



**canadian institute for
supply management**

**Canadian Institute for Supply Management
Minutes of the Annual Meeting
Held at
Institute for Supply Management, Inc.TM Headquarters
Tempe, Arizona
May 28, 2009**

These minutes are distributed subject to the approval of the CISM Board of Directors at their next meeting.

**Minutes of May 28, 2009 Annual Meeting
of the
Canadian Institute for Supply Management**

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**Minutes of the Annual Meeting of the
Canadian Institute for Supply Management
Held at
Institute for Supply Management, Inc.™ Headquarters
Tempe, Arizona
May 28, 2009**

On Thursday, May 28, 2009 at 8:30 a.m., Mountain Standard Time, Paul Novak, CPSM, C.P.M., A.P.P., President, called to order the Annual Meeting of the Canadian Institute for Supply Management at Institute for Supply Management, Inc.™ headquarters in Tempe, Arizona.

Roll Call:

President	Paul Novak, CPSM, C.P.M., A.P.P.
Vice President/Treasurer	Deborah Webber, CPSM, C.P.M.
Director/Corporate Secretary:	Holly LaCroix Johnson

Attendees:

Nora P. Neibergall, CPSM, C.P.M.

Attendees Via Teleconference:

Eric Lotz, C.P.M., Surrey, British Columbia
Anita Sutton, London, Ontario
Terry R. Volpel, CPSM, C.P.M.
Fred J. Wang, North Vancouver, British Columbia

MINUTES of the annual meeting of the Members of **CANADIAN INSTITUTE FOR SUPPLY MANAGEMENT/L'INSTITUTE CANADIENNE DE GESTION DE FOURNITURES** (the "Corporation") held at Institute for Supply Management, Inc. TM headquarters, Tempe, Arizona, on May 28, 2009 at 8:30 in the morning (MST). Members attended via a teleconference call.

PRESENT

Institute for Supply Management, Inc.TM, by its proxy Paul Novak, CPSM, C.P.M., A.P.P., being the sole voting member of the Corporation.

CHAIR AND SECRETARY

The President of the Corporation, Paul Novak, CPSM, C.P.M., A.P.P., took the chair. The secretary of the Corporation, Holly LaCroix Johnson, acted as Secretary of the meeting.

CONSTITUTION OF MEETING

All of the voting members being present in person or represented by proxy having been sent notice of the meeting in the manner required by law, the Chair declared the meeting properly constituted for the transaction of business. (*Attachment A*)

APPROVAL OF MINUTES OF PREVIOUS MEETING

ON MOTION duly made, seconded and unanimously carried, it was resolved that the minutes of the meeting of the members held on the 22nd day of July, 2008, be taken and read and approved.

FINANCIAL STATEMENTS

The Chair presented to the meeting the financial statements of the Corporation for the fiscal year ended December 31, 2008 and the Auditor's Report thereon and requested the Treasurer of the meeting to read to the meeting the Auditor's Report appended to the balance sheet. (*Attachment B*)

After the reading of the Auditor's Report and **ON MOTION** duly made, seconded and unanimously carried, the Auditor's Report was accepted.

CONFIRMATION OF ACTS

ON MOTION duly made, seconded and unanimously carried, it was resolved that all acts, contracts, by-laws, proceedings, appointments, elections and payments enacted, made, done and taken by the directors and officers of the Corporation since the last meeting of the shareholders referred to in the minutes of the meetings of the board of directors of the Corporation and in the annual reports of the Corporation be and same are hereby approved, ratified and confirmed.

APPOINTMENT OF AUDITORS

ON MOTION duly made, seconded and unanimously carried, it was resolved that McGladrey and Pullen be hereby appointed auditors of the Corporation until the next annual meeting or until a successor is appointed at a remuneration to be fixed by the directors, the directors are hereby authorized to fix such remuneration.

