



Project
Management
Institute.
Vancouver Island

AGM 2026



Land acknowledgement

The Host Communities and Nations whose territories we work: the Lekwungen and WSÁNEĆ Peoples. This gratitude extends to surrounding local Peoples and Nations in this region including the MALAXEt (Malahat), Scia'new (Beecher Bay), T'Sou-ke (Sooke), Ditidaht, and Pacheedaht Peoples.



Project Management Institute, Vancouver Island Chapter
2026 Annual General Meeting
June 24, 2026

SCHEDULE

6:00PM	Opening
6:15PM - 7:15PM	Workshop: Dr Sandra Mandic, PhD, PMP: "Secrets of Successful Cross-Sectoral Collaborations Seen Through the Project Management Lens"
7:15PM - 7:30PM	Dinner & Networking
7:30PM - 8:30PM	AGM



Project Management Institute, Vancouver Island Chapter
2026 Annual General Meeting
June 24, 2026

AGENDA

1. Call to Order
2. **MOTION TO:** Approve 2026 PMIVI AGM Agenda
3. **MOTION TO:** Accept reconstructed 2025 PMIVI AGM Minutes
4. President's Report - Sarah Wilson
5. Presentation of 2025 Financial Statements - Jason Bunston
6. **MOTION TO:** Accept 2025 Financial Statements
7. ~~organizational successes* @Jason~~
8. 2026 Board Elections Results
9. Announcement of 2026/27 Board of Directors
10. **MOTION TO:** Adjourn PMIVI AGM 2026



Motion to:

Approve the 2026 AGM Agenda



Reconstructed:
Minutes of the Annual General Meeting –
PMI Vancouver Island Chapter
Thursday, July 3rd, 2025, 12-1pm
Via Zoom, hosted from Victoria, BC

1. AGM 2025 Called to Order - 12:00pm

2. Approval of 2025 AGM Agenda

1. Call to Order
2. Approval of 2025 AGM Agenda
3. Approval of 2024 AGM Minutes
4. President's Report
5. Presentation of 2024 Financial Statements
6. Approval of 2024 Financial Statements
7. 2025/26 Chapter Updates
8. Announcement of 2025/26 Board of Directors
9. Motion to Adjourn the 2025 AGM

- Motioned: Victor Igiri
- Seconded: Phil Beck
- Vote: CARRIED

3. Approval of 2024 AGM Minutes

- Motioned: Victor Igiri
- Seconded: Liam
- Vote: CARRIED



Minutes of the Annual General Meeting –
PMI Vancouver Island Chapter
Thursday, July 3rd, 2025

4. President's Report: 2024/25

Our Sponsors:

- Gustavon School of Business, University of Victoria, Executive Programs
- Kroolo

2024/25 Year In Review

Swan's Networking

- Successfully delivered 5 in-person networking socials in our community
- Avg attendance of >20 people
- New friendships, new volunteers, PDUs, and new PMPs!

NEXTGEN Event

- Successfully launched our inaugural NextGen event person in partnership with KPMG
- Created an inclusive space for students, emerging professionals and young leaders
- Built momentum for making Next Gen event a signature event in our chapter's program

Scholarships

- Continued our commitment to supporting professional growth through scholarships at University of Victoria, Camosun College, Royal Roads University, Vancouver Island University

Mentorship

- Ran a successful virtual mentorship program, strengthening connections within our community
- Matched mentors and mentees based on shared goals, interests and industry experience
- Looking ahead, we plan to build on this success and grow the program into 2 cohorts

PMP Study Group

- Organized an 8-week Spring PMP Study Group to support members preparing for their PMP certification
- Provided access to experienced facilitators, study materials and peer accountability
- We plan to continue offering these study groups in different cohorts to help more members reach their certification goals

Lunch & Learn

- Hosted a series of Lunch & Learn events throughout the year to keep our members connected and engaged
- Topics included: Key Elements of Managing Public & Private Sector Projects, Personal Brand Management for Project Leaders, AI Project Management e.t.c



PD Conference

- Successfully organized and hosted our annual Professional Development Conference with over 100 attendees
- Featured industry experts, keynotes, and panel discussions that provided valuable insights and practical takeaways
- Offered attendees opportunities to network, share experiences and and build meaningful connections

