



Canadian Institute
for Procurement
and Materiel
Management

Institut canadien
d'approvisionnement
et de gestion
du materiel

ANNUAL GENERAL MEETING

**June 18, 2025
12:30 pm – 2:00 pm EST**

Location: Virtual

1. WELCOME AND CALL TO ORDER

Carolyn Montague, President of CIPMM, chaired the meeting and called the 2025 Annual General Meeting to order at 12:30 pm.

The meeting was held in a virtual format, and all motions were approved by the electronic vote. Carolyn noted that attendees had the opportunity to ask questions during the AGM using the chat function.

2. APPROVAL OF THE 2025 AGM AGENDA

Approved by a majority vote to approve the 2025 CIPMM Annual General Meeting Agenda as presented.

3. APPROVAL OF THE 2024 ANNUAL GENERAL MEETING MINUTES

Carolyn noted that the Minutes were available on the CIPMM website.

Approved by a majority vote to approve the Minutes of the 2024 CIPMM Annual General Meeting as presented.

4. PRESIDENT'S REPORT – 2024/2025 ACHIEVEMENTS AND 2025/2026 PRIORITIES

Carolyn Montague, President of CIPMM, delivered the President's Report and expressed appreciation to all members attending the AGM, as well as to everyone who participated in CIPMM events throughout the year. She also thanked the Board members, planning committee members, volunteers, partners, and participants whose hard work and dedication contributed to another successful year. Carolyn noted her continued appreciation for the many volunteers who dedicate their time and efforts to ensure that CIPMM's events, activities, and programs consistently maintain a high standard of quality for the procurement and materiel management communities.

Key highlights from 2024/2025 included:

Fleet Management Workshop

On October 29-30, 2024, CIPMM hosted a highly successful two-day Fleet Management Workshop at the Brookstreet Hotel in Kanata with 104 delegates, reflecting a significant increase in attendance. The 2024 edition featured a great mix of programming, with 14 presentations, keynotes and panel discussions delivered by both public and private sector leaders. Sessions explored innovations, best practices, and emerging trends in fleet operations, electrification, and sustainability. We were proud to welcome Holman as our Premier Partner and Flo as our Community Builder Partner, both of whom played a key role in elevating the delegate experience. The exhibit area was diverse and engaging, showcasing the latest technologies, services, and solutions in fleet management. One of the most exciting aspects of the Workshop was the opportunity for participants to engage in live test drives, offering hands-on experience with cutting-edge vehicles and equipment. The Workshop continues to serve as a valuable forum for professionals in the fleet community to learn, connect, and explore innovations that will shape the future of government fleet operations.

We are pleased to announce that the next Fleet Management Workshop will once again be held at the Brookstreet Hotel on October 21–22, 2025. The Call for Presentations will open shortly, and we invite anyone with fresh insights, case studies, or innovative solutions to submit their proposals. Registration is expected to open late summer/ early fall.

Emerging Trends Symposium

The 2024 CIPMM Emerging Trends Symposium was held on November 19, 2024, as a fully virtual event. This annual symposium is designed to equip procurement and materiel management professionals with insights into the fresh perspectives and future-facing trends shaping our industry. This year's event welcomed 92 delegates from across Canada and featured 13 sessions, including a mix of formal learning presentations and expert panel discussions. The program provided equal parity between procurement and materiel management topics and included: social procurement, sustainability, and the emerging role of artificial intelligence and new technologies in the procurement and materiel management domains. To accommodate our coast-to-coast audience, the schedule ran from 10:00 a.m. to 3:30 p.m. EST, ensuring a participant-friendly format across time zones. The event was hosted using the Swapcard platform, which provided attendees with access to watch the session recordings for six months following the event.

Looking ahead, the next Emerging Trends Symposium will take place on December 2, 2025. The entire last year's committee has confirmed their continued involvement in planning and organizing the 2025 event. A Call for Presentations will be launched shortly, and as always, we welcome fresh voices and new ideas from across the community.