ELECTION OF DIRECTORS

The President then stated that it was in order to proceed with the election of directors and declared that the meeting open for nominations. The following were nominated:

Paul Novak, CPSM, C.P.M., A.P.P.
Deborah Webber, CPSM, C.P.M.
Nora P. Neibergall, CPSM, C.P.M.
Terry R. Volpel, CPSM, C.P.M.

There being no further or other nominations, the Chair declared nominations closed and no member having demanded a ballot, **ON MOTION** duly made, seconded and unanimously carried, it was resolved that those nominated be and they are hereby elected directors of the Corporation to hold office until the next annual election of directors or until their successors are elected or appointed subject to the provisions of the Corporation's by-laws.

TERMINATION

There being no further business, on motion duly made, seconded and unanimously carried, the meeting was terminated.

Paul Novak, CPSM, C.P.M., A.P.P.
Chair

Holly LaCroix Johnson
Secretary



canadian institute for
supply management

ATTACHMENT A

May 6, 2009

Notice of the Canadian Institute for Supply Management (CISM) Membership Meeting

Dear CISM Member:

Your attendance is requested at the CISM Annual Membership Meeting. Please plan to join us for a report on association business.

The Annual Membership Meeting will be held on Thursday, May 28 from 8:30 a.m. to 9:00 a.m. Mountain Standard Time (which is Pacific Daylight Time) at the ISM headquarters, 2055 E. Centennial Circle, Tempe, Arizona.

A brief Board of Directors meeting will be held following the Annual Meeting.

CISM Members may participate in the meeting via conference call by dialing:

Number: **877-826-0629 (from Canada and the U.S. only)**

PIN Number: **9230**

If you are calling in from a country outside of Canada or the U.S., please contact Janis Kellerman at jkellerman@ism.ws for additional instructions.

Sincerely,

Holly LaCroix Johnson
CISM Director/Corporate Secretary

**CISM Annual Report
12/31/2008**

As of December 31, 2008, CISM had a total of 424 members, which included 19 dues free, 1 lifetime and 404 regular members.

For the year ended December 31, 2008, CISM's revenues and expenses were:

Revenue	\$32,620.89
Expense	<u>41,837.10</u>
Net	(9,216.21)

Total assets and liabilities as of December 31, 2008 were \$8,152.05

**CANADIAN INSTITUTE FOR SUPPLY MANAGEMENT
INCOME STATEMENT FOR YEAR ENDING 12/31/08**

	YEAR TO DATE	%
REVENUE		
DUES INCOME	32,620.89	100.00%
CONTRIBUTIONS	<u>0.00</u>	
TOTAL REVENUE	32,620.89	100.00%
EXPENSES		
DUES / FEES	41,360.70	126.79%
BANK CHARGES	0.00	0.00%
TRAVEL	90.03	0.28%
MISCELLANEOUS	<u>386.37</u>	1.18%
TOTAL EXPENSES	41,837.10	128.25%
NET INCOME	(9,216.21)	-28.25%

**CANADIAN INSTITUTE FOR SUPPLY MANAGEMENT
BALANCE SHEET AS OF DECEMBER 31, 2008**

CURRENT ASSETS:

CHECKING ACCOUNT	8,152.05
PREPAID EXPENSES	<u>0.00</u>

TOTAL CURRENT ASSETS	<u>8,152.05</u>
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TOTAL ASSETS:	<u><u>8,152.05</u></u>
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CURRENT LIABILITIES:

DUE TO ISM	<u>31.94</u>
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31.94

CAPITAL:

NET ASSETS AS OF 1/1/08	17,336.32
YTD NET REV/EXP	<u>(9,216.21)</u>

TOTAL LIABILITIES AND CAPITAL:	<u><u>8,152.05</u></u>
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**CANADIAN INSTITUTE FOR SUPPLY MANAGEMENT
REV/EXP STATEMENT FOR YEAR ENDING 12/31/08**