Community Engagement

- Partnered with Surfrider Foundation to organize a successful beach cleanup, promoting environmental stewardship,
- Made presentations at UVic Masters in Project Management certification to raise awareness about Project Management and chapter opportunities.
- Engaged with Camosun Business Project Management students to advertise our chapter offerings

Project Bites

- Renewed contract to provide benefit to our entire membership
- One of the highest using Chapters
- Chapter members giving back towards PB learning catalogue

5. Treasurer's Report: 2024 Chapter Financial Report

BALANCE SHEET & INCOME STATEMENT		
	2024	2023
Balance Sheet		
Assets	\$ 193,330	\$ 208,330
Liability	\$ 3,654	\$ 1,162
Equity	\$ 189,676	\$ 207,323
Income Statement		
Revenues	\$ 81,650	\$ 55,822
Expenses	\$ 91,642	\$ 55,090
Net Income	-\$ 10,148	\$ 732
REVENUE STATEMENT		
	2024	2023
Revenues		
Programs, Lunch, Breakfast, Dinner	\$ 1,070.00	\$ 1,410.00
PD Events / Region 1 Conference	\$ 36,224.00	\$ 16,847.00
Membership Dues & Fees	\$ 29,749.00	\$ 27,152.00
PMI Grants	\$ 7,068.00	\$ 10,410.00
Interest Revenues	\$ 6,214.00	\$ 3.00
Other revenue	\$ 1,325.00	\$ -
TOTAL REVENUES	\$ 81,650.00	\$ 55,822.00
EXPENSE STATEMENT		
	2024	2023
Expenses		
Program Events	\$ 2,472.00	\$ 2,371.00
PD Conference	\$ 57,134.00	\$ 15,846
PM Training - CEPS and CAPM		
Program Events - Other Expenses	\$ 8,703.00	
Meals & Entertainment Expenses		
Cost of Goods Sold (COGS)	\$ 68,309.00	\$ 18,217
General Admin Expenses	\$ 23,333.00	\$ 36,873
TOTAL EXPENSES	\$ 91,642.00	\$ 55,090
GROSS PROFIT	-\$ 10,148.00	\$ 732



6. Approval of 2024 Financial Statements

- Motioned: Victor Igiri
- Seconded: Pronob Das
- Vote: CARRIED

7. Board of Directors: Chapter updates: (see item 8.)

8. Announcement of 2025/26 BOD

- President: Sarah Wilson
- VP Professional Development: Pronob Das
- VP Operations: Chelsea Turner
- VP Internal Relations: Christian Parise
- VP External Relations Chisomebi Okoroafor
- President-Elect: Vacant
- VP Finance: Vacant

9. Questions

- Can the Financial Statements be provided before the AGM or made available on the website?
Response (President): We would consider providing the information prior and uploading on our website upon conclusion of the meeting. If there are further inquiries about the financial statement please reach out to us.
- Can more services be provided by volunteers instead of outsourcing to save cost?
Response (President): As our work is mostly volunteer based, it takes day and time out of the hours of our volunteers and we have struggled with volunteer retention, and outsourcing the website hosting was the best alternative. However, for future purposes we would look into the possibility of having more services in house.

10. Adjournment of the 2025 PMI-VI AGM – 12:55PM

- Motioned: Victor Igiri
- Seconded: Pronob Das
- Vote: CARRIED

– End of Minutes –



Motion to:

**Approve the reconstructed 2025 AGM
Minutes**



2025/2026 Chapter President's Report

President - Sarah Wilson





Our Year



Our Sponsor

UVIC

PMI-VI is grateful
for it's longtime
partnership with
the *University of
Victoria*





Our Events



PMI-VI - Annual Conference - Human Led, AI Empowered

Lunch & Learn Program

- Microsoft Co-Pilot for Project Managers
- Our Invisible Briefcase: Unpacking Cultural Privilege at Work
- The "Go-Live" Illusion: Why Delivery Isn't Success
- Leading AI-Enabled Initiatives: Essential guardrails for project success
- Optimizing Your Customer Relationship
- Rise Above Routine: Embrace Life Beyond Your Comfort Zone
- From Avoidance to Alignment: Preparing for Difficult Stakeholder Conversations