Attendance to Events

The Events Committee plays a key strategic role in advancing CIPMM's visibility, outreach, and event planning excellence. Its mandate includes researching and recommending external events for CIPMM representation, with the goals of building new partnerships, identifying emerging topics and speakers, and promoting CIPMM as a leading organization within the procurement and materiel management communities. Board members in attendance also observe and assess innovative event formats and management practices used by other host organizations to inform and enhance CIPMM's own programming.

The selection process for event participation is structured, transparent, and outcome driven. Board members interested in attending an event must apply form that outlines the anticipated value and key outcomes of their attendance. Following the event, each attendee must complete a comprehensive report form documenting the sessions they attended, key

learnings, all contacts made, and any recommended follow-up actions. This ensures accountability and knowledge sharing across the organization.

In 2024, the Events Committee reviewed and approved attendance for 9 board members across six major conferences. In some cases, 1 or 2 board members attended the same event to maximize coverage and engagement. These events included:

- Canadian Public Procurement Council Annual Forum (Montreal)
- Institute for Supply Management (ISM) World Conference (Las Vegas, Nevada)
- NIGP Forum (Charlotte, North Carolina)
- ASCM Connect Conference (Austin, Texas)
- NAFA Institute and Expo (San Antonio, Texas)
- Ontario Public Buyers Association Conference (Ottawa)

For 2025, the Committee has supported the attendance of 4 board members at the following upcoming events:

- NIGP Forum (Denver, Colorado) - attendance in-person and virtual
- GFX Government and Fleet Expo (Charlotte, North Carolina)
- Supply Chain Canada Conference (Calgary)
- ASCM Connect Conference (Columbus, Ohio)

Through this targeted and informed participation, CIPMM continues to expand its network, source fresh content and ideas, and reinforce its role as a leader in procurement and materiel management across Canada. Each attendee is expected to provide a report on their event and continue to build the relationship with the event organization and CIPMM over the year.

Regional Workshop

The 2024 Regional Workshop was held on October 1st, 2024, in Montreal, and welcomed 67 delegates. While smaller in size, the event had a strong representation from a wide range of federal departments and agencies, demonstrating the continued interest and value of regional learning opportunities within the procurement and materiel management communities.

Parks Canada was our Premier Partner for this event, and their support contributed to the overall success of the day. The program featured two well-

balanced streams of 12 sessions, with a dedicated equal focus on both Procurement and Materiel Management. The majority of the presentations were delivered in French, meeting the needs of our local audience and reinforcing our commitment to bilingualism and accessibility.

A diverse exhibit area showcased a strong mix of public and private sector organizations. The networking reception was very well attended and offered a valuable opportunity for local participants to engage with peers, build relationships and strengthen community ties.

Looking ahead, we are excited to share that our 2025 Regional Workshop will take place at the Lord Nelson Hotel in Halifax, Nova Scotia on November 13th, 2025. Planning for this event is already underway. We are in the process of forming the Regional Workshop Organizing Committee.

The location for the 2026 Regional Workshop will be determined in the coming months, and we look forward to continuing to expand regional engagement across Canada.

Website and Communications

This year, while no large-scale projects were undertaken, the Website and Communications Committee remained active and consistent in maintaining and supporting CIPMM's digital presence. We successfully managed ongoing updates to the website, ensuring that all event pages remained current and accurate. A key update this year was the revision of the Resources page, which now features refreshed and up-to-date content for our community. We also continued to run regular social media campaigns to promote CIPMM's events and initiatives, helping to broaden our reach and engagement. Our CIPMM eZines remained a key part of our communications strategy, serving as the primary source of information for members and stakeholders.

Looking ahead, we are planning to look into a full review and refresh of the website content, design and branding in 2026, as the last major overhaul was completed in 2017. As part of this initiative, we will be expanding our Website and Communications Committee.

