval of Chapter Bylaw Amendments

**MOTION**: To approve amendments to The Chapter Bylaws.

Moved – Nancy Beatson Second – Christina Abbott

Passed 83% For 0% Against 17% Abstain

#### Election of Officers to the Board of Directors

**MOTION:** To approve the candidate for the Board Position.

• Secretary - Sviatlana Huchek (incumbent)

Moved – Alec Lumsden Second – J-F Brisson

Passed 100% For 0% Against 0% Abstain

**MOTION:** To approve the candidate for the Board Position.

• VP Communication - Myla Hum (incumbent)

Moved – Alec Lumsden Second – J-F Brisson

Passed 96% For 0% Against 4% Abstain

**MOTION:** To approve the candidate for the Board Position.

VP Marketing - Chinyere Ubani (incumbent)

Moved – Alec Lumsden Second – J-F Brisson

Passed 91% For 4.5% Against 4.5% Abstain

### Closing

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

Moved – Sviatlana Huchek Meeting adjourned at 19:45

### Appendix 1 – Proposed version of IIBA Ottawa-Outaouais Bylaws



### **Bylaws of the Corporation**

Changed June 2022 <del>2021</del>

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### Bylaw 1 – Name & Territory

**Section 1:** The organization shall be called the International Institute of Business Analysis, Ottawa-Outaouais Chapter (hereinafter "the Chapter"). This organization is a Chapter chartered by the International Institute of Business Analysis, (hereinafter "IIBA®") and separately organized. This document is the general bylaws of the IIBA® Ottawa-Outaouais Chapter that regulate the operation of this organization.

**Section 2:** The principal office of the Chapter shall be located in the city of Ottawa in the Province of Ontario. Chapter meetings, including general meetings of the members, may be held in the Ottawa and Outaouais regions.

**Section 3:** The Chapter is responsible to the duly elected IIBA® Board of Directors and is subject to all IIBA® policies, procedures, rules and directives lawfully adopted.

**Section 4:** The Chapter shall meet all legal requirements in the jurisdiction in which the Chapter conducts business. The Chapter shall operate as a not-for-profit organization without share capital under the appropriate legislation. It will carry out its activities without the purpose of gain for its members and will use any accrued financial resources to pursue its non-profit activities.

**Section 5:** The Bylaws of the Chapter may not conflict with the current IIBA® Bylaws and all policies, procedures, rules or directives established or authorized by the IIBA® Board of Directors as well as with the Chapter's Charter with IIBA®.

### Bylaw 2 – Objective

**Section 1:** The purpose of the Chapter is to promote the practice of business analysis, raise the profile of the business analyst role, and locally represent the International Institute of Business Analysis (IIBA®).

**Section 2:** The objectives of the Chapter are to:

- Advance the role of the Business Analyst as a recognized profession;
- Support opportunities for members to network with, and gain knowledge from, seasoned BA practitioners as well as with industry and government leaders;
- Provide access for members to a formal "knowledge base" as well as forums for sharing expertise, expressing professional opinions and building a reputation within the industry;
- Provide pathways to learn about business analysis best practices;
- Obtain and sustain a level of financial security, sustainability and autonomy at the chapter level.
- Create corporate support for the IIBA® within the local market by superior marketing/awareness programs that demonstrate the value of business analysis and the IIBA®;
- Liaise with industry and association partners to increase awareness and benefit of IIBA® Chapter members.

### Bylaw 3 – Composition

**Section 1:** The Chapter shall consist of members and an elected President and Board of Directors and shall not be used for the promotion of the candidacy of any person seeking public office or preferment or the promotion of any commercial enterprise.

### Bylaw 4 - Membership

**Section 1:** Membership in this organization is voluntary and shall be open to any person interested in furthering the purposes of the organization.

**Section 2:** The Chapter shall not create its own membership categories.

**Section 3:** Chapter Members in "Good Standing" can vote in Chapter elections and hold office. Members in good standing shall be defined as Chapter Members who have paid their IIBA dues, whose membership is not under disciplinary review by the Chapter or by IIBA and whose IIBA profile has the Chapter Name: "Can\_Ontario\_Ottawa\_Outaouais" selected.

**Section 4:** Members shall be governed by and abide by IIBA Bylaws and by the Bylaws of the Chapter and all policies, procedures, rules, and directives lawfully made there under.

**Section 5:** All members shall pay the required IIBA membership dues to IIBA. In the event that a member resigns, membership dues shall not be refunded by IIBA.

**Section 6:** All members have the benefit of attending any Chapter event at the IIBA member price.

**Section 7:** Membership in the Chapter shall terminate upon the member's communication of the decision to leave, failure to pay dues or expulsion from membership for just cause as defined within the international bylaws. These rules apply to Chapter Board members as well as the general membership.