Swan's Pub - Iconic Networking Event

Nanaimo Event - expanding our in-person events

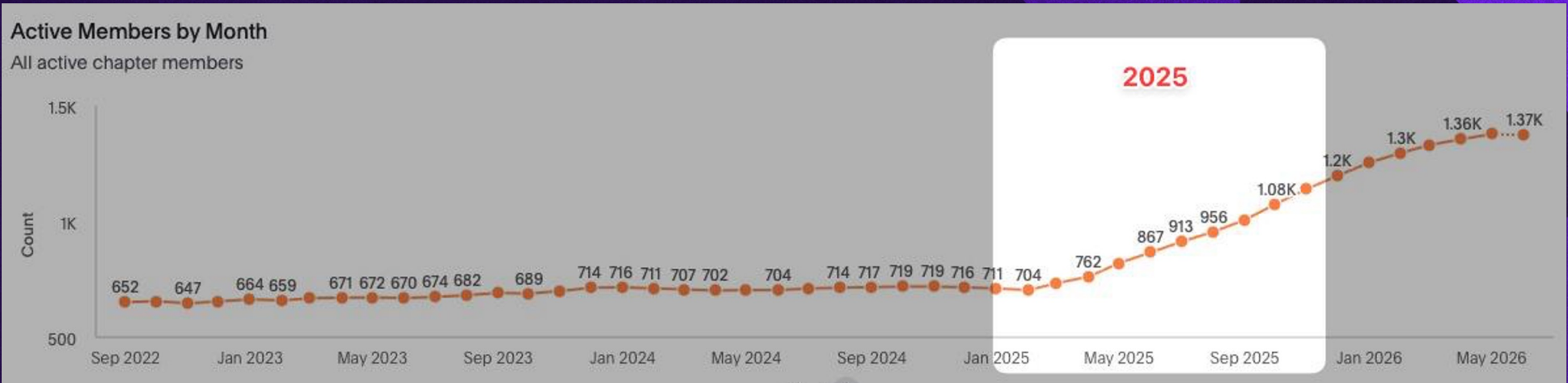
VDS Tech Night - Supporting other community groups





Chapter Insights - The Key Challenges

- Heading into the 2026–2027 cycle, the chapter is navigating the challenges of its own rapid success.
- While 2025 saw unprecedented membership growth from 700 to over 1,300 members, this expansion has created a performance gap that the chapter is now addressing through strategic 2026 actions.





Chapter Insights - The Key Challenges

- **Scaling Foundational Member Services (Mentorship)**
- **Aligning Increased Remittances to Member Programs**
- **Managing Volunteer Bandwidth and Leader Burnout**
- **Transitioning to Operational Maturity**
- **Governance, Compliance, and Legal Integrity**

Active Members

All active chapter members

1,373

Jun 2026

↓ 0.36% vs (1,378) May 2026 >



Active Members by Month

All active chapter members





Chapter Insights - Professional Development

- **Annual PD Conference:** Delivery of the "**Back to Basics**" **2025 conference** and preparation for the **2026 "Human-Led: AI-Empowered"** conference, including speaker tracking and planning.
- **Networking Series:** Managing a regular rhythm of community engagement through the **2025–2026 Networking Event series** at Swans Pub.
- **Training Partnerships:** Developing proposals to partner with local trainers and Authorized Training Partners (ATPs) for **revenue-sharing professional development** opportunities.
- **Remote Member Support:** Facilitating a board vote on the **Project Bites Professional Development Day**, providing remote members with 15 PDUs for a low-cost virtual ticket.
- **Volunteer Recognition:** Sponsoring motions to invite active board volunteers to attend the PD Conference for free as a gesture of appreciation



Chapter Insights - Operations

- **Service Desk Implementation:** Successfully deploying the **centralized service desk (support.pmivi.org)** using osTicket to reduce functional bottlenecks.
- **Infrastructure Stewardship:** Managing platform reliability, tool governance, and access rights management through the **Director of IT**.
- **Digital Strategy & Analytics:** Integrating website performance metrics, SEO, and engagement data to inform board decision-making.
- **Process Excellence:** Auditing and refining Standard Operating Procedures (SOPs) to ensure they are **measurable and gap-free**.
- **Asset Management:** Implementing a structured asset inventory to track physical hardware (laptops, banners) and digital credentials.