Governance and Nominations

The Governance and Nominations Committees remained active throughout 2024–2025, focusing on strengthening CIPMM's foundational structures and supporting the effective functioning of the Board. These Committees play a

critical role in ensuring CIPMM maintains sound governance practices, up-to-date policies, and a well-functioning Board.

Key Activities Completed in 2024–2025:

- Minor updates were made to both the Board Member application form and the selection interview questions to enhance clarity and consistency in the nominations process.
- The Nominations Committee successfully led the 2025 nominations and selection process, filling all Board vacancies through a fair and transparent recruitment approach.
- Supported the President in ensuring sufficient Board members were available to serve on various committees, maintaining a balanced distribution of leadership and responsibilities.
- Engaged in collaborative discussions with other associations to exchange best practices in areas such as governance structures, volunteer management, and policy development.
- Collaborated with Volunteer Ottawa to develop a Board training proposal, which includes the delivery of two tailored governance Workshops.
- Established a regular set of meetings with related Associations to share ideas and information.

Planned Activities for 2025–2026:

Continue work on the review of key governance documents, including the by-laws, travel directive, and financial policy, to ensure they remain current and responsive to the organization's evolving needs.

- Review and refresh the CIPMM By-Laws to ensure alignment with current practices.
- Review the CIPMM Code of Conduct and propose amendments to reflect the evolving standards of professionalism and ethical expectations.
- Initiate the development of a separate Conflict-of-Interest Policy to formalize expectations and ensure transparency and accountability in all Board and committee activities.
- Assess and update the organizational chart, identifying gaps or areas requiring succession planning.
- Conduct a comprehensive review of all Committee Terms of Reference, with proposed amendments brought forward as needed.

- Launch a Board Diversity Survey and Self-Identification Declaration to better understand the composition of the Board and strengthen diversity and inclusion.
- Develop a Board self-assessment survey in preparation for the upcoming Board Strategic Retreat, supporting reflection, performance evaluation, and planning.

The Governance and Nominations Committees remain committed to maintaining strong governance standards, supporting Board development, and ensuring that CIPMM's leadership structure is well-positioned to meet current and future organizational goals.

CIPMM / TBS Round Tables

In partnership with the Treasury Board Secretariat, CIPMM delivered four virtual Round Tables in 2024/25 on high-priority topics:

- Round Table #1: Values and Ethics in Procurement and Materiel Management, November 13, 2024
- Round Table #2: Responsibilities of Business Owners, December 4, 2024
- Round Table #3: Supply Chain Resilience and Integrity, January 29, 2025
- Round Table #4: Long Term Fleet Electrification Plans, February 12, 2025

Each session attracted between 230 and 460 participants from across Canada, demonstrating strong engagement from the community.

We are currently collaborating with several departments to plan the 2025–2026 Round Table series. If your department is interested in partnering with CIPMM or if you have topic suggestions, please reach out to us.

Awards Committee

In 2025, the Awards Committee continued its efforts to strengthen the nominations process by improving the submission forms and refining the award descriptions for both the Rising Star Award and the Guiding Light Award.

Since the 2024 AGM, two awards ceremonies have been held. Based on a 2024 recommendation, the first ceremony took place as part of the Community Celebration Event on November 27th, rather than during the National Workshop. The event featured a thought-provoking panel discussion with community leaders and honored five award recipients, who

had the opportunity to celebrate with colleagues and family members. This more intimate setting contributed to a memorable and meaningful experience.

To enhance visibility and broaden community recognition, the Awards Committee made the decision to return the Awards Ceremony to the National Workshop in 2025. This year's ceremony recognized seven outstanding award winners and featured a fast-paced and dynamic format. We are currently awaiting survey feedback to assess how this new format was received by the community.