**Section 8:** The Chapter Board of Directors will exercise the right to terminate Chapter membership based on just cause. The member may appeal the decision to the Chapter Board of Directors or elevate it to the Global Chapter Council. The effective date of termination will be determined by the Chapter Board of Directors and will be formally communicated to the terminated member.

**Section 9:** Upon termination of membership, the member shall forfeit any and all rights and privileges of membership to said Chapter, including refund of any balance of annual dues.

**Section 10:** The membership database and listings provided by IIBA to the Chapter may not be used for commercial purposes and may be used only for non-profit purposes directly related to the business of the Chapter, consistent with IIBA policies.

### Bylaw 5 - Chapter Calendar

**Section 1:** The Chapter will adhere to the following Schedule of Events.

Table 1: Schedule of Events

Event	Frequency / Timeframe
· · · · · · · · · · · · · · · · · · ·	As scheduled by the Board, usually monthly from September through June inclusively
Annual General Meeting (AGM)	June
Board Meetings	Monthly from September August through June
Committee Meetings	As scheduled

### Section 2: Notice of Meetings

Table 2: Notice of Meetings

Meeting	Called By  Minimum Notice period		Quorum Minimum Attendance	Notice Form
AGM	President	No more than 50 days and no less than 10 days <del>60 days</del>	5% membership	Email
Special GM	President	30 days	5% membership	Email
Board Meeting	President	Minimum 7 days	50% Board	Email
Committee Meeting	Committee Chair	As required	As Required	Email

**Section 3:** Changes or modifications to the Chapter Calendar must be submitted to the President to be discussed at the next Board Meeting.

### Bylaw 6 - Officers and Directors

**Section 1:** The Chapter shall be governed by a Board of Directors:

President Elect
President
Past President
Treasurer
Secretary
Vice President (VP) Communications
Vice President (VP) Marketing
Vice President (VP) Member Services
Vice President (VP) Professional Certification
Vice President (VP) Professional Development

**Section 2:** All officers shall be members in good standing. Chapter Officers are elected by a majority vote of Chapter members in attendance at the Annual General Meeting.

**Section 3:** The officers serve a two-year term of office, with the exception of Past President and President Elect that are 1-year terms. Election of officers is staggered as per Table 3 (Election Rotation).

 Odd Years
 Even Years

 Treasurer
 Secretary

 VP Member Services
 VP Communications

 VP Professional Certification
 VP Marketing

 VP Professional Development
 President Elect

Table 3: Election Rotation

**Section 4:** The President Elect serves a term of 1 year, after which the incumbent becomes the President for a 2-year term. Following the term of President the incumbent then serves as Past President for a 1-year term of office. At the Board's authority, the presidency term may be extended should more time be required to nominate a candidate for President Elect. Likewise, should the presidency cycle end early, the Board has the authority to move to replace by restarting the cycle.

**Section 5:** The President is the Chief Executive Officer for the Chapter and of the Board, and performs such duties as are customary for presiding officers, including making all required appointments with the approval of the Board. The President serves as a member ex-officio with the right to vote on all committees.

**Section 6:** The Past President assists the President in liaison with IIBA® if and when required. Also, the Past President stands-in for and mentors the President per the Chapter Succession Plan.

**Section 7:** The President Elect assists the President, with the aim of learning and being mentored to assume that role. Also, the President Elect stands-in for the President as required, per the Chapter Succession Plan.

**Section 8:** The Treasurer oversees the management of funds for duly authorized purposes of the Chapter. The Treasurer assists the Secretary with management of any communication that is related to financial operations of the Chapter.

**Section 9:** The Secretary keeps the records of all business meetings of the Chapter and meetings of the Board. The Secretary manages all communication received by the Chapter, consulting the Treasurer as needed for any financial related concerns.

**Section 10:** The Vice President Communications disseminates information both to and from the Chapter membership, using appropriate means to accomplish the objective and promotes the local Chapter and IIBA® through internal and external publications.

**Section 11:** The Vice President Marketing promotes the chapter and the engagement of members and sponsors in the activities and services of the Chapter.

**Section 12:** The Vice President Professional Development provides and identifies opportunities for the professional development of Chapter members. This position also identifies and coordinates the delivery of content for Chapter meetings and other events.

**Section 13:** The Vice President Professional Certification manages educational publications, seminars and workshops designed to help Business Analysts achieve IIBA certification.

**Section 14:** The Vice President Member Services administers the Chapter's membership database, organizational development and services delivered to the members.

**Section 15:** The Board of Directors shall establish Terms of Reference defining responsibilities for all Officers.

### Bylaw 7 – Board of Directors Responsibilities

**Section 1:** The Board shall be responsible for carrying out the purposes and objectives of the Chapter.

**Section 2:** The Board shall exercise all powers of the Chapter, except as specifically prohibited by these Bylaws, the IIBA Bylaws and policies, and the laws of the jurisdiction in which the organization is incorporated/registered. The Board shall be authorized to adopt and publish such policies, procedures and rules as may be necessary and consistent with these Bylaws and IIBA Bylaws and policies, and to exercise authority over all Chapter business and funds.

