



**institute for
supply management**

ISM—Canada

Institute for Supply Management—Canada

Minutes of the Annual Meeting

Held at

Hilton Suites Toronto/Markham Conference Centre & Spa

Markham, Ontario, Canada

June 17, 2011

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

**Minutes of June 17, 2011 Annual Meeting
of the
Institute for Supply Management—Canada**

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**Minutes of the Annual Meeting of the
Institute for Supply Management—Canada**

Held at

**Hilton Suites Toronto/Markham Conference Centre & Spa
Markham, Ontario, June 17, 2011 22, 2010**

On Friday, June 17, 2011 at 8:30 a.m., Eastern Daylight Time, Paul Novak, CPSM, C.P.M., A.P.P., MCIPS, President, called to order the Annual Meeting of the Institute for Supply Management—Canada at the Hilton Suites Toronto/Markham Conference Centre & Spa in Markham, Ontario, Canada.

Roll Call:

President	Paul Novak, CPSM, C.P.M., A.P.P., MCIPS
Vice President/Treasurer	Deborah Webber, CPSM, C.P.M.
Director/Corporate Secretary	Nora P. Neibergall, CPSM, CPSD, C.P.M.
Directors	Deryck Albarus, CPSM
	Sylvie Bouffard (absent)
	Liz Crummey, C.P.M., SCMP (absent)
	Larry Foley, C.P.M., CSCMP, CPIM
	Leopold Koff, C.P.M., CSCMP
	Sunil Mahashabde, C.P.M.
	Terry Volpel, CPSM, C.P.M.
	A. Carlos Wilson, SCMP

Attendees:

Yaarub Askar, CPSM
Elsie Blauwhoff
Danny Cho, Ph.D., CSCP, ISM—Canada Board Advisor
Jan Miller
Luke Salacata, CSCMP, CPSM

MINUTES of the annual meeting of the Members of **INSTITUTE FOR SUPPLY MANAGEMENT—CANADA/L’INSTITUTE DE GESTION DE FOURNITURES—CANADA** (the “Corporation”) held at Hilton Suites Toronto/Markham Conference Centre & Spa, Markham, Ontario, Canada, on June 17, 2011 at 8:38 in the morning (EDT).

PRESENT

Institute for Supply Management, Inc.™, by its proxy Paul Novak, CPSM, C.P.M., A.P.P., MCIPS, 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., MCIPS, took the Chair. The secretary of the Corporation, Nora P. Neibergall, CPSM, CPSD, C.P.M., 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 MEETINGS

ON MOTION duly made by Terry Volpel, seconded by Larry Foley and unanimously carried, it was resolved that the minutes of the meeting of the members held on the 22th day of July, 2010, and the special membership meeting held on the 13th day of April 2011, 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, 2010 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 by Larry Foley, seconded by Sunil Mahashabde and unanimously carried, the Auditor’s Report was accepted.

CONFIRMATION OF ACTS

ON MOTION duly made by A. Carlos Wilson, seconded by Terry Volpel and unanimously carried, it was resolved that all acts, contacts, 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 by Leopold Koff, seconded by Larry Foley 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 Chair 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:

- Deryck Albarus, CPSM
- Elsie Blauwhoff
- Danny Cho, Ph.D., CSCP
- Larry Foley, C.P.M., SCMP, CPIM
- Leopold Koff, C.P.M., CSCMP
- Sunil Mahashabde, C.P.M.
- Nora P. Neibergall, CPSM, CPSD, C.P.M.
- Terry Volpel, CPSM, C.P.M.
- Deborah Webber, CPSM, C.P.M.
- A. Carlos Wilson, SCMP

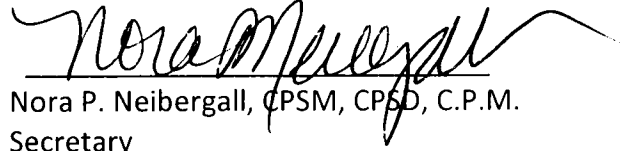
There being no further or other nominations, the Chair declared nominations closed and no member having demanded a ballot, **ON MOTION** duly made by Larry Foley, seconded by Sunil Mahashabde and unanimously carried, it was resolved that those nominated be and they are hereby elected directors of the 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 by Leopold Koff, seconded by Deryck Albarus and unanimously carried, the meeting was terminated.