Mentorship Program

The 2024 CIPMM Procurement and Material Management Mentorship Program concluded with a hybrid graduation ceremony for 80 Mentees and 17 Mentors on November 27, 2024. The event featured:

- A keynote by Craig Szelestowski, an expert in Lean/Agile transformation on "Better Procurement & Materiel Management Experience by Design".
- A panel discussion with Mentees, moderated by Caroline Landry, Vice-President of CIPMM.
- An "Ask us Anything" on Procurement and Material Management moderated by Carolyn Montague, President of CIPMM.
- Interview Simulations on-site led by Kate Fahey, Procurement and Contracting Manager, Canadian Food Inspection Agency.

The 2025 CIPMM Mentorship Program was launched in February 2025 with 44 Mentees from 18 Departments and Agencies, supported by 8 Mentors and 8 Co-Mentors from across Canada. Onboarding events were held in March, and monthly mentorship sessions are supplemented with special webinars on key topics. Webinars were well received on Trade Agreements, Vendor Performance, and Accessibility in Procurement to date. Graduation for this cohort is planned for Nov 2025. Registration for the 2026 program will open in mid-December 2025.

The 35th National Workshop

And what seems like only a few days ago, the 35th CIPMM National Workshop was held in Ottawa. With a theme of "Sharing the Future: Procurement and Materiel Management in Action", it focused on providing high quality professional development activities for both the procurement and materiel management communities. With over 800 in-person attendees and

over 150 virtual participants the event was the premier professional development event for the community. Some of the highlights were:

- 40 concurrent sessions, many diverse panels, 9 deep dive sessions, and 7 master classes.
- 2 keynote speakers: Connor Emeny, Dr. Miriam Kirmayer.
- Welcome addresses from both the senior management of Shared Services Canada and the Secretary of the Treasury Board, Bill Matthews.
- 20 booths in our Tradeshow with both the public sector and private sector.
- A Networking Lounge for delegates to connect with each other.
- A “Rocky Mountain Retreat” wellness lounge, a wellness activities area, and an array of engaging wellness activities that brought out the fiercest individual and team competitions; and so much more.

Special recognition was given to the Premier Partner, Shared Services Canada, who showcased to delegates the expansive mandate of SSC. The Workshop also hosted 20 exhibitors including SSC’s very life-sized robot!

Planning for the 36th National Workshop will begin in late August / early September.

Carolyn noted the dates and locations for the upcoming CIPMM events, including the Fleet Workshop on October 21-22, 2025, Regional Workshop in Halifax on November 13, 2025, the virtual Emerging Trends Symposium on December 2, 2025, and the next CIPMM National Workshop on June 2-4, 2026, in Ottawa.

In closing, Carolyn emphasized that CIPMM would not be able to deliver its high-quality events and programs without the dedication and support of its many volunteers. She noted that volunteering with CIPMM, whether through Board participation or support at events and activities, provides valuable opportunities to contribute to the procurement and materiel management communities while building connections with peers and industry leaders.

Members interested in becoming more involved, were encouraged to explore volunteer opportunities, roles and responsibilities, and the volunteer application form available on the CIPMM website.

5. TREASURER'S REPORT AND AUDITED FINANCIAL STATEMENTS FOR 2024

Jean-Daniel Bourret, Treasurer of CIPMM, presented the overview of the 2024 CIPMM financials and provided key details of the 2025 CIPMM budget.

Jean-Daniel noted that CIPMM is a not-for-profit organization and that its fiscal year follows the calendar year. He explained that, in previous years, CIPMM generated operating surpluses and made a deliberate decision to use a portion of those funds to offset rising operational costs of events rather than increase registration fees, helping to keep programs affordable for participants. He added that CIPMM is now working toward bringing back its surplus to a safe but not excessive level.

Jean-Daniel reported that the 2024 budget had initially projected a deficit of \$152,000; however, through adjustments made throughout the year, the final deficit was reduced to approximately \$77,000.