Section 3: The Board shall meet at the call of the President, or at the written request of three (3) members of the Board directed to the Board Secretary. A quorum shall consist of no less than one-half of the membership of the Board at any given time. Each Board member shall be entitled to one (1) vote and may take part and vote only in person. If all the Directors present at or participating in the meeting consent, or if the Board has in a prior meeting established such a policy, a meeting of Directors or a committee of Directors may be held by means of telephone, electronic or other communication facilities as permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously, and a person participating in the meeting by those means is deemed for the purposes of these Bylaws to be present at the meeting. Meetings shall be conducted in accordance with rules of order determined by the Board. Board and committee meetings may be held in person, or by telephonic or electronic means that permit all participants to communicate adequately, or by a hybrid of the two in which some members are co-located and some are remote. Attendance by any of these means counts as full attendance for quorum and voting. Each individual has the same voting rights as if they were all face-to-face. Each Board member shall be entitled to one (1) vote.

**Section 4:** The Board of Directors may declare an Officer position to be vacant where an officer ceases to be a member in good standing of IIBA or of the Chapter by reason of non-payment of dues, or where the officer fails to attend three (3) consecutive Board meetings. An officer may resign by submitting written notice to the President. Unless another time is specified in the notice or determined by the Board, the resignation shall be effective upon receipt by the Board of the written notice.

**Section 5:** An officer may be removed from office for just cause in connection with the affairs of the organization by a two-thirds (2/3) vote of the members present and in person at an official meeting of the membership, or by a two-thirds (2/3) vote of the Board.

**Section 6:** If any officer position becomes vacant, the Board may appoint a successor to fill the office for the unexpired portion of the term for the vacant position. In the event the President is unable or unwilling to complete the current term of office, an Interim President will be appointed by the remaining Board members.

**Section 7:** If the membership is dissatisfied with actions taken by the Board, a petition signed by 60 percent or more of the membership, can be submitted to the President and the issue(s) will be tabled at a special meeting of the members or the next scheduled member meeting, for action.

### Bylaw 8 - Nominations, and Elections and Members Meetings

**Section 1:** The Board will send out a Call for Nominations no more than 50 days and no less than 10 days at least 30 days prior to the Annual General Meeting. The Chapter shall receive all nominations at least 715 days prior to the Annual General Meeting. The slate of candidates for election will be announced at least 37 days prior to the Annual General Meeting.

**Section 2:** Anyone who is a member of the Chapter in good standing may nominate persons, stand for and vote in an election. The candidate who receives a majority of votes cast for each office shall be elected. Ballots shall be counted by the Board or by tellers designated by the Board.

**Section 3:** In person meetings: The directors may decide that an annual or special meeting of the members be held face-to-face only. Voting is by show of hands unless a ballot is demanded by a member. The ballot used may be in a physical format or in an electronic format subject to the bylaw conditions around electronic voting.

<u>Electronic meetings: The directors may decide an annual or special meeting of the members be</u> held entirely by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting. Voting by telephonic or electronic means\_may be used only if:

1. the votes may be verified as having been made by members entitled to vote; and 2. the corporation is not able to identify how each member voted.

<u>Hybrid meetings:</u> The directors may decide that a hybrid annual or special meeting be called in which some members or directors are co-located and some are connected to the meeting by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting.

In hybrid meetings, the co-located members may vote by show of hands or by electronic voting as the board decides for that meeting. The in-person electronic ballot used is subject to the bylaw conditions around voting by telephonic or electronic voting. The remote participants must vote electronically using the rules for voting by telephonic or electronic means.

### Bylaw 9 - Committees

**Section 1:** The Board may authorize the establishment of committees to advance the purposes of the organization. The Board shall establish a charter for each committee, which defines its purpose, authority and outcomes. Committees are responsible to the Board.

**Section 2:** The President with the approval of the Board shall appoint all committee members and a chairperson for each committee. Committee members must be appointed from the membership of the organization and a member of The Board shall serve on each committee.

### Bylaw 10 - Finance

**Section 1:** The fiscal year of the Chapter shall be from April 1 to March 31.

**Section 2:** The Board shall establish policies and procedures to govern the management of its finances and shall submit required tax filings to appropriate government authorities. The Board's Banking Resolution(s) shall require a minimum of two signatures for disbursement of funds.

**Section 3:** A review of records and accounting practice will be performed every two (2) years by an independent third party.

**Section 3** The directors shall approve annual financial statements of the corporation before presentation to the members.

A review engagement will be held in place of an audit by a person permitted to do so under the Public Accounting Act, 2004. The person must also be independent of the corporation, the directors and officers of the corporation and its affiliates. The review of records will be performed annually.

In the case of a vacancy in the role of financial reviewer, a reviewer is appointed by the directors and confirmed by the members at the next meeting. If the reviewer resigns a person will be appointed to the position and confirmed by the members at the next meeting.