Paul Novak, CPSM, C.P.M., A.P.P., MCIPS
President, ISM—Canada (Chair)



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

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**institute for
supply management**

ISM—Canada

May 11, 2011

Notice of the ISM—Canada Membership Meeting

Dear ISM—Canada Member:

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

The Annual Membership Meeting will be held on Friday, June 17, 2011, 8:30 – 9:00 a.m. Eastern Daylight Time at the Hilton Suites Toronto/Markham Conference Centre & Spa, 8500 Warden Avenue, Markham, Ontario, L6G 1A5, Canada.

A Board of Directors meeting will be held 9:00 a.m. – 3:00 p.m. Members of ISM—Canada are welcome to attend. There will be a buffet luncheon offered.

If you plan to attend this meeting and luncheon, please let us know no later than June 3, 2011, and provide us with the following information by fax or email:

Name: _____

Company: _____

Title: _____

Address: _____

Telephone: _____ E-mail: _____

Email your response to Janis Kellerman at jkellerman@ism.ws or fax to her attention at +1 480/752-7890.

Sincerely,

Nora P. Neibergall, CPSM, CPSD, C.P.M.
ISM—Canada Director/Corporate Secretary

**CISM Annual Report
12/31/2010**

As of December 31, 2010, CISM had a total of 458 members, which included 21 dues free, 2 lifetime and 435 regular members.

For the year ended December 31, 2010, CISM's revenues and expenses were:

Revenue	\$ 5,713.61
Expense	<u>7,927.32</u>
Net	(\$2,213.71)

Total assets and liabilities as of December 31, 2010 were \$18,155.83

**CANADIAN INSTITUTE FOR SUPPLY MANAGEMENT
REV/EXP STATEMENT FOR YEAR ENDING 12/31/10**

	YEAR TO DATE	%
REVENUE		
DUES INCOME	5,713.61	100.00%
CONTRIBUTIONS	<u>0.00</u>	
TOTAL REVENUE	5,713.61	100.00%
EXPENSES		
DUES / FEES	146.67	2.57%
BANK CHARGES	66.05	1.16%
TRAVEL	7,234.24	126.61%
MISCELLANEOUS	<u>480.36</u>	8.41%
TOTAL EXPENSES	7,927.32	138.74%
NET INCOME	(2,213.71)	-38.74%

**CANADIAN INSTITUTE FOR SUPPLY MANAGEMENT
BALANCE SHEET AS OF 12/31/10**

CURRENT ASSETS:

CHECKING ACCOUNT	18,155.83
PREPAID EXPENSES	<u>0.00</u>

TOTAL CURRENT ASSETS	<u>18,155.83</u>
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TOTAL ASSETS:	<u><u>18,155.83</u></u>
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CURRENT LIABILITIES:

DUE TO ISM	<u>2,095.39</u>
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CAPITAL:	<u>2,095.39</u>
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NET ASSETS AS OF 1/1/08	18,274.15
YTD NET REV/EXP	<u>(2,213.71)</u>

TOTAL LIABILITIES AND CAPITAL:	<u><u>18,155.83</u></u>
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CANADIAN INSTITUTE FOR SUPPLY MANAGEMENT
 REV/EXP STATEMENT FOR YEAR ENDING 12/31/10

REVENUE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
DUES INCOME	155.01	421.64	0.00	1,262.92	1,101.67	461.67	2,184.99	(967.51)	193.84	459.96	346.08	93.34	5,713.61
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	155.01	421.64	0.00	1,262.92	1,101.67	461.67	2,184.99	(967.51)	193.84	459.96	346.08	93.34	5,713.61
EXPENSES													
DUES / FEES	0.00	146.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	146.67
BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.00	66.05	0.00	0.00	0.00	0.00	0.00	66.05
TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	5,487.64	1,746.60	0.00	0.00	0.00	0.00	7,234.24
MISCELLANEOUS	0.00	0.00	0.00	208.45	0.00	0.00	33.12	150.16	0.43	88.20	0.00	0.00	480.36
TOTAL EXPENSES	0.00	146.67	0.00	208.45	0.00	0.00	5,586.81	1,896.76	0.43	88.20	0.00	0.00	7,927.32
NET REV/EXP	155.01	274.97	0.00	1,054.47	1,101.67	461.67	(3,401.82)	(2,864.27)	193.41	371.76	346.08	93.34	(2,213.71)