Jean-Daniel reported that the forecasted revenue for 2024 was approximately \$1.1 million, with nearly 80% of total revenue generated through the National Workshop. He explained that CIPMM funds several non-revenue-generating activities and operational expenses, including general administration, website, communications, and participation in external events that contribute to improving the quality of CIPMM's own programs and activities. These operational costs represent approximately 18% of the overall budget, meaning that revenue-generating events must collectively produce sufficient surplus to offset those expenses and support a balanced financial position.

Jean-Daniel advised that the National Workshop remains the organization's primary source of revenue and continues to play a significant role in maintaining CIPMM's overall financial stability. He also noted that the Fleet Workshop and Mentorship Program contribute positively to the organization's financial position.

With respect to the 2025 budget, Jean-Daniel advised that CIPMM is forecasting approximately \$1.2 million in revenue and \$1.25 million in expenses, resulting in a projected deficit of approximately \$48,000. He explained that the organization generally takes a conservative approach to budgeting and has historically achieved stronger year-end results than

initially forecasted. He added that CIPMM hopes this will be among the final years of budgeting for a deficit, with the goal of returning to balanced budgets in future years.

Jean-Daniel further noted that the organization's surplus decreased from approximately \$345,000 to \$294,000, as reflected in the 2024 audited financial statements, while remaining at a healthy and sustainable level.

To maintain operational requirements, CIPMM requires approximately \$60,000 in accessible cash. We also have a long-term GICs of \$100,000 renewable every year.

Jean-Daniel explained that the financial statements included prepaid expenses related primarily to future events, such as venue rental costs and other event-related deposits. Jean-Daniel noted that certain contractual commitments also include cancellation fees if an event is cancelled.

Jean-Daniel advised that representatives from Parker Prins Lebano, CIPMM's external auditor, confirmed that, in their professional opinion, the financial statements fairly represented CIPMM's financial position for the year ending December 31, 2024.

Approved by a majority vote to approve the audited financial statements for the 2024 fiscal year as presented.

Approved by a majority vote to appoint Parker Prins Lebano as auditor for the 2025 fiscal year.

6. APPROVAL OF THE 2024/2025 SLATE OF OFFICERS

Carolyn presented the Slate of Directors for 2024-2025, as outlined below, and noted that CIPMM had an exceptional Board.

- Carolyn Montague
- Josee Doucet
- Robert Ashton
- Caroline Landry
- Catherine St.Louis
- Blair Hurd
- Richard Quinn

- Nicole Hoskins
- Minh-Khai Trinh
- Kofi Asare
- Mike Rainville
- Daniel Pilon
- Mathieu Lemieux
- Niraj Nitheanandan
- Melody Jeurond
- Cindy McLeod
- Martin Stein

Approved by a majority vote to approve the Slate of Officers for 2025/2026 as presented.

Carolyn thanked the outgoing Board members for their dedication and contributions to CIPMM. She recognized Jean-Daniel Bourret for his service as Treasurer over the past two years and for his involvement in numerous CIPMM programs and initiatives during his three-year term. She thanked Hellas Uddin, who served on the Board from 2019 to 2025 and was consistently supporting many CIPMM activities and programs, including the Toronto Regional Workshop. Carolyn also thanked Bronwynn Guymer for her service on the Board and for her many years of involvement with CIPMM, noting her expertise and contributions to the materiel management community. Carolyn expressed her appreciation to all outgoing Board members and noted that they would be greatly missed.

Carolyn also welcomed three new Board members to the CIPMM Board: Melody Jeurond, who is returning to the Board, as well as Cindy McLeod and Martin Stein, both of whom have been strong supporters of CIPMM in recent years. Carolyn noted that they bring valuable experience, fresh perspectives, and new energy to the Board.

7. OTHER BUSINESS

Carolyn encouraged members to stay connected and to reach out to CIPMM with ideas, feedback, or suggestions on how the organization can do things differently, better, or more effectively in the future.

In closing, Carolyn expressed her appreciation to all attendees for their continued support and participation.

8. ADJOURNMENT

Approved by a majority vote that the 2025 Annual General Meeting be adjourned at 2:00 pm.