### **Bylaw 11 – Ratification and Amendments**

**Section 1:** Bylaw amendments shall be ratified at the Annual General Meeting or upon convocation of a special General Meeting.

**Section 2:** Bylaws shall be amended by a two-thirds (2/3) vote of the voting membership in good standing present at the Annual General Meeting of the Chapter. Notice of all proposed changes shall be sent in writing to the membership at least fifteen (15) days before such meeting.

**Section 3:** Amendments may be proposed by the Board, or by members in good standing submitted in writing to the Board 30 days before the General Meeting. All duly proposed amendments shall be presented by the Board to the membership.

**Section 4:** All amendments must be consistent with IIBA® Bylaws and the policies, procedures, rules and directives established by the IIBA® Board of Directors, as well as with the Chapter's Charter with IIBA®.

### Bylaw 12 - Dissolution

**Section 1:** Should the Chapter dissolve for any reason, its assets shall be dispersed to a charitable or non-profit organization designated by the voting membership after the payment of just, reasonable and supported debts, consistent with applicable legal requirements.

# Annual General Meeting

June 21, 2022







### **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 2022 AGM:

- Call to Order
- Approval of 2021 AGM Minutes
- Treasurer's Report
- Financial Review Engagement Report
- Chapter Bylaw Amendments
- Election of Officers to the Board of Directors

### The Year Ahead

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

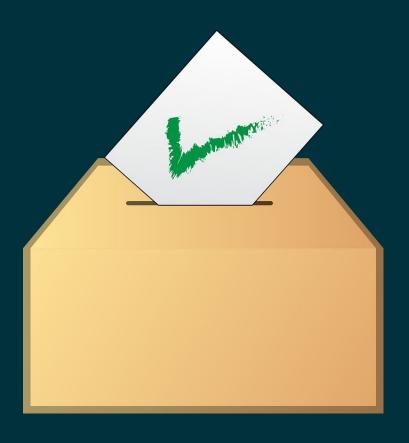


# **Networking and Socializing**

**Share 3 things...** 







# **Voting Process for today's AGM**

# (Refer to your June 16th email for a link to the items being voted on later, during the AGM portion of this meeting)

- 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 2022
  - 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

#### Vote now: IIBA Ottawa-Outaouais Chapter - Annual General Meeting 2022



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

To: secretary@ottawa-outaouais.iiba.org

### Vote now: IIBA Ottawa-Outaouais Chapter - Annual General Meeting 2022

You are invited to vote in the IIBA Ottawa-Outaouais Chapter - Annual General Meeting 2022.

The voting deadline is Jun 21 2022 7:30pm 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 <a href="mailto:membership@ottawa-outaouais.iiba.org">membership@ottawa-outaouais.iiba.org</a>.

To vote, visit: secure.electionbuddy.com/someur

Or copy and paste the link into your web browser.

Your access key is someperson@email.com

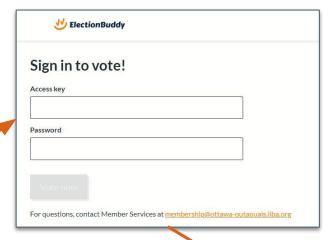
Your password is 12345

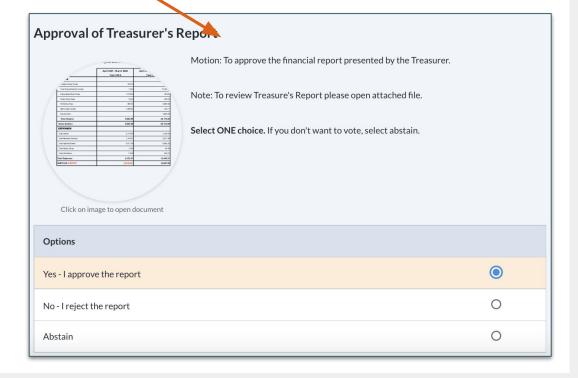
Unsubscribe from any further emails about this election.



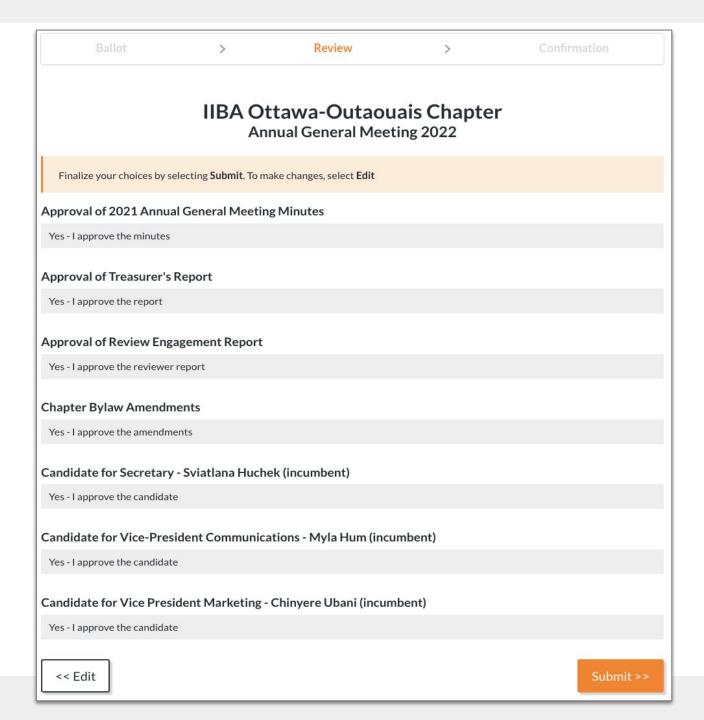
Powered by ElectionBuddy Inc.