CANADIAN INSTITUTE FOR SUPPLY MANAGEMENT
GENERAL LEDGER TRANSACTIONS FOR YEAR ENDING 12/31/10

DATE	ACCOUNT	DESCRIPTION	INCOME		EXPENSE			
			DUES	CONTRIBUTIONS	TRAVEL	BANK FEES	MISCELLANEOUS	
1/31/2010	40310-DUES	CISM DEPOSITS JAN10	\$155.01					
2/22/2010	40310-DUES	CISM DEPOSITS FEB10	\$246.62					
2/28/2010	40310-DUES	CISM DEPOSITS FEB10	\$175.02					
4/30/2010	40310-DUES	CISM DEPOSITS APR10	\$1,262.92					
5/31/2010	40310-DUES	CISM DEPOSITS MAY10	\$1,101.67					
6/30/2010	40310-DUES	CISM DEPOSITS JUN10	\$461.67					
7/31/2010	40310-DUES	CISM DEPOSITS JUL10	\$2,184.99					
8/12/2010	40310-DUES	SAUDI ARAMCO WIRE FOR ISM	(\$1,020.00)					
8/31/2010	40310-DUES	GREATER TORONTO AIRPORTS CHECK FOR ISM	(\$110.00)					
8/31/2010	40310-DUES	CISM DEPOSITS AUG10	\$162.49					
9/30/2010	40310-DUES	CISM DEPOSITS SEP10	\$193.84					
10/31/2010	40310-DUES	CISM DEPOSITS OCT10	\$459.96					
11/30/2010	40310-DUES	CISM DEPOSITS NOV10	\$346.08					
12/31/2010	40310-DUES	CISM DEPOSITS DEC10	\$93.34					
2/22/2010	50115-DUES / FEES	ISM DUES ORDER 473579		\$146.67				\$208.45
4/14/2010	51200-PROFESSIONAL SERVICE	FOGLER, RUBINOFF LLP- PREPARE CISM 2010 ANNUAL SUM			\$2,886.44			
7/8/2010	50020-MEALS - TRAVEL	HILTON SUITES TORONTO-CISM ADV DEPOSIT			\$105.00	\$57.73		
7/8/2010	51510-BANK SERVICE CHARGES	HILTON SUITES TORONTO-CISM FOREIGN TRANS FEE			\$48.57			
7/26/2010	50000-TRAVEL - GENERAL	D WEBBER-CISM BOARD MEETING JUL10			\$8.80			
7/26/2010	50020-MEALS - TRAVEL	D WEBBER-CISM BOARD MEETING JUL10			\$28.77	\$8.32		
7/26/2010	51510-BANK SERVICE CHARGES	D WEBBER-CISM BOARD MEETING JUL10			\$713.34			
7/28/2010	50000-TRAVEL - GENERAL	N NEIBERGALL-CISM MEETING JUL10			\$486.18			
7/28/2010	50020-MEALS - TRAVEL	N NEIBERGALL-CISM MEETING JUL10			\$1,015.76			
7/31/2010	50000-TRAVEL - GENERAL	D WEBBER-CISM ANNL MEETING			\$194.78			
7/31/2010	50000-TRAVEL - GENERAL	N NEIBERGALL-CISM ANNL MEETING			(\$1.58)			
7/31/2010	50000-TRAVEL - GENERAL	N NEIBERGALL-CISM ANNL MEETING			\$1,038.01			
7/31/2010	50000-TRAVEL - GENERAL	P NOVAK-CISM ANNUAL MTG JUL10			\$205.57			
7/31/2010	50020-MEALS - TRAVEL	P NOVAK-CISM ANNUAL MTG JUL10			\$504.60			
7/31/2010	50570-TELEPHONE	D WEBBER-CISM BOARD MEETING JUL10						\$33.12
8/31/2010	50020-MEALS - TRAVEL	NATIONAL BANK OF ARIZONA-HILTONTORONTO CISM CREDIT						
8/31/2010	50025-MEALS - EVENTS	HILTON STES TORONTO-CISM JUL10						
8/31/2010	50030-LODGING	HILTON STES TORONTO-CISM JUL10						
8/31/2010	50030-LODGING	HILTON STES TORONTO-CISM JUL10						
8/31/2010	50720-RENTALS	HILTON STES TORONTO-CISM JUL10						
9/30/2010	50575-TELECONFERENCE CALLS	EVENTBUILDER-TELECONF CALLS THRU 09/30/10						\$150.16
10/29/2010	50575-TELECONFERENCE CALLS	EVENTBUILDER-TELECONF CALLS THRU 10/15/10						\$0.43
10/31/2010	50570-TELEPHONE	D WEBBER-CISM MEETING OCT10						\$49.99
								\$38.21
TOTALS TO DATE			5,713.61	0.00	7,234.24	66.05	480.36	
NET REV/EXP TO DATE			(2,213.71)					