Chapter Insights - Internal Relations

- **Membership Management:** Overseeing unprecedented growth (reaching **1,350+ members**) and utilizing data analytics for retention strategies.
- **Volunteers:** Managing the **intake, pre-vetting, and onboarding** of new volunteers using the PMI Volunteer Engagement Platform (VEP).
- **Mentorship Scaling:** Transitioning the mentorship program from a manual, person-dependent model to a scalable solution via the **MentorNeko platform**.
- **Leadership Recruitment:** Actively search for and onboarding new directors for critical operational gaps



Chapter Insights - External Relations

- **Academics Outreach:** Leading the stewardship of academic partnerships with institutions such as **UVic**, **Camosun**, **VIU**, and **Royal Roads**.
- **Marketing & Brand Stewardship:** Ensuring all chapter communications, newsletters, and social media align with **PMI Global brand standards**.
- **Sponsorship:** Managing the partnership pipeline and coordinating chapter visibility at community events like **Victoria Tech Night**.
- **Community Engagement:** Building strategic ties and adopting best practices through **cross-chapter collaboration** with other Canadian PMI chapters



Chapter Insights - Executive

- **Strategic Leadership:** Providing the overarching vision and ensuring alignment with **PMI:Next global strategy**.
- **2026 Charter Renewal:** Executing the mandatory annual renewal process with PMI Global to maintain the chapter's **good standing**.
- **Governance & Elections:** Modernizing processes to support member-ratified board to satisfy legal requirements under the **BC Societies Act**.
- **Board Succession Planning:** Managing handovers, knowledge transfer, and **transition protocols** between terms.
- **Regional Representation:** Authorizing leadership presence at peer regional meetings and Canadian summits.



Chapter Insights - Finance and Admin

- **Budgeting & Stewardship:** Leading the **annual budget cycle**, managing fiduciary risk, and presenting monthly financial status to the board. Developed current state of revenue and operations snapshot, feeding into 10-year forecast, and development of chapter strategic plan.
- **Stripe Payment Integration:** Implementing Stripe as a backup payment processor to improve Canadian-specific payment support and **CRA tax compliance**.
- **Vendor Management and Cost Recovery:** Identifying and correcting a significant vendor over-billing error, securing approximately **\$11,000 CAD in annual savings**.
- **Scholarship Fund Management:** Reconciling the **internally restricted scholarship fund (~\$110,000)** and institutionalizing recurring payments through the Scholarship Contract SOP.
- **Regulatory Compliance:** Overseeing Chapter records management and ensuring mandatory corporate filings under the **BC Societies Act** are current



Chapter Insights - Key Takeaway

- **Unprecedented Membership Surge:** robust growth trend of three new members for every one non-renewal.
- **Strong Financial Position:** healthiest financial state in years, with annual remittance revenue trending upward
- **Modernized Operational Infrastructure:** Focusing on "Operational Excellence"; Member Service Portal (support.pmivi.org); Stripe payment integration to reduce friction for members and volunteers. Numerous process initiatives to support complex roles with yearly turnover.
- **Scalable Member Services:** moving from manual tasks to system-dependent workflows, including the implementation of the MentorNeko platform to provide automated, AI-driven mentorship matching.
- **High-Performance Leadership Core:** solidified "Operations Core" by onboarding new specialized Directors in IT, Digital Strategy, and Administration; Ensuring we have the talent and data-driven insights needed to enter the "Performing" stage of organizational maturity.
- **Accelerated recruitment:** Next focusing on Academics, Mentorship, Membership, Sponsorship,



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2026 Chapter Financial Report

VP Finance Admin - Jason Bunston



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Project Management Institute, VI Chapter
Statement of change in net assets as of December 31, 2025

	<u>2025</u>	<u>2024</u>
Unrestricted Net Assets at the Beginning of the Year	\$ 84,048	\$ 94,195
Plus: Net Excess of Revenue over Expenses (Statement III)	39,879	(10,148)
Plus: Internally restricted funds	<u>101,583</u>	<u>105,628</u>
Net Retained Assets at the End of the Period	<u>\$ 225,510</u>	<u>\$ 189,675</u>