# **Voting Process for the AGM**





# Voting Process for the AGM



# Chapter Year in Review

2021/2022





# 2021/2022 Board of Directors

President	Nancy Beatson
Past President	Christina Abbott
Secretary	Sviatlana Huchek
Treasurer	Abie Onaeko
VP, Member Services	Alec Lumsden
VP, Marketing	Chinyere Ubani
VP, Certification	Gaël Mombio
VP, Professional Development	Marcus Udokang
VP, Communications	Myla Hum



# **Leadership Team Support Roles**

Deputy, Finance	Anne Chapman
Deputy, Member Services - Membership Coordinator	Marie Halsey
Deputy, Member Services - Volunteer Engagement	Joslin Samuel
Deputy, Communications	Lanre Atte
Deputy, Communications	Paschal Asadu
Deputy, Communications	Ramya Dhyapa
Deputy, Marketing - Sponsorship	Sona Varghese
Deputy, Outreach & Market Research	Sereena kang
Deputy, Professional Development	Surani Peris
Deputy, Professional Development	Doris Qian
Deputy, Certification	Adanna Osaigbovo
Deputy, Certification - Mentorship	Claire Paquette
Technical Expert	Magdalena Jaros

# Sub Committees & Special Projects

#### **Governance Team**

- Nancy Beatson (Chair)
- Christina Abbott
- Abie Onaeko
- Anne Chapman
- Sviatlana Huchek

### Capital BA Day 2022 Planning Committee

- Christina Abbott (Co-Chair)
- Nancy Beatson (Co-Chair)
- Marcus Udokang
- Adina Manoli
- Surani Peiris
- Doris Qian
- Chinyere Ubani

### **GRAAL Awards**

Claire Paquette (Ottawa-Outaouais Rep)

### Volunteer Appreciation Planning Team

- Alec Lumsden (Co-Chair)
- Joslin Samuel (Co-Chair)
- Doris Qian

### AGM Planning Team

- Sviatlana Huchek (Chair)
- Alec Lumsden
- Nancy Beatson

### 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.



# Professional Development

VP:

Marcus Udokang

### **Deputies:**

Surani Peiris Doris Qian

- Monthly Chapter Meetings Speakers
- Workshop
- Lunch and Learns with other chapters
- Special Events social, volunteer appreciation, AGM

### **Speakers:**

Ian Gotts
Bola Adescope
Vanessa Khan
Ryland Leyton
Diedre Caren
Joe Perzel

### Workshop:

**Emily Tom** 

# Capital BA Day: Hyperconnected theme

- 3 tracks - Suzannah Baum, Yulia Kosarenko, LN Mishra, Jamie Champagne, Emily
- Tom



## Monthly Chapter Meetings

Sep 2021	Marcus Udokang	The BA Slipping into the World of a Product Owner	Feb 2021	Bola Adesope	The "P" in Product is
Oct 2021	Emily Tom	Stakeholder Empathy - Put Your Heart into your BA Work	Mar 2021	Vanessa Khan	The 21st Century BA
Nov 2021	Stephanie Lachman-Douc et	Exploring Different Project Approaches (Traditional vs Agile)	Apr 2021	Ryland Leyton	Analysis Planning in Agile: Yes You Still Do It!
Jan 2021	Dr. Joe Perez*	Bringing Data to L.I.F.E and Life to Data	May 2021	Vanessa Grant	Expectations and Opportunity in the Salesforce Business Analysis Community

## Workshops & Lunch 'n Learns\*

Sep 2021	VIncent Mirabelli	Lunch 'n Learn: SWOT Analysis
Nov 2021	Lesa King	Lunch 'n Learn: Process Modeling
Feb 2022	Ian Gotts	Lunch 'n Learn: Lightweight Documentation
Mar 2022	Emily Tom	Workshop: Process Improvement Through Continuous Improvement
Apr 2022	Rachael Wilterdink	Lunch 'n Learn: Story Mapping