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
REVENUE													
DUES INCOME	5,400.00	8,682.54	3,270.00	2,760.00	2,719.35	660.00	1,422.00	4,130.00	1,707.00	1,210.00	660.00	0.00	32,620.89
CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	5,400.00	8,682.54	3,270.00	2,760.00	2,719.35	660.00	1,422.00	4,130.00	1,707.00	1,210.00	660.00	0.00	32,620.89
EXPENSES													
DUES / FEES	4,000.00	0.00	0.00	30.00	0.00	17,176.50	770.00	0.00	19,384.20	0.00	0.00	0.00	41,360.70
BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	0.00	0.00	0.00	90.03	0.00	0.00	0.00	0.00	0.00	0.00	90.03
MISCELLANEOUS	0.00	315.00	0.00	0.00	0.00	39.43	0.00	31.94	0.00	0.00	0.00	0.00	386.37
TOTAL EXPENSES	4,000.00	315.00	0.00	30.00	0.00	17,305.96	770.00	31.94	19,384.20	0.00	0.00	0.00	41,837.10
NET REV/EXP	1,400.00	8,367.54	3,270.00	2,730.00	2,719.35	(16,645.96)	652.00	4,098.06	(17,677.20)	1,210.00	660.00	0.00	(9,216.21)

**CANADIAN INSTITUTE FOR SUPPLY MANAGEMENT
GENERAL LEDGER TRANSACTIONS FOR YEAR ENDING 12/31/08**

DATE	DESCRIPTION	INCOME		EXPENSE			
		DUES	CONTRIBUTIONS	DUES/FEES	BANK CHARGES	TRAVEL	MISCELLANEOUS
1/31/2008	CISM MEMBERSHIP DUES JAN08	\$5,400.00					
1/31/2008	CISM MEMBERSHIP DUES PAYMENT TO ISM			\$4,000.00			
2/27/2008	FOGLER, RUBINOFF LLP-ANNUAL REPRESENTATION						\$315.00
2/29/2008	CISM MEMBERSHIP DUES FEB08	\$8,682.54					
3/31/2008	CISM MEMBERSHIP DUES MAR08	\$3,270.00					
4/29/2008	RECEIVER GENERAL OF CANADA-ANNUAL SUMMARY			30.00			
4/30/2008	CISM MEMBERSHIP DUES APR08	\$2,760.00					
5/31/2008	CISM MEMBERSHIP DUES MAY08	\$2,719.35					
5/31/2008	RENAISSANCE ST LOUIS GRAND HOTEL-MEALS					90.03	
5/31/2008	RENAISSANCE ST LOUIS GRAND HOTEL-AV						\$39.43
6/30/2008	CISM MEMBERSHIP DUES JUN08	\$660.00					
7/31/2008	CISM MEMBERSHIP DUES PAYMENT TO ISM			\$17,176.50			
7/31/2008	CISM MEMBERSHIP DUES JUL08	\$1,566.00					
7/31/2008	REFUND ROBERT HURTADO	(\$144.00)					
7/31/2008	CISM MEMBERSHIP DUES PAYMENT TO ISM			\$770.00			
8/13/2008	CISM 1/24/08 DEPOSITS	\$200.00					
8/15/2008	TELECONFERNCE CALLS 7/31/08						\$31.94
8/31/2008	CISM MEMBERSHIP DUES AUG08	\$3,930.00					
9/30/2008	CISM MEMBERSHIP DUES SEP08	\$1,707.00					
9/30/2008	CISM MEMBERSHIP DUES PAYMENT TO ISM			\$19,384.20			
10/31/2008	CISM MEMBERSHIP DUES OCT08	\$1,210.00					
11/30/2008	CISM MEMBERSHIP DUES NOV08	\$660.00					
TOTALS TO DATE		32,620.89	0.00	41,360.70	0.00	90.03	386.37
NET REV/EXP TO DATE		(9,216.21)					