***Project Management Institute, VI Chapter
Statement of change in net assets as of December 31, 2025***

Revenue & Programs	2025	2024
Programs Lunch, Breakfast, Dinner	\$ 50,718.00	\$ 38,935.00
Membership Dues & Fees	\$ 42,076.00	\$ 29,749.00
Other Functions- Grants	\$ -	\$ 6,752.00
Interest Revenue.	\$ 9,729.00	\$ 6,214.00
Release from Restricted fund - Scholarship	\$ 4,045.00	\$ 17,800.00
	\$ 106,568.00	\$ 99,450.00



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***Project Management Institute, VI Chapter
Statement of change in net assets as of December 31, 2025***

Net Expenditures and Expenses

	2025		2024	
Total Revenue	\$	106,568.00	\$	99,450.00
Total Expenditures	\$	46,782.00	\$	87,593.00
Total Operating Expenses	\$	19,908.00	\$	22,005.00
Total Expenditures	\$	66,690.00	\$	109,598.00
Net Excess of Revenue over Expenses (Statement I) \$	\$	39,878.00	\$	(10,149.00)



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Questions?

Please contact our Treasurer:

Treasurer@pmivi.org



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Motion to:

Accept the 2026 Chapter Financial Statements



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2026 Election Results



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2026 Election Cycle

Question Title	OptionName	Votes	Abstain	Percentage
Election of Vice President, Operations	Chelsea Turner	79	6	92.90%
Election of Vice President, Internal Relations	Christian Parise	77	8	90.60%
Election of Vice President, Professional Development	Pronob Das	79	10	88.80%
Election of Vice President, External Relations	Chisomebi Okoroafor	79	8	90.80%
Election of Vice President, Finance and Administration, Treasurer	Jason Bunston	87	5	94.60%
President	Sarah Wilson	81	12	87.10%



VoteAlly

NOMINEE

Sarah Wilson

Term: 2026-2027

Role: President-Elect



NOMINEE

Chelsea Turner

Term: 2026-2027

Role: Vice President, Operations



NOMINEE

Jason Bunston

Term: 2026-2027

Role: Vice President, Finance and Administration,
Treasurer



NOMINEE

Pronob Das

Term: 2026-2027

Role: Vice President, Professional Development



NOMINEE

**Chisomebi (Chiso)
Okoroafor**

Term: 2026-2027

Role: Vice President, External Relations



NOMINEE

Christian Parise

Term: 2026-2027

Role: Vice President, Internal Relations



NEWLY AFFIRMED 2026/27 Board of Directors

Don Cameron

President

Sarah Wilson

President Elect

Sarah Wilson

Past President

Jason Bunston
Administration

Treasurer + Vice President of Finance and

Chelsea Turner

Vice President of Operations

Chiso Okoroafor

Vice President of External Relations

Christian Parise

Vice President of Internal Relations

Pronob Das

Vice President of Professional Development

President 2026/27

Looking Forward

About Me - Don Cameron

- PMP, RSe, BAMgt
- 10+ years of Industrial, Commercial, Residential Construction Project Management
- 5 years of Solar Energy
- 5+ years of Business Development
- Lifetime tech nerd



About Me - Don Cameron

- Firefighter in training, EMA BC licensed First Responder
- Lived in a schoolie for 5 years on the island before settling in the Cowichan Valley



Mission & Vision

Our Mission: We are a community creating the products, services, and experiences that power project success.

Our Vision: A world where every project lives up to its full potential for positive impact.

PMI Vancouver Island

Chartered in 1996 to represent and serve PMI members who live work and play on these lands.

30 years of chapter volunteers, many hands, storied history.

What this means

Our duty as chapter volunteers is to our membership.

What to expect

- Supporting our volunteers with robust onboarding and SOPs
- Board travel to PMI events & increased collaboration with regional chapters to support continuous learning and chapter best practice
- Tools to support the success and reach of our volunteers

What to look for

- Building on current slate of events to support central and north Vancouver Island and the Yukon
- Mentorship platform launch
- Volunteer postings on PMI Volunteer Engagement Platform
- Continued President's Office Hours - Monthly
- Have an idea? Reach out! info@pmivi.org

And More ~

Motion to:
Adjourn 2026 AGM

Thank You!