# Capital BA Day 2022 -Hyperconnected!

Friday, May 27, 2022

### 3 Tracks:

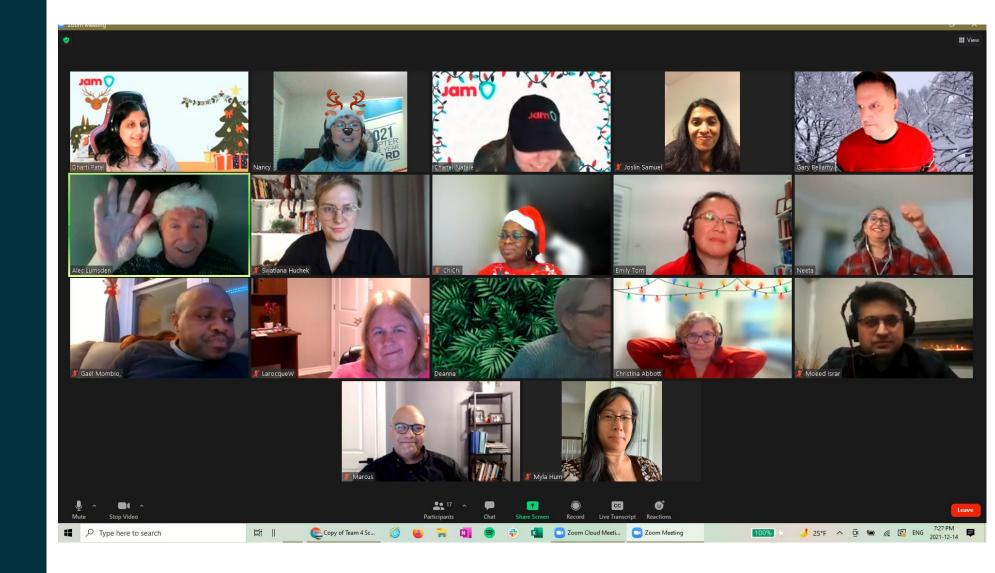
- Our Digital Connection
- Our Human Connection
- Our BA Connection

Our 2nd IIBA Ottawa-Outaouais chapter professional development conference was presented virtually on May 27, 2022





# 2021 Holiday Social 15th Anniversary Celebration





### GRAAL Awards

# Grand Recognition of Achievement in Analysis and Leadership









### **Governance Team**

### **President:**

Nancy Beatson

### **Past President:**

**Christina Abbott** 

### **Secretary**:

Sviatlana Huchek

### **Treasurer**:

Abie Onaeko

### **Deputies:**

Anne Chapman

- IIBA Ottawa-Outaouais celebrated its 15-year anniversary
- Chapter of the Year Award
- Chapter minimum standards
- Financial oversight
  - Regular governance review of accounts and accounting practices
  - Guidance sought where needed
  - Engaged a financial reviewer
- Bylaw amendments to better align with ONCA legislation changes



# CHAPTER OF THE YEAR





# **2021 Chapter Award Winners**

**Business Partner: Dutch** 

**Chapter Sustainability: Raleigh** 

**Community Outreach: Brussels** 

**Delivering Membership Value: Kansas City** 

Leadership Excellence: Bluegrass

**Marketing Excellence: Phoenix** 

**Professional Development: Peru** 

\*

Chapter of the Year: Ottawa-Outaouais

On Nov 1, 2021, from a group of. 120 IIBA chapters across the globe, the IIBA Ottawa-Outaouais chapter was named Chapter of the Year for 2021.



#### VP:

Myla Hum

#### **Deputies:**

Lanre Atte Paschal Asadu Ramya Dhyapa

## **Newsletters & Event Reminders - Mailchimp**







VP:

Myla Hum

#### **Deputies:**

Lanre Atte Paschal Asadu Ramya Dhyapa

#### Social Media - LinkedIn in







#### VP:

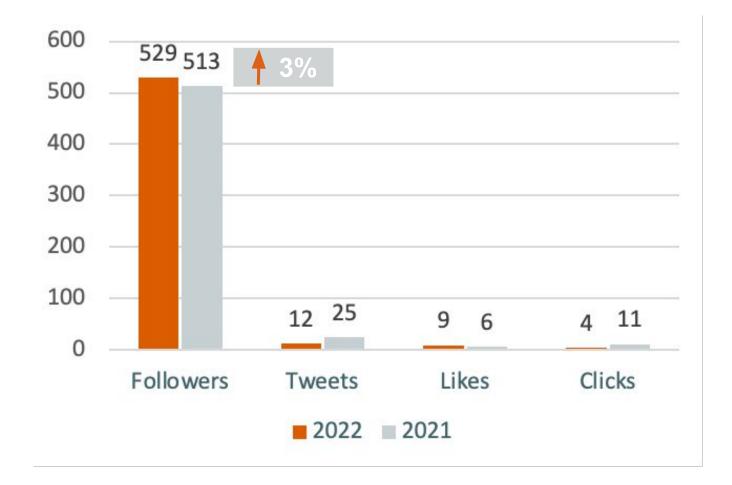
Myla Hum

#### **Deputies:**

Lanre Atte Paschal Asadu Ramya Dhyapa

#### **Social Media - Twitter**







#### VP:

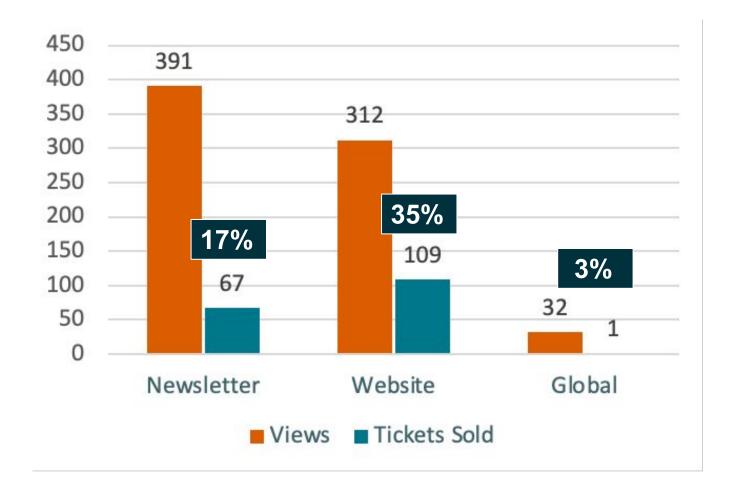
Myla Hum

#### **Deputies:**

Lanre Atte Paschal Asadu Ramya Dhyapa

## **Tracking Links - Eventbrite**







## Marketing

VP: Chinyere Ubani

## **Deputies:**

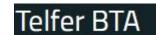
Sona Vaghese Sereena Kang

















- Developed a virtual sponsorship package
- Reviewed and updated the chapter Ambassador program
- Door prize to winners
- Chapter Hybrid Survey
- Post conference survey
- Engagement with Sponsors & Partners (MNP, Projerra & Telfer BTA)





#### **Member Services**

**VP:** Alec Lumsden

**Deputies:**Marie Halsey
Joslin Samuel

Membership: Marie Halsey

**Volunteers:** Joslin Samuel

#### <u>Membership</u>

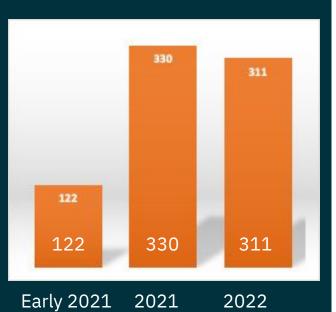
- Validation of membership
- Event check-in
- Records
- Regional chapter sharing
- Advise IIBA Global

#### **Volunteers**

- Deputies
- Speakers
- Technical experts
- Ad hoc support
- Capital BA Day
- Board of Directors



## Chapter Membership



Deputy, Membership Services: Marie Halsey

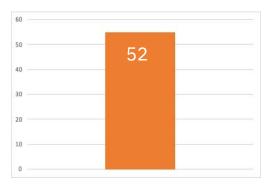
VP Member Services:
Alec Lumsden



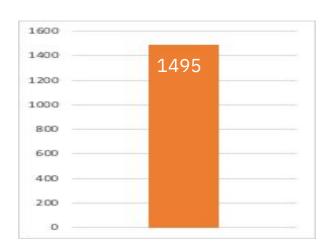


#### **Volunteers**

Number of Volunteers = 52



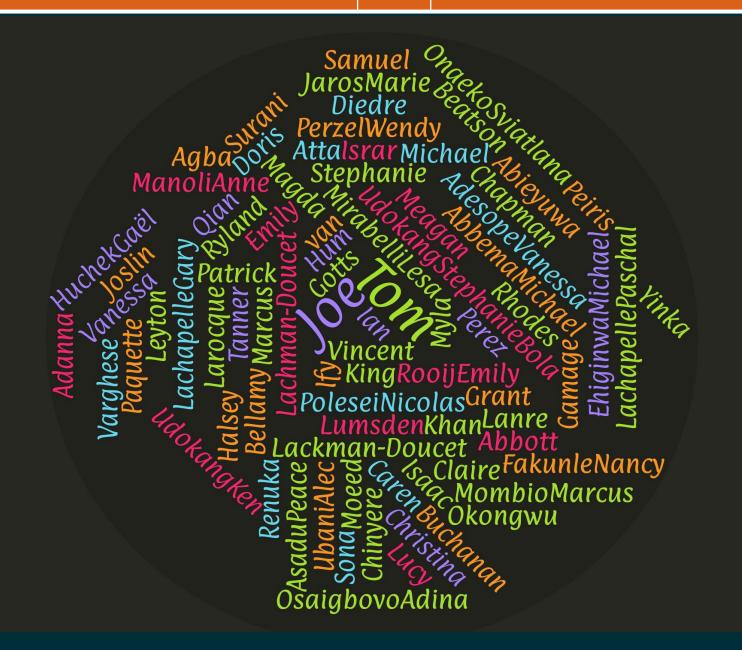
Total Volunteer Hours = 1495





**Deputy, Volunteer Engagement: Joslin Samuels** 

**VP Member Services: Alec Lumsden** 



#### Certification

VP:

Gaël Mombio

#### **Deputies:**

Claire Paquette

#### **Volunteer:**

Peace Isaac

## Study group and Mentoring program

Study group

Held from september 2021 to june 2022, once per month Covered the BABOK and destined to candidates for the core Certifications : CBAP, CCBA, ECBA Mentoring program

For mentees willing to grow as BA and for mentors willing to help other BA achieve their goals



## Certification: study group

100% online
Between 16 and 34 people
connecting, Mainly from

- Ottawa and Gatineau
- Other Cities in Canada
- US
- UK
- Nigeria
- Australia
- India

Prospect for next year 100% online



#### Certification: mentoring program

3 contracts this year:

- 1 dissolved
- 1 expired
- 1 going on

**OBJECTIVE FOR NEXT YEAR: 10 CONTRACTS!** 



## 2022 AGM

**Chapter Business** 





#### CALL TO ORDER

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



## 2021 AGM Minutes



#### Approval of 2021 AGM Minutes

**MOTION**: To approve the minutes of the previous Annual General Meeting of the Membership held on June 15, 2021.





Income Statement (Surplus & Deficit)



#### IIBA Ottawa-Outaouais Chapter Surplus and Deficit

	April 2021 - March 2022 Total CAD \$	April 2020 - March 2021 Total CAD \$
INCOME		
Chapter Award Funds	443.10	508.08
Total Special Events Income	10.00	19,784.01
Subscription/Event Fees	1,018.25	760.00
Study Group Fees	55.00	285.00
Workshop Fees	860.00	2,890.00
IIBA Career Center	3,496.64	345.71
Sponsorship		3,600.00
Total Surplus	5,882.99	28,172.80
Gross Surplus	5,882.99	28,172.80
EXPENSES		
Total Admin	2,716.49	2,160.09
Total Member Services	1,318.47	2,071.64
Total Special Events	4,011.56	8,692.52
Total Study Group	14.30	66.30
Total Workshop	72.39	254.76
Total Expenses	8,133.21	13,245.31
SURPLUS (DEFICIT)	(2,250.22)	14,927.49

**Balance Sheet** 



#### IIBA Ottawa-Outaouais Chapter Balance Sheet

	As of March 31, 2022 Total CAD \$	As of March 31, 2021 Total CAD \$
ASSETS		
Current Assets		
Total Cash and Cash Equivalent	37,266.71	39,925.18
Total Accounts Receivable (A/R)	80	i.
Babok Books on Hand		
Petty Cash	508.25	100.00
Prepaid expenses	-	1.5
Total Current Assets	37,774.96	40,025.18
Total Assets	37,774.96	40,025.18
LIABILITIES AND EQUITY		
Accrued Liabilities	85	17
Total Liabilities	-	-
Equity		
Retained Earnings	40,025.18	25,097.69
Profit for the year	(2,250.22)	14,927.49
Total Equity	37,774.96	40,025.18
Total Liabilities and Equity	37,774.96	40,025.18

**MOTION**: To approve the Treasurer's Report



#### Financial Review Engagement Report

Financial Reviewer: Michael Lachapelle

**MOTION**: To approve the Financial Review Engagement Report



## **Bylaw Amendments**



#### **Chapter Bylaw Amendments**

- ONCA (Ontario Not for Profit Corporations Act) new legislation effective Oct 2021 requires bylaw changes
- Rules for quorum and voting for electronic meetings (Zoom)
- "Review engagement" replaces audit review for smaller \$ corps

**MOTION**: To approve the amendments to the bylaws as presented by the Board of Directors.



#### Election – Slate of Candidates for 2022/2023



Secretary
Sviatlana Huchek (incumbent)



Vice President, Marketing
Chinyere Ubani (incumbent)



Vice President,
Communications
Myla Hum (incumbent)

President-Elect
Vacant

MOTION: To elect the slate of candidates for 2022/2023



## Voting Results



#### Motions from the Floor



#### The Year Ahead

- Annual Strategic Planning Day (July 17)
- Planning to welcome you back to our events in person, virtually or in hybrid
- Programming in support of core & specialized certification seekers
- Monthly chapter meetings and skills workshops featuring inspiring presenters and compelling content
- Continued collaborations with other IIBA chapters, for examples
  - Lunch 'n Learn collaboration with IIBA Halifax, IIBA Palmetto
  - o GRAAL Awards collaboration with IIBA Montreal & IIBA Quebec
  - Other collaborations, e.g., hosting a CPOA study group
- Continuation of our Mentoring Program



#### Closing

#### MOTION: To close the meeting





# STOP RECORDING...



## 